



## Oshawa Art Association Inc. Programs ~ Job Description

**Summary:** organizing speakers, demonstrations or other events for monthly General Meetings.

This is a voluntary, non-paying position.

### **Duties & Responsibilities:**

- Fee:
  - Discuss content of presentation and negotiate the speaker's fee. Distance travelled can be taken into account. The presenter may have a set fee, but if above normal fee set annually by the Board, this shall be considered at the Executive meeting which is held the first Tuesday of the month, except July;
- Equipment:
  - Establish whether or not the speaker will require the use of equipment (e.g., digital Power Point system, camera if a demonstration is proposed. The OAA can supply these items;
  - Check if memory stick containing speaker's presentation material is compatible with OAA's Power Point system;
  - Assist presenter's electronic means of presentation;
- Inform:
  - Newsletter Editor of upcoming speakers, dates and a few lines of bio;
  - Forward a short description of the presentation to the Newsletter Editor and the President;
  - Send a brief notice to the OAA Website Coordinator;
- Get permission from the speaker to have demonstration posted on YouTube and OAA page;
- Record demonstration and post on YouTube. Share link with Website Coordinator and Newsletter Editor;
- Confirm speaker a week or two before the date of the General Members' meeting. In case of cancellation at a late date, it is advisable to have a couple of people willing to fill in as a substitute.
- Present Thank You card along with fee or gift card (members are generous in donating these)

Sources for potential speakers: Art publications such as Surfacing and ArtScene, studio tour brochures and the OAA membership.

### **Authorities:**

- If an elected Director, voting privileges at all meetings;
- Obtaining cheques for OAA guest speakers;
- Contacting and negotiating speaker's fee (amount is to be set annually);
- Purchase office supplies necessary to perform duties (e.g., stamps, envelopes, receipt books).



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All purchases regarding programs shall be reimbursed (save receipts for submission to Treasurer).

Every Director and Officer in exercising such person's powers and discharging such person's duties shall act honestly and in good faith with a view to the best interests of the Association and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and Officer of the Association shall comply with the Act, the Regulations, Articles, By-laws and policies of the Association.

### **General Qualifications & Skills:**

- Basic knowledge of Microsoft Outlook for email;

### **Revision History**

<b>Revision Date</b>	<b>Changes Made</b>	<b>Reason for Change</b>	<b>Approved by</b>
30-Jul-11	Created Job Description	To establish roles of the OAA Executive	Ron Blackwell
10-Jan-18	Revised to include responsibility and authority (incomplete)	To comply with new By-Laws	Ron Blackwell
23-Jan -21	Updated and finalized job description	To finalize job description	Karen Coyle