

Friends of Hazelhurst Committee Position Descriptions

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

1. Stand in for the President in his/her absence.
2. Attend meetings with the Management of Hazelhurst if available to attend.
3. Assist with events if available to attend.
4. work to improve the Friends activities and status.

SECRETARY

1. Manage the Executive and General Committee Meetings and minutes and actions from those minutes if necessary.
2. Stand in for the President and Vice President when required.
3. Attend meetings with the Management of Hazelhurst if available.
4. Assist with events if available.

TREASURER

1. Pay invoices and monitor payments to working bank account.
2. Prepare monthly expenditure and Income report to FOH committee.
3. Monitor investment bank accounts.
4. Bank cash held from events.
5. Enter debits and credits into web-based accounting program.
6. Organized annual Audit of accounts.
7. Approximate time required is about a two hours per week.

STRATEGIC MARKETING & PROMOTIONS COORDINATOR

1. Give strategic direction to marketing & promoting FOH activities & events.

MEMBERSHIP COORDINATOR

1. Increase the membership numbers for the FOH.
2. Monitor membership numbers for reports to committee.
3. Send out annual renewal letter to non-financial members (January)
4. Research ideas for marketing the Friends of Hazelhurst.
5. Report monthly to the committee.

EVENTS COORDINATOR (Includes Bus Trips & Walks)

1. Introduce new events that will attract more members.

2. Liase with Gallery staff for promotional material for events.
3. Keep an events calendar. to share with the committee.
4. Organise helpers for events.
5. Help set up events.
6. Report monthly to the committee
7. Coordinate with the destinations galleries and bus company'.
8. Liase with gallery staff for the sale of tickets
9. Liase with gallery staff and committee members for advertising events.
10. Be prepared for any circumstances that may arise on an outing.
11. Report to the Committee of the outcome of the event.

WEBSITE/SOCIAL MEDIA COORDINATOR

1. Monitor and display all FOH events.
2. Distribute information to the community via Facebook/Instagram.
3. Keep the FOH website up to date with events and any news and information.

NEWSLETTER EDITOR

1. Collect information/ stories/events for the printing of 4 Newsletters per year.
2. Liase with committee members and Gallery staff for information required.
3. Liase with Hazelhurst staff in publishing meetings as to the design and content of the Newsletter.
4. Report monthly to the committee.

FRIENDS ON SHOW CO-ORDINATOR

1. Liase with committee and Gallery for the FOS exhibition submission.
2. Inform members of the Exhibition date through the Newsletter and Mail Chimp.
3. Prepare members entry form.
4. Collate entry forms and entrance fee.
5. Print labels for the artwork.
6. Gather helpers for installation, opening and taking down of the exhibition.
7. Make a report of the event for the Newsletter and the committee.

ARTZTALKS CORDINATOR

1. Ensure that there are regular mail chimps and other forms of advertising for all events.
2. Prepare an annual program of speakers with varied topics.
3. Email the reception and relevant Gallery staff to book the theatrette.
4. Liase with gallery staff and FOH committee to advertise the event, including Mail Chimps.
5. Set up for microphone or required screens.
6. Set up afternoon drinks and finger food. Use RSA from Cafe for Alcohol.
7. Check off attendees and identify if they are Friends or Non-Friends.
8. Greet guest and do introduction before the talk.
9. Clean up following the event.
10. Report monthly to the committee.

EVENTS ASSISTANTS

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

RAFFLES COORDINATOR

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

PAVERS COORDINATOR

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

MASS EMAILS COORDINATOR

1. Preparing and distributing regular mail chimp for all events and news.

WALL OF ART COORDINATOR

1. Position no longer available as The Sutherland Library have repurposed the space where previously the wall of art was located. Position needs to be redefined possibly to an Electronic Wall of Art Coordinator.