

Board Member Position: President

- Provide guidance and leadership for Valdez Arts Council (VAC) in accordance with its Vision and Mission Statement.
- Promote VAC to the community, and represent VAC at community functions.
- Act as liaison with other community cultural organizations and encourage synergy.
- Prepare agendas for, and preside over, VAC Board of Director meetings.
 - Provide notice/reminder to attendees prior to meetings. (Email acceptable.)
 - Verify Board members complete assigned tasks.
- Seek major donations and sponsorships for VAC, coordinating efforts with Vice President and Treasurer.
 - Coordinate grant writing with the assistance of the Vice President, Treasurer (financial reports) and Program Director (information on show-specific grants.)
 - Represent VAC at grant review meetings.
 - Organize with Board a presentation, if needed.
 - Assist Treasurer to verify VAC upholds grant requirements and sponsor requests as required.
 - Oversee that Publicity Director receives advertising requirements stated in grants or by sponsors.
 - Oversee the task of thank you letters to sponsors and donors.
 - Oversee the task of mailing out complimentary tickets.
- Organize committees and work groups as needed to support VAC.
 - Community Christmas Committee
 - Fundraising Committee.
 - Preside over VAC fundraising activities.
- Review/approve performer contracts with Program Director.

Board Member Position: Vice President

- In absence of President, preside over meetings and other VAC activities.
- Assist President in leadership and management of VAC work.
- Facilitate liaison with other community cultural organizations to encourage synergy as opportunities arise.
- Coordinate with President on grant writing
 - Be available to represent VAC at grant reviews
 - Organize a presentation, if needed.
 - Help maintain files on grants.
- Assist Publicity Director in presiding over VAC performances, as needed.
- Oversee the implementation of the Membership Program.
 - Oversee development of and implementation of membership drives.
 - Organize membership mailings regarding performances and events.
 - Make recommendations to Board regarding membership categories/activities.
 - Coordinate membership activities.
- Co-Chair Fundraising Committee with Treasurer.
 - Work on annual fundraiser.
 - Assist with fundraising campaigns.

Board Member Position: Secretary

- Record, distribute and report on the actions of the VAC Board (minutes and other records).
 - Maintain file of agendas and minutes.
- Update/maintain volunteer list.
- Oversee the Box Office ticket sales and Online ticket sales;
 - Oversee Box Office Volunteer**.
 - Coordinate pre-performance sale of tickets with Box Office Volunteer.
 - Notify Box Office Volunteer of any “special offerings/reduced rates” of tickets.
 - Collect the cash box, Four Square and statistics sheet from Box Office after each show.
 - Deposit money in VAC checking account within 3 days
 - Notify bookkeeper of cash deposit.
 - Notify bookkeeper of Four Square settlement.
 - Oversee Social Media Volunteer** on webpage.
 - Oversee that the webpage is maintained and up to date.
 - Oversee the webpage ticket sales
 - Notify bookkeeper of webpage ticket sale income.
- Maintain and update record of complimentary ticket holders with assistance from President.
- Assist with fundraising campaigns.

Board Member Position: Treasurer

- **Oversee fiduciary responsibilities:**
 - Payment of General Expenses
 - Payment of Program Expenses
 - Board of Directors' Insurance
- Assist President in verifying VAC upholds grant requirements and sponsor requests as required.
 - Submit to Publicity Director the advertising requirements stated in grants and by sponsors.
- Manage bank accounts as needed, sign checks and oversee bookkeeper.
 - Verify QuickBooks' register is balanced with bank accounts at year's end.
 - Review the End of Calendar year 1099 and 1096 submission to IRS.
 - Oversee timely submission of fiscal records from bookkeeper to accountant.
- Work with accountant.
 - Review the End of Fiscal yearly 990 prior to submission to IRS.
 - Review the End of Calendar year 1040/1042 prior to submission to IRS.
- File the biannual nonprofit corporation report with the State of Alaska which is due on even numbered years.
- Participate in audit of financial record if requested by Board.
- Complete the financial information on grant requests and attend grant reviews.
 - Maintain file of grant requests and supporting documentation.
- Present a Treasurer's Report at Board Meetings.
 - Obtain reports from bookkeeper as needed.
 - Keep VAC Board informed about financial changes/trends.
- Co-Chair Fundraising Committee with Vice President.
 - Assist with fundraising campaigns.
 - Work on annual fundraiser.

