



Richardson Civic Art Society
Board of Trustees
Job Descriptions

May 31, 2020

By

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Introduction

The Richardson Civic Art Society's Board of Trustees consists of Officers, Standing Committee Chairmen and Chairmen of Juried, non-Juried and RCAS-sponsored Art Exhibits.

OFFICERS

President
Vice President
Secretary
Treasurer
Parliamentarian

STANDING COMMITTEE CHAIRMEN

Sketchpad and Facebook Chairman
Publicity Chairman
Membership and Yearbook Chairman
Email Blast Chairman
Hospitality Chairman
Demonstrations and Workshops (See description under Vice President's responsibilities)
Webmaster
Graphic Designer
Photographer
Videographer
Art of the Month Chairman
Welcome Desk Chairman
Show Data Support Chairman

ART EXHIBIT CHAIRMEN

Membership Show Chair
Membership Show Co-Chair
Spring Show Chair
Spring Show Co-Chair
Regional Show Chair
Regional Show Co-Chair
Summer Show Chair
Summer Show Co-Chair
Young People's Show Chair
Young People's Show Co-Chair
Rosemary Cheney Show Chair
Altrusa/World Peace Show Chair
Civic Center Display Chair
Civic Center Display Co-Chair
Huffhines Recreation Center Display Chair
Heights Recreation Center Display Chair

PRESIDENT

The President of RCAS presides over all Board of Trustee and Membership meetings.

- Publishes an agenda and distributes it, along with minutes from the previous board meeting, via email to each board member approximately one week prior to each monthly board meeting.
- Identifies requirements and appoints committee members to study new issues that may arise outside the scope of the standing committees.
- At the beginning of each fiscal year, works with the Richardson Public Library liaison to reserve the 2nd floor conference room, the 3rd floor gallery and the basement program room at the beginning of each fiscal year for all planned RCAS exhibits and meetings.
- At the beginning of each fiscal year, works with the Richardson Public Library liaison, the RCAS show Chairmen, the RISD Art Director and the Altrusa/World Peace Organization to reserve the 3rd floor gallery and the basement program room for the Young People's Show, the Rosemary Cheney Memorial Show and the Altrusa/World Peace Show.
- Writes a monthly "Letter from the President" to be included in the Sketchpad newsletter to be distributed to all RCAS members.
- At the January meeting, requests that the board of trustees create a nominating committee to identify candidates for election to the following year's board of trustees.
- At the March meeting, requests that the nominating committee present the list of candidates to the board and requests that the list be published in the April Sketchpad.
- Presents the slate of officers to the general membership, for formal approval and vote, at the April General Membership Meeting. May accept nominations from the floor at this time.
- Presides over installation of new officers at the May General Membership Meeting.
- Works with RCAS Treasurer to develop and submit the annual application for the grant from the City of Richardson through the Richardson Cultural Arts Commission.

VICE PRESIDENT

The Vice President shall preside over Board of Trustee and Membership Meetings in the absence of the President. The Vice President Chairs the Demonstrations and Workshops Committee and may appoint committee members to assist in the following tasks.

- Recruits the Demonstration artists for all monthly meetings, September through May.
 - Obtains a signed contract from each artist which includes the date, start time and duration of demo, equipment to be supplied by RCAS versus the artist, artist's fee and agreed upon payment of fee percentage in case of cancellation by RCAS.
 - Works with the library liaison and RCAS videographer to provide any necessary equipment or aid that the artist might require.
 - One month prior to each meeting, provides the Sketchpad Chairman and the Webmaster with a photograph of the upcoming demo artist and a brief biography along with two or three photos of the artist's artwork.
 - Submits a request to the RCAS Treasurer for a check to pay the artist's fee and delivers the check to the artist immediately following the demonstration.
 - Arrives prior to the start of each monthly meeting to assist the artist in setting up for the demonstration.
 - Introduces and welcomes the demo artist at the meeting.
 - Remains after the meeting to assist the artist in packing up and ensuring that all RCAS equipment is returned to the storage room.
- Organizes Workshops, either stand-alone or as an adjunct to the monthly demo artist's presentation.
 - Obtaining a signed contract from the artist, specifying the fee structure for those attending the workshop and any other budgetary requirements.
 - Specifying what supplies will be provided by the artist and/or what supplies will need to be purchased by the students prior to the workshop.
 - Reserving the location/venue for the workshop.
 - Publicizing the workshop and arranging for registration and payment through the RCAS website.
 - Hosting the workshop and attending to any unexpected issues that may arise.
- May appoint a committee member to plan and execute Paint-Outs for the enjoyment of RCAS members.

