

**The LSC is a totally volunteer led organisation.**

**The following information is for your guidance only, full details can be given if you wish to volunteer for a task or role. Full members wishing to join the committee can volunteer for any role and can work alongside the current post holder before taking office themselves if they wish.**

**Any club member who can offer a particular skill, to cover part of a role, or for part of the year, would also be most appreciated.**

**Please contact : [enquiries@leicestersketchclub.co.uk](mailto:enquiries@leicestersketchclub.co.uk)**

## **The Role of the President**

The role of the President is to provide the principle leadership and responsibility for Club organisation and for the Committee.

### **Specific duties include but are not limited to:**

1. Chairing Committee Meetings
2. Leading/Managing Monthly Meetings
3. Chairing the AGM and any SGM
4. Additional Responsibilities
  - To promote and encourage the development and well being of the Club and its members
  - To review/assign roles and responsibilities within the Committee in consultation with Committee members
  - To act as a signatory for the Club in all legal and financial purposes
  - To serve as a spokesperson for the Club when required
  - To assist in the development of partnerships with sponsors, funding agencies, local government, and organisations that are relevant to the goals of the Club.
  - To host the Preview for the Annual Exhibition, including introducing the guest speaker
  - To oversee/monitor the work done by the Programme and Exhibition Working Groups in collaboration with the Group leaders

*The President is elected by members at the AGM. (It is desirable, but not essential, that they have been on the Committee the previous year)*

## The Role of the Secretary

The Secretary is responsible for the documentation and communication of the activities of the Committee. The Secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies.

### Specific duties include but are not limited to:

- Maintenance of records of the Committee and ensuring effective management of Club's records
- Management of Minutes of Committee meetings and the AGM, including either recording the Minutes or ensuring the Minutes Secretary \* does so, and ensuring minutes are distributed to members shortly after each meeting
- Preparation of agendas in consultation with the President/other Committee members and distribution prior meetings
- Responsibility for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enabling and authorising people to help with the Committee's business. This includes signing a copy of approved Minutes and ensuring that the signed copy is maintained
- Ensuring that the records of the Club are maintained *as required by law* and made available when required *by authorised persons*. These records may include founding documents, lists of Committee members, Committee meeting and AGM/SGM Minutes, financial reports, and other official records
- Providing an up-to-date copy of the Club Rules (updated after the AGM)
- Ensuring that proper notification is given of an AGM/SGM, Committee and Club meetings as specified in the rules
- Managing the general correspondence of the Committee except for such correspondence assigned to others (including via email, Newsletter, the Club website and social media)
- Helping and leading the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders (including via email, Newsletter, the Club website and social media)
- Ensuring that official records are maintained of members of the Club and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Printing and distribution of the annual Club Programme document\*
- Officially confirming Programme bookings, including both artists and venues\*
- Ensuring that arrangements are made for refreshments at Club events

\* Some of the above duties may be delegated to other designated members of the Committee

*The Secretary is elected by members at the AGM.*

## **ROLE - TREASURER.**

- a) To make a significant contribution to future planning by the club using an analysis of current spending and income.
- b) To provide a summary report to committee members prior to committee meetings.
- c) To produce a financial report for the AGM annually and to ensure internal auditing of the report has taken place prior to the meeting.
- d) To regularly maintain the cash book to record all income and expenditure
- e) To ensure prompt payment of presenters, workshop leaders, venue costs etc.
- f) To be able to give an estimate of current and projected monies.
- g) To meet with quarterly with the committee member responsible for bank reconciliation.

## **ROLE-BANK RECONCILIATION.**

1. To meet quarterly with the treasurer to:
  - a) Assist treasurer in checking monthly cash book entries against bank statement.
  - b) Ensure that cash book recording is maintained regularly and accurate.
  - c) Ensure that bank statements and cash book tally.
  - d) Identify expenditure or income that requires action (e.g. unbanked cheques or late invoices to follow up).
  - e) Support treasurer financial monitoring and planning to be reported to the committee.
2. To internally audit the clubs finances before the AGM.