Bookkeeper is responsible to:

- *Write checks, collect signatures and mail checks.*
- *Post all expenses and incomes to QuickBooks. Balance all bank statements with QuickBooks.*

- *Request and keep a copy of each W9 or CWA for each performance expense of over \$600.*
- *If an international performer does not have a CWA, obtain the correct W8, pay IRS by EFTPS the percentage suggested by accountant. File a 13920 for the amount payed.*
- *File the 1099 and 1096 with IRS at the end of each calendar year after review by treasurer.*
- *Submit information to treasurer and accountant for the 990 at the end of each fiscal year.*
- *File all hardcopies of bills, invoices, bank statements, deposits and tax documentations.*

Accountant is responsible to:

- *Complete and submit 990EZ at end of each fiscal year.*
- *Complete and submit and 1040 and 1042 for international performers at end of Calendar year.*
- *Advise bookkeeper on percentage to be withheld from international performers who do not have a CWA (Central Withholding Agreement.)*
- *Assist VAC with negotiations with IRS.*

Board Member Position: Program Director

- Provide a season line-up with a wide variety of public and outreach performances.
 - Network with Arts Northwest Booking Conference and with Alaska presenters* and promoters to compile list of performers coming to the state for next season.
 - Participate in monthly Alaska Presenters' Teleconferences from September to April.
 - Seek out and include state and local performers on a list.
 - Review list; make initial inquiries and interest with performers.
 - Present performance options to Board for review as necessary, including sample of performance, dates, fees, troupe size, technical rider and particulars.
- Work with other Alaskan presenters to create synergies and cost savings.
- Establish Season Schedule and finalize contracts.
 - Reserve venue space for season submitting all Civic Center activity forms.
 - Negotiate contracts with artists selected by the Board.
 - Submit contract and technical rider to Technical Director and venue for review.
 - Send venue specs to performer and request contract incorporates same.
 - Contact performer to negotiate any contract compromises.
 - Negotiate travel and freight issues.
 - After all agreed-to-changes are incorporated into contract and tech rider, review revised contract with the President, sign, return to agent or performer with payment or deposit, if required.
 - Relay information of retainers/deposits along with due dates to Treasurer/bookkeeper.
- Meet artists at the airport, or designate other greeters.
- Pay balance of performance fee at the performance.
- Work with Board/committees regarding logistics as season progresses.
- Assist with fundraiser campaigns.

**Anchorage Concert Association; Fairbanks Concert Association; Juneau; Ketchikan; Cordova; Homer; Kenai and Soldotna Arts Council; Alaska State Council on the Arts; and other presenters throughout the state.*

Board Member Position: Publicity Director

- Obtain publicity information from the Technical Director.
- Obtain grant requirements and sponsor requests each year from President/Treasurer.
- Oversee the production and distribution of the season brochure/s.
- Help recruit a School Liaison Volunteer**.
 - Work with the School Liaison on each educational outreach program.
 - Oversee that the Technical Director provides School Liaison with technical needs not met by the school equipment.
 - Provide School Liaison with Flyers to post in schools and information for other approved media.
 - Be available/designate someone to lead performers to educational outreach venues.
- Publicize season events, VAC activities and co-sponsored activities.
 - Arrange for advertising to be submitted to newspapers and Social Media Volunteer** throughout the season.
 - Oversee the creation of Flyers, Table-Toppers and Banners throughout the season. (Table-Toppers to include a list of sponsors.)
 - Arrange for volunteers to post Flyers and distribute Table-Toppers throughout the community. Arrange for volunteers to put up/take down and store banners.
 - Coordinate Public Service Announcements, interviews and advertising with radio stations.
- Oversee the creation, printing and delivery of program brochures. (Programs to include a current list of sponsors.)
- Prepare and provide introduction at VAC events.
- Provide recommendations to the Board to enhance attendance through publicity.
- Assist with fundraising.

Board Member Position: Historian Director

- Prepare and maintain a multi-visual chronology/scrapbook for VAC.
 - Include newspaper ads, programs, photographs, and other items reflecting VAC history, development and activities.
 - Maintain record of each season's performances and dates.
- Coordinate a volunteer to photograph performances and educational outreach programs.
- Obtain signed Flyers, programs or photographs from performers.
- Maintain archives. Include letters or other information as required.
- At season's end, work with Secretary to archive past season's records.

