

Appendix A:

Officers of the Management Committee of Sheffield PrintMakers and their Duties

i) Chairperson

- Act as primary point of contact for the Group
- Respond to events and opportunities as they occur
- Chair meetings of Committee and Group and ensure they are as productive as possible
- Provide casting vote in the event of a tie
- Represent the Group at functions & meetings with other organisations
- Act as spokesperson for the Group as necessary

ii) Vice Chairperson

- Assist Chairperson and carry out the duties of the Chairperson in their absence.

iii) Secretary

- Organize Committee meetings, notifying all committee members of these
- Prepare agenda for meetings of the Committee and Group in consultation with the Chair.
- Take minutes of all meetings and distribute these within a reasonable time frame.
- Collect and circulate all relevant information within the Group
- Maintain records and correspondence of the Group including liaison with sponsors

iv) Membership Secretary

- Maintain membership list, including contact details
 - Postal
 - Email
 - Phone
- Deal with enquiries about membership
- Collect membership fees and issue receipts
 - Ensure proof of student status provided where necessary
- Issue reminders when annual fees due
- Follow-up late fees
 - Issue reminder
 - Issue reminder as necessary that members cannot vote at meetings of the group if their membership fees are overdue

v) Treasurer

- Supervise the financial affairs of the Group
- Maintain Sheffield PrintMakers bank account, paying in all monies received and writing cheques on behalf of the Group
- Keep proper accounts that show all monies received and paid out by the Group.
- Maintain records of the accounts and receive and archive account statements
- Present updates when requested at Committee meetings

vi) Marketing and Publicity Officer

- Write copy for fliers, advertisements and press releases pertaining to the Group and Group events
- Identify and co-ordinate opportunities for editorial
- Place publicity, advertisements and listings in appropriate media, both paper and online
- Liaise with Graphic Design/Print companies to design and print fliers and posters
- Co-ordinate payment of any resulting invoices to a budget agreed by the Committee
- Ensure all receipts and invoices are passed to the Treasurer for the accounts

vii) Web Master

- Maintain Sheffield Printmakers website
 - Add new artists
 - Add new shows, events and news items
 - Refresh main content as required
- Act as the central contact for email correspondence with the Group
 - Respond to enquiries or direct messages to other Committee members as required
- Maintain mailing lists for email distribution of private view invitations and other information of interest
 - One list for members
 - One for non-members
- Maintain Sheffield PrintMakers social media presence as relevant
 - Facebook
 - Twitter

viii) Exhibitions and Print Fair Officer

- Oversee Group Exhibitions, with support of sub-committees as appropriate, including
 - Hire and preparation of venues
 - Allocation of display spaces to participating artists
 - Co-ordination of invigilation timetables
 - Liaison with Talks and Events Officer re demonstrations and talks during the exhibition/fair.
- Responsibility for appearance of exhibitions
- Responsible for day to day running of shows
- Oversee exhibition finances in consultation with Treasurer
- Any additional tasks arising out of on-going programme of exhibitions and fairs, and the delegation of these tasks, to be agreed annually by the Committee.

ix) Talks and Events Officer

- Organise talks, workshops and social events for Group members
- Organise talks and demonstrations during exhibitions and fairs, in consultation with Exhibitions and Print Fair Officer
- Liaise with and engage artists willing to give demonstrations, talks

x) Training and Development Officer

- Organise workshops and other training events for Group members
- Organise discussions, information exchanges and critique events for Group members
- Liaise with and engage artists willing to run workshops for Group members
- Take responsibility for all tasks that accord with Group's aim to develop members' skills and careers as printmakers.

xi) Education and Outreach Officer

- Contact and liaise with schools and other educational establishments in order to promote understanding and appreciation of Printmaking as an art form
- Liaise with relevant organisations to promote inclusion of disadvantaged groups in the benefits and practice of printmaking
- Engage artists to give demonstrations, talks, workshops, etc to schools, community groups and other interested establishments
- Forge and promote links with other printmaking groups locally, nationally and internationally, especially in disadvantaged regions.