SECRETARY

The Secretary attends all Board of Trustee and Membership Meetings. The following is a brief outline of the duties of the Secretary and are not meant to capture every word spoken during the board meetings. The Secretary should do her best to summarize all pertinent information.

- Takes minutes of the Board of Trustee meetings. Including but not limited to:
 - Records date and time the meeting was called to order.
 - Records number and names of those attending the meeting.
 - Detailed descriptions of issues discussed and whether they were tabled or voted on.
 - Names of persons who moved and seconded any proposals
 - Outcome of vote (number of yes and no votes should be recorded)
 - Detailed descriptions of old business concluded
 - Detailed descriptions of new business presented
 - Action items to be addressed prior to next meeting
 - Record of who moved and seconded adjournment
 - Records the time of adjournment
 - Provides the RCAS President with a copy of the previous board meeting minutes at least one week prior to the next board meeting.
- Attends Membership meetings and takes minutes of the business portion of the meeting (Announcements, votes, etc.).
- Provides minutes of the business portion of the members meeting to the RCAS President.
- The Secretary may be asked to take notes of the demo artist's presentation as a back-up if the Sketchpad Chairman is not in attendance. Provides those notes to the Sketchpad Chairman.
- The Secretary may be asked to send thank you notes, notes of condolences or flowers to RCAS members along with other correspondence as needed.

TREASURER

The treasurer shall be responsible for maintaining an accurate record of the RCAS assets, shall pay all authorized expenses of RCAS by check, shall make a Treasurer's Report at each Board of Trustees Meeting and at any other time when directed to do so by the President. The treasurer is responsible for all financial management and reporting to the organization, funding, government and tax entities. If the income of any activity is in excess of its expenses, such income shall go into the general fund of this organization to further its aims and assist in the organization of other activities. The Treasurer shall seek out ways of obtaining funds for special projects, publications or operating expenses.

The RCAS Treasurer is responsible for the following:

- Primary contact and management of the following accounts:
 - Chase Checking Account
 - Paypal Account
 - USPS Post Office Box # 831027 at Richardson, TX Post Office
 - Treasurer@richardson-art.com email
 - Guidestar by Candid (non-profit registration for assistance & fundraising)
 - IRS
- Prepare all payments via check or on-line based on invoices and requests
- Endorse & Deposit all checks received
- Balance Chase Checking and Paypal accounts monthly
- Transfer funds between Paypal and Chase checking accounts as needed
- Prepare monthly Treasurer's report for RCAS Board meeting of all cash flow
- Maintains and purges files of financial records for 5-year retention requirements
- Files annual IRS reporting for 501C-3
- Compile financials for annual City of Richardson Grant Funding
- Participate as a member of the RCAC Grant Committee
- Prepare and track annual RCAS Budget & advise Board on needs & spending
- Check USPS Richardson Post Office Box routinely & deposit checks or distribute mail

PARLIAMENTARIAN

Parliamentarians are expected to understand accepted meeting procedures (such as those available in such books as Roberts' Rules of Order) as well as being familiar with the bylaws of the Richardson Civic Art Society.

Responsibilities include:

- Chairs the Bylaws Revision Committee.
- Assists in drafting and/or revising bylaws.
- Assists in the interpretation of bylaws and rules of order.
- Unobtrusively calls the attention of the presiding officer to serious errors in procedure.
- Has the same rights as other members to make motions, participate in debates and vote.

SKETCHPAD AND FACEBOOK CHAIRMAN

The Sketchpad and Facebook Chairman is responsible for publishing the monthly RCAS newsletter, titled "The Sketchpad", and for maintaining the RCAS Facebook page.