## **The Role of the Programme Secretary-**

The Programme Secretary/& Assistants are responsible for the planning and assembling of the Club's annual programme of events. Responsible for booking of all guests. Leading and coordinating the work of the Programme Working Group and reporting back to the Committee/President.

### **Specific duties include but are not limited to:**

1. Responsibility for leading and coordinating the work of the Programme Planning Group and reporting back to the Committee/President
2. Liaising with the Treasurer/President to establish a budget for the Programme
3. Liaising with the Club Secretary to ensure that official confirmation of venues, fees etc is sent to all demonstrators, workshop leaders, guest speakers etc once the programme is finalised and that the Programme booklet is printed and distributed to members.
4. Planning.
5. **Publicity.**

### **Programme Assistants Role.**

The Secretary may delegate to programme assistants or members of the Committee.

The main role of the assistants is too provide administrative support to the Programme Secretary. Providing letters, emails, communications, spreadsheets, costings and collating on computer.

The assistants will also be involved in compiling, sourcing images and supervising the graphics and updating all information for the site and all publicity. these duties are shared between the team of assistant in the group.

## **ROLE-MEMBERSHIP SECRETARY.**

- a) Arrive early to meetings.
- b) Be responsible for all Annual Membership subscriptions.
- c) To take any membership payments at monthly meetings.
- d) Maintain a log of payments and members details on membership database.  
Send out renewals, keep records of and delete personal information according to data protections regulations.o
- h) Supervise Welcome Desk at monthly meetings.
- i) To ensure smooth handover to new Membership Secretary.

## **ROLE-WELCOME DESK.**

- a) Arrive early to monthly meetings.
- b) Supervise welcome desk with membership attendance log, leaflets and current exhibition information, Donation piggy, labels and pens.
- c) Welcome members and visitors into the meeting and request they sign in and, name sticker, take payment from guest visitors. £3.00.
- d) Direct members to alternative information regarding Workshops and Sketch days.
- e) In the event of a fire or evacuation of the building -take signing-in book to the emergency meeting point, check everyone is out of the building safely**

## **The Role of the Exhibition Secretary.**

The Exhibition Secretary has overall responsibility for the organising of the Annual and any other Club Exhibitions including setting up,

Leading and coordinating the work of the Exhibition Working Group and reporting back to the Committee/President.

To assign certain duties to members of the Exhibition Working group or other members of the Club/Committee.

Specific responsibilities include: Preliminary Planning, sponsorship venue etc Manning, Hanging of work, prizes, Launch, Rig.

## **Role - Exhibition Team Assistants.**

To assist the team in the smooth running of the exhibition.

Any of the following skills appreciated. The more helpers the lighter the load.

Skills needed on the team - Ability to compile/amend applications forms, t&c forms. Print forms and send emails. Experience in arranging printing. Accept and log monies and collate entries. Design catalogue, print labels.

Supervise and form a team of helpers on delivery day, hanging day and collection day, distribute fliers, design fliers / posters. Administration assistants to produce and supervise volunteer lists. Answering queries.

Supervise and form a group to assist with launch refreshments and serve drinks.

Supervise and form a group to assist with launch, ushers, setup.

## **ROLE-WORKSHOP BOOKINGS**

Managing the bookings for workshops by:

- a) Maintaining the workshop bookings folder and bringing it to monthly meetings for members to sign up
- b) Keeping up to date spread sheets with details of workshop bookings and payments
- c) Dealing with on-line enquiries re workshops
- d) Keeping a receipt book as a record of payments made and/or acknowledging postal payments by email
- e) Collecting and banking payments for workshops
- f) Keeping a record of workshop money paid in to the LSC account/ forwarding this information to the Treasurer (monthly)
- g) Keeping website manager/s informed about the take-up of workshop places

# **LSC Online Promotions**

## **Website Maintenance, including;**

Adding the full annual programme on to the website

Keeping pages up to date with the latest information on events, exhibitions, opportunities etc. -

*Information given directly to the Webmaster by members and/or the Secretary*

Ensuring the Member's list is up to date and adding any members work to the site. -

*Information passed on by Membership Secretary*

Making any necessary amends to the design/layout of the website

## **Social Media**

***LSC are currently active on Facebook, Twitter and Instagram and where possible using Hootsuite to programme posts to go out at the relevant time.***

Promoting any up and coming events, workshops, exhibitions. Posting pictures and summaries of events after the fact. Promoting members' events/exhibitions.

