

# Friends of Hazelhurst ELECTION OF OFFICERS POSITION

## DESCRIPTION

Annual General Meeting Thursday 27 February 2020, 7:00 pm

### PRESIDENT

The President will take overarching responsibility of the committee to ensure the following.

1. The committee has the resources it needs to achieve their objectives.
2. The committee is operating in accordance with state & federal statutes & legislation.
3. To ensure the FOH members concerns & issues are responded to & resolved in a timely manner.
4. To take ownership & resolve any issues which may arise within the committee.
5. Have an overall strategy to ensure the FOH sustainability & relevance going forward into the future.

### VICE PRESIDENT

Stand in for the President in his/her absence.

Attend meetings with the Management of Hazelhurst.

Manage planning days for the Executive and GCM Committees.

Assist with events.

Research other Friends groups for ideas to improve the Friends activities and status.

### SECRETARY

Manage the Executive and General Committee Meetings and minutes and actions from those minutes. Stand in for the President and Vice President when required.

Attend meetings with the Management of Hazelhurst.

Attend and assist at all events.

Assist at artztalk and stand in for those managing them as required.

Fulfill any other requirements when necessary.

### TREASURER

Pay invoices and monitor payments to working bank account.

Prepare monthly expenditure and Income report to FOH committee.

Monitor investment bank accounts.

Bank cash held from events.

Enter debits and credits into web-based accounting program.

Organised annual audit of accounts.

Approximate time required is about a two hours per week.

### EXECUTIVE STRATEGIC MARKETING & PROMOTIONS COORDINATOR

Research ideas for marketing the Friends of Hazelhurst.

Co-ordinate with committee regarding promotion of news and events.

Work with committee members and Gallery staff to write copy, source images and produce promotional material for all promotions.

Keep a promotions calendar to share with the committee.

Work with the Website/Social Media Coordinator, Newsletter Editor and Mailchimp Coordinator to execute all promotions.

Send out annual renewal letter to non-financial members (January).

Distribute promotional material within the Shire.

Report monthly to the committee.

### MEMBERSHIP COORDINATOR

Increase the membership numbers for the FOH.

Work with the reception management of Hazelhurst to improve the processes for RSVP and payment of membership dues.

Introduce rolling membership when possible.

Introduce membership timeframes of more than one year, eventually.

Monitor membership numbers for reports to committee.

### EVENTS COORDINATOR (Includes Bus trips & Walks)

Introduce new events that will attract more members.

Research other Friends groups for ideas for novel events.

Improve fundraising capacity.

Work with the committee and Gallery staff in organising a calendar of events.

Keep an events calendar to share with the committee.

Organise helpers for events.

Help set up events.

Prepare an annual program of bus trips, costings and logistics.

Coordinate with the destinations galleries and bus company.

Liase with Gallery staff for the sale of tickets.

Liase with Gallery staff and the Marketing & Promotions Coordinator to promote events.

Be prepared for any circumstances that may arise on an outing.

Report to the committee of the outcome of the event.

Report monthly to the committee

#### WEBSITE/SOCIAL MEDIA COORDINATOR

Work with the Marketing & Promotions Coordinator to execute all promotions across Facebook, Instagram and the FOH website.

Keep the FOH website up to date with events and any news and information.

#### NEWSLETTER EDITOR

Collect information/ stories/events for the printing of 4 Newsletters per year.

Liase with committee members and Gallery staff for information required.

Liase with Cliff Lewis Printers as to the design and printing of the Newsletter.

Report monthly to the committee.

#### FRIENDS ON SHOW COORDINATOR

Liase with committee and Gallery for the FOS exhibition submission.

Work with the Marketing & Promotions Coordinator to promote the exhibition and advise on key dates.

Prepare members entry form.

Collate entry forms and entrance fee.

Print labels for the artwork.

Gather helpers for installation, opening and taking down of the exhibition.

Make a report of the event for the Newsletter and the committee.

#### ARTZTALKS COORDINATOR

Prepare an annual program of speakers with varied topics.

Email the reception and relevant Gallery staff to book the Theatre.

Liase with Gallery staff and the Marketing & Promotions Coordinator to promote events.

Set up for microphone or required screens.

Set up afternoon drinks and finger food. Use RSA from Cafe for Alcohol.

Check off attendees and identify if they are Friends or Non-Friends.

Greet guest and do introduction before the talk.

Clean up following the event.

Report monthly to the committee.

#### ASSISTANT EVENT COORDINATORS

Support the Events Coordinator with any Friends of Hazelhurst events during the year.

#### RAFFLES COORDINATOR

Plan raffles for opening exhibitions or other key events on the yearly calendar.  
Purchase or acquire raffle prizes.  
Organise raffle tickets, pens, cash float, helpers for each raffle event.  
Plan for the raffle to be drawn and winners notified or presented with prize.  
Organise for cash to be collected by the FOH Treasurer.  
Report raffle outcomes to the committee.

#### PAVERS COORDINATOR

Manage the process for the purchase and installation of pavers.  
Define ideas for attracting more people to purchase pavers.  
Pavers are ordered and paid for by the purchaser at the Gallery reception desk.  
The Gallery staff order the pavers and then send them for engraving.  
FOH pay for the engraving and collect the pavers from the engraver for installation at the Gallery.

#### WALL OF ART COORDINATOR

Liase with Sutherland Shire Library staff for the display of artwork in the Sutherland Shire Library – art space.  
Find and coordinate artists interested in displaying their artwork.  
Provide all artists who display with the FOH paperwork of conditions and cost.  
Liase with the Newsletter Editor to advertise this space and if required write an article (with photos) about the artists participating.  
Report to the committee monthly about this activity.

#### MAILCHIMP COORDINATOR

Work with the Marketing & Promotions Coordinator to execute all promotions through Mailchimp.  
Preparing and distributing regular Mailchimps for all events and news.  
Liase with the various committee members to help promote the activities on the calendar.