****VOLUNTEER POSITIONS:**

Volunteer: Technical Coordinator

- Review contracts and technical riders thoroughly with Program Director.
- Facilitate on-going communications with venue.
- Coordinate technical rider with venue to assure contract requirements are met.
 - Canvas local musicians, if necessary, for loan of equipment/instruments.
 - Update list of local sources of equipment and be blacklist (all required equipment and props that will NOT be provided by venue.)
- Work with VAC members, as appropriate, regarding procurement other contract items.
 - Contact Publicity Director with publicity specifics. Verify that the Publicity Director will receive necessary materials from promoter in a timely fashion.
 - Contact Hospitality Director with food, lodging and wardrobe requests in contract.
 - Contact Valdez U-Drive regarding ground transportation.
 - In winter months, establish backup travel plans to/from Valdez.
 - Canvas Board/members, as appropriate, regarding procurement of props, flowers and other miscellaneous items on contracts.
- Be available to assist performers in Valdez with last minute technical needs.
- Work with public agencies, fire department, State Alcohol Board, as required by contract.
- Work School Liaison to achieve smoothly-run school performance(s).
 - Compile and maintain a list of each school's technical equipment.
 - Update school's equipment list yearly.
- Assist with fundraising.

Volunteer: Hospitality Coordinator

There are hospitality requirements in almost every contract with performers.

The requirements can vary greatly with each contract.

- Review contract requirements with the Technical Director.
 - Obtain a copy of contract if necessary.
 - Meet the contract's requirements as closely as possible.
 - Notify Technical Director when requirements cannot be met.
- For each local establishment used to meet the contract needs of performers:
 - Contact pre-season to inquire about donation of services/reduction of rates
 - Notify Publicity Director of establishments which choose to donate services or reduce rate. (These establishments can be thanked publicly at each performance.)
 - Obtain receipts from each establishment, which are utilized for Grant purposes.
 - Post season send a thank-you letter to each establishment.
- Pre-arrange for rooms/housing for performers according to contract requests.
- Pre-arrange for ground transportation for performers according to request of contracts.
- Make arrangements for food and drink requirements of performers as stated in contract:
 - Buy snacks, beverages or arrange for meals as requested in contracts. (Alcohol can never be provided by us.)
 - Snacks are purchased by Hospitality Host, per contract requests. Snacks are usually hand delivered and set up attractively at the Civic Center for load-in consumption. (Contact Civic Center to set up table for the load-in snacks.)
 - You are required to keep receipts for your snack purchases.
 - Attach the receipts to a reimbursement request for the bookkeeper.
 - At times the meal will follow load-in by only 2 hours, so use discretion with the amount of snacks purchased.
 - After load-in, ask the Civic Center to move the table and snacks to the Green Room for the performance.
 - Meals are sometimes requested to be delivered to the Green Room.
 - Purchase these meals and keep meal ticket for reimbursement.
 - Set up attractively, with necessary plates, cups and silverware.
- Clean up food area/green room after show

- Meals are sometimes consumed after the show at a restaurant.
 - Prearrange for the meal with the restaurant.
- Wardrobe requirements may occur in contracts on occasion. Organize volunteers to perform contract wardrobe duties that may include:
 - Unpacking costumes and hanging.
 - Supplying a steamer/iron or steaming /ironing costumes.
 - Making minor sewing repairs to costumes.
 - We **DO NOT** do any laundry for performers.
- Miscellaneous requests that may occur in contracts need to be filled. Examples: towels and ice in Green Room, specific light bulbs or chairs in Green Room, etc.

Volunteer: Box Office Volunteer

- Arrange for 2 people to sell tickets and distribute programs.
- Arrange for 1 person to assist with merchandise sales after the show.
- Be responsible for cash box and Four Square during each performance.
- Reconcile statistics for each event (number of seats sold/money etc.)
- Deliver cash box and four square to Secretary after each show along with statistics sheets.
- Oversee the webpage ticket sales and report sales post-performance to Secretary.

Volunteer: School Liaison

- Coordinate school support for the Arts.
 - Coordinate with Publicity Director the posting of Flyers in schools and information for other approved media.
- Provide link between the public schools, home-schoolers and performers.
 - Contacting personnel in public and home schools in Valdez and region.
- Contact performers to set time for education outreach program.
 - Provide technical details of school venue to performer.
 - Notify Technical Director of any technical needs not met by school equipment.
- Schedule educational outreach programs by;
 - Verifying school availability in both venue and date/time.
 - Specifying locations, times, grades or special-interest classes to attend.
 - Coordinate details with school maintenance staff for load-in/load-out.
- Meet performers at school.
- Introduce performers at educational outreach program.
- Work with Historian Director on the photography of student-performer events.

Volunteer: Social Media Volunteer

- Obtain performance information, ticket information and sponsor information from the Publicity Director and Vice President.
- Post Board-approved information for each performance, ticket information and sponsor information on VAC social media sites. (Facebook, Email)
- Work with web designer/server on oversight, maintenance and updating of VAC webpage.