General promotion of LSC.

## **Newsletter**

Keeping the current mailing lists up to date. Create new mailing lists when needed.

Creating monthly newsletter using information gathered from the website and/or the Secretary, must include up and coming events, summary of past months events, opportunities, exhibitions and any other info deemed relevant. The newsletter goes out to members and non-members.

Create any ad hoc mail outs to mailing lists as requested by the Secretary/Committee. Final version needs to be proofed before sending.

## **ROLE- GRAPHIC DESIGNER.**

- a) To produce artwork for all membership, advertising and programme information for the club throughout the year.
- b) Liaise with webmaster and Committee on site developments.
- c) Oversee new developments within the group.

## **ROLE-ROOM SETUP AT MEETINGS.**

- a) No need to be a committee member, work can be shared by volunteers.
- b) To arrive early to meetings.
- c) To supervise the room set-up at meetings and tidy at end of meeting.
- d) Welcome guest demonstrator.
- e) Store clip on lamp and programme information sheets and display.
- f) Supervise signing of volunteer lists.
- g) To ensure smooth handover to a new volunteer.

## **ROLE- SUPERVISE CRITIQUES**

- a) No need to be committee member.
- b) To supervise 4 assistants as required.
- c) 1 team before break one team after break.
- d) Maintain timings to allow all work to be seen.

### **Assistants at Critiques.**

- a) Receive paintings from members and position accessible for critique.
- b) One person to position painting on easel.
- c) One to take down. d) Clear away at end of meeting.



## **ROLE - REFRESHMENTS SUPERVISOR.**

- a) Arrive early to meetings and set out equipment ready for refreshment service.
- b) Store clean mugs for use at meetings.
- c) Supervise the serving of refreshment at monthly meetings and launches.
- d) Keep records of funds and purchases and retain receipts.
- e) Deposit funds, complete finance form and email to Treasurer.
- f) Maintain stocks of tea/coffee/sugar etc.
- g) Maintain a list of members willing to assist with refreshments and contact when help is required.
- h) Ensure refreshment duty is covered by another member if unable to attend.
- i) Ensure smooth handover to new refreshment volunteer.

## **ROLE - AUDIO VISUAL TECHNICIAN.**

- d) Arrive early to meetings.
- e) Store the equipment safely and deliver to monthly meetings.
- f) Determine set up with each demonstrator according to their needs.
- g) Set-up camera, projector, microphone, screen and easel accordingly.
- h) Clear away equipment and store for next meeting.
- f) Ensure smooth handover to new volunteer.

## **ROLE -RAFFLE SUPERVISOR**

- b) Keep records and deposit funds.
- a) To endeavour to raise funds for the club via raffles prizes or sponsors.
- c) Sell or organise rota for selling of tickets at meetings or venues.

## **ROLE -HOSTING**

**One person** -*To be the key holder for the venue, open up/lock up. Welcome guest tutor/model and members. Possibly pay model / tutor with cheque provided/ collect invoice for treasurer. If unable to attend, ensure arrangements are made with another participant to take over responsibility.*

*Shared tasks.*

To deliver/collect **Tea and coffee** and cups and supervise, clear up  
To **theme** the indoor sketch day, arrange tables/items/lighting etc for drawing session.

To welcome guests and members to **Outdoor sketch days** arrange meeting for coffee etc. encourage and give info regarding your club.

Be welcoming at **Cosy cafe** (or alternative meeting place), encourage and be available to give information regarding your club.

## **VOLUNTEERS.**

**We always need volunteers for meetings, lifts, delivering work for members, setting up meetings, chairs and tables, bringing food, hanging pictures at exhibitions, teas and coffees, many other tasks that are very necessary through the year. We hope that you will help, even in some small way to keep the club healthy and happy.**