

Chicago Calligraphy Collective
Position Description of the Executive Board and Directors

All Executive Board Members and Directors shall:

Attend all Board meeting

Keep accurate records (preferably electronic) documenting activities for inclusion in the CCC corporate records and archives

Participate in the preparation of the annual budget

Provide a report of activities for inclusion in the CCC Annual report

Monitor individual CCC web mail accounts, sharing information with the other Board members and maintain individual CCC web mail member contact list

Act as liaison between members and the Board and report member concerns and issues to the Board

Perform the duties as described for these positions in the CCC Bylaws and additional duties as described below

EXECUTIVE BOARD OFFICERS

The **President** shall:

·Maintain regular contact with all Board members

·Develop agenda for and chair all meetings of the Board and guild

.

Establish Board meeting schedule

.

Act as ex-officio member of all committees and participate in committees as deemed appropriate

.

Co-sign on CCC bank accounts and have check-signing authority

.

Act as guild representative in official communications

.

Approve language in all broadcast e-mail messages and press releases

.

Review all materials before they are printed or posted
on the website

.

Contribute letters/messages to the Newsletter as
deemed appropriate

.

Assist the Treasurer in the preparation of the Annual
Report

Manage the Zoom Account for board meetings and study groups

Reset the CCC website password annually with the Membership Director

The **Vice President** shall:

.

Assume duties of the President in his/her absence

.

Form and chair the Nominating Committee

.

Fill the vacancy in the office of the President for
any unexpired term

.

Administer the Tribute Fund

Chair the Scholarship Committee

.

Act as coordinator for the Inklings program by
receiving applications and submitting to the Board for review

.

Provide Inklings project updates and reports to the
Board and Newsletter Editor

.

Work in cooperation with Board of Directors to
facilitate CCC events

.

Serve on CCC committees as deemed appropriate

The **Treasurer** shall:

.

Keep financial records and administer finances for the
CCC

Make deposits and pay bills in a timely manner

- Reconcile bank statements
- Provide monthly and annual Balance Sheets and Income and Expense Reports to the Board
- Provide financial records for annual audit and to guild members upon request
- Prepare all annual filings required by the IRS and State to maintain the organization's 501(c)3 tax exempt status, including providing financial documents and working with a certified public accountant when deemed necessary
- Prepare annual financial statement and compile officer and director activity summaries for the Annual Report
- Track investments
- Keep signature cards current
- Track spending in accordance with submitted committee budgets
- Work collaboratively with the Membership Director to reconcile checks returned for nonsufficient funds

The **Recording Secretary** shall:

.

Prepare minutes of meetings, including recording of votes

.

Distribute meeting minutes electronically to Board for review prior to the next scheduled meeting

.

Collect and compile records from all Board members annually and maintain the CCC record book of past meeting minutes

.

Keep records for the corporation

Maintain a Length of Service log for all Board members and Auxiliary members (Webmaster, Newsletter editor, Proofreader)

The **Corresponding Secretary** shall:

.

Receive and respond to messages from the Contact Us Fillable Form on the CCC website

.

Act as a liaison between members and study groups by

responding to inquiries made via the CCC website

.

Compose and send the bi-monthly e-mail news, *Nib Notes*

.

Supervise all Social Media communication (ie. FaceBook and Instagram)

.

Maintain CCC Public Calendar

.

Compose written communication to members as needed and send tax-deductible receipts for donations as requested by the Board

.

Collect CCC mail in a timely manner (ie. weekly) and distribute to Board members

.

Communicate time-sensitive information regarding mail received between Board meetings to the appropriate Board members

BOARD OF DIRECTORS

The **Exhibits Director** shall:

.

Coordinate annual Exploration and All Members Show exhibits, including Call for Entry dates and exhibit requirements

.

Seek out additional exhibit opportunities as appropriate

.

Select and establish a committee to assist with exhibits responsibilities as necessary

.

Provide exhibit information to the Newsletter Editor

.

Select exhibit speaker and logo artist for Exploration and other exhibits as necessary

.

Act as liaison between artist and interested art buyers during exhibit runs, functioning within the stipulations of the CCC's 501c3 status

.

Coordinate printed materials necessary for exhibits

The **Membership Director** shall:

.

Manage and keep the membership roster and database

.

Keep accurate records of membership dues payments and renewals

.

Provide monthly membership reports to the CCC Board

.

Respond in a timely manner to membership inquiries

.

Provide membership updates (e.g., new members and member information changes or corrections) to the Newsletter editor on a monthly basis

.

Provide mailing labels to Newsletter mailer on a monthly basis

.

Compile member information for the annual CCC Membership Directory

.

Prepare and mail annual dues renewal notices and membership directory

.

Work in cooperation with the Treasurer to reconcile payments returned for nonsufficient funds and other financial needs

The **Special Events Director** shall:

.

Plan and coordinate annual CCC events (e.g., members' meetings) and other community outreach events (e.g., lectures, fairs, etc.) as necessary

.

Select and form a committee to assist with the duties

.

Contact and schedule volunteers for all community outreach events

.

Book available meeting space for the Annual Members Meeting (March), the Fall Members Meeting (October), and the Twelfth Night Meeting (January) – this includes booking time prior for Board meetings that take place before these member meetings

.

Work in cooperation with all Board members to plan the activities and agenda for special meetings, exhibit receptions and special guild functions

.

Prepare membership newsletter and email announcements and reminders regarding special events

.

Seek unique ways to attract membership participation in CCC activities within the budgetary limits established for special events

The **Workshop Director** shall:

Select and form a committee to assist with the duties of arranging educational opportunities and workshops for the CCC

Contact and make arrangements with visiting instructors including teaching fees, travel costs and other requirements

.

Arrange for care of visiting instructors, including housing, meals and transportation needs

.

Provide information in a timely manner to the Newsletter editor regarding workshop and class schedules

.

Coordinate written workshop reviews by submitting participant reviews to the Newsletter editor

.

Work in cooperation with the Treasurer and Membership Director regarding financial inquiries and membership status of workshop Participants

Provide information in a timely manner to the Webmaster, Newsletter Editor and Corresponding Secretary regarding workshop and class schedules.

Manage the Workshops Zoom account

The **Ad Hoc Director** shall:

.

Collaborate with members of the Board on special projects and/or special need-based requests

.

Work in cooperation with Board of Directors to facilitate CCC events

.

Serve on CCC committees as deemed appropriate

Manage the Social Media communications (Facebook and Instagram)