

## F-LC Arts Center Committees

- ❑ **Events** – *Works closely with Fundraising & PR Committees.* Good Will Ball, Host of Christmas Past, Open House events, Holiday events and Christmas Party, community mural, etc.; committee should implement new, creative events from time to time.
  - ❑ **Good Will Ball** – *to be updated after recap session 8may*
  - ❑ **SWOA** – Establishes master calendar (for tasking and deadlines), acquire/organize artisans and food vendors, band and entertainment, sponsors; handle marketing & signage, update website and Floor Plan, ETC.  
*Proposed SWOA combined with EVC March Show and move SWOA back to the Square (See Jen) (VOTE)*
  - ❑ **ARTS Contest** – Establish Contest timeline. Secure Awards Show facility. Secure Judges. Organize Art, Music & Dance Contestant applications, judging, awards and show. \*\*Work with PR committee to promote these opportunities creatively throughout the community.
- ❑ **Public Relations** – Convey our mission and vision to the community with regular social media posts, articles with local media (i.e., newspaper, radio), help with content for email newsletter each month, covering Membership Update/Welcome, Upcoming Events, Fundraisers, Youth Call to Art, Ambassadors, Sponsors represented well, Word from the President/Board, and any other pertinent information the membership should have.
- ❑ **Performing Arts** – organize music, dance, theatrical performances, and work with appropriate committees to execute (i.e., events, fundraising); monitor/keep the stage and music equipment in good condition in and out of season.
- ❑ **Membership** – Recruitment, retention, welcome and introduce new members. Help plan Bi-Monthly Membership meetings to create a welcome “mixer” environment and handle light business. Monitor membership database and rally at renewal time.
- ❑ **Classes/Curriculum** – *Works closely with PR Committee.* Workshops, kids Art & Music classes, summer camps, etc.; line up weekly/Bi-weekly/monthly instructors, organize/execute monthly Youth Call to Art. Grants usually help facilitate these type offerings.
- ❑ **Finance** – Monitors budget and spending; works with each committee to ensure acceptable profit/loss across the board. The Finance Committee also assists the President with sponsorship campaigns.
  - ❑ **Fundraising** – *Works closely with Events Committee.* Swag Shop, Good-Will Ball, nutcrackers; committee should implement new, creative fundraisers from time to time. The Fundraising Committee also assists the President with sponsorship campaigns.

☆ More sub-committees may be formed to ease the communication burden of the primary committees.

### —GUIDELINES—

- ✓ Committees must have Chairperson, determined annually within the committee by vote.
- ✓ All Committees should meet at least once per quarter (more often as needed)
- ✓ **Committee Chairperson should send a current report to PR Committee for the newsletter by the 29<sup>th</sup> of each month.**
- ✓ All purchases must be pre-approved by the President (Jen Pierce)