Sketchpad responsibilities include:

- Gathering newsworthy items of interest to the membership of RCAS to include in the Sketchpad each month. These may include, but are not limited to, the following:
 - A short biography and photo of the upcoming month's Demo Artist, along with a few photos of the Demo Artist's artwork.
 - A description of the previous month's demonstration, along with photographs of the demo in-progress and the completed demo artist's artwork.
 - A photo of the winners of the Artwork of the Month competition, along with the winner's names, titles of the artwork and medium of the artwork.
 - A short biography and photograph of a new member chosen for the "Getting to Know You" section of the Sketchpad. May also include a few photos of the member's artwork.
 - A schedule of upcoming meetings with a list of the demo artists scheduled for those meetings.
 - A list of upcoming art exhibits, including juried shows, non-juried shows and displays at the recreation centers and civic center.
 - A list of current officers, committee Chairmen and show Chairmen.
 - A list of merchants and other sponsors who provide support to RCAS in the form of cash donations or merchandise awards. This section includes photos of the logos of those sponsors.
 - A "Letter from the President" along with a photo of the current president of RCAS.

Facebook responsibilities include:

- Gathering and posting newsworthy items of interest to the members of RCAS and posting them to the RCAS Facebook page. These may include, but are not limited to, the following:
 - Posting notifications of upcoming "Calls for Artists".
 - Reminders of entry deadlines for upcoming exhibits.
 - Announcements of winners of Artist of the Month competitions.
 - Photos and lists of winners of various exhibits and events.
 - Reminders of upcoming monthly meetings.
 - Monitoring the Facebook page and responding to messages and/or comments as needed.

PUBLICITY CHAIRMAN

The Publicity Chairman shall be responsible for publicizing the Richardson Civic Art Society to the various media outlets regarding meetings, exhibits, juried art shows, demonstrations, and various other events sponsored by the organization.

The Publicity Chairman keeps track of our upcoming exhibits and other events and creates and sends notices/advertisements to various publicity outlets, including but not limited to:

- Rick McGarry, at the City of Richardson, can be contacted about the kinds of things they might publish in the Richardson Today newspaper. His email address is Rick.McGarry@cor.gov - 972-744-4104.
- Carlos Correa at carlos.correa@cor.gov. He is the Social Media Manager/Multi-Media Journalist for www.RichardsonToday.com.
- The ArtNewsDFW editor at artnewsdfw@gmail.com.
- Our RCAS Sketchpad/Facebook page administrator, our RCAS webmaster, and any other online or traditional news publications that the Publicity Chairman is able to identify.

Attending the monthly RCAS board meeting affords the Publicity Chairman the opportunity to gather updates from the Show Chairmen regarding upcoming events in order to facilitate the creation and submission of publicity announcements to be distributed as widely as possible in advance of those events.

MEMBERSHIP AND YEARBOOK CHAIRMAN

The Membership and Yearbook Chairman is responsible for collecting membership dues and for maintaining a current list, and historical database of all members of RCAS and publishing an annual Membership Directory by November 1st of each year.

Responsibilities include, but may not be limited to:

- Actively promote RCAS in recruiting new members, provide application forms and materials about RCAS to the community at large, and encourage members to recruit new members through networking on the web as well as in person.
- Update membership forms and materials as needed.
- Receive new and renewing membership application forms from the RCAS website, through postal mail, email or in-person at monthly meetings.
- If dues payments are included with the postal or in-person applications, the Membership and Yearbook Chairman will deliver them to the RCAS Treasurer.
- Provides a current list of members to the Welcome Desk Chairman prior to each monthly meeting.
- Provides a current list of members to the Email Blast Chairman periodically as needed. If new members join via postal mail between major updates of the membership list, the Membership Chairman should notify the Email Blast Chairman.
- Provides a current list of members to the Show Chairman prior to take-in for each of the following shows: Membership show, Spring show, Summer show and Regional Show.
- If requested, provides a list of current members' email addresses to sponsors of RCAS exhibits.
- Requests an Email Blast to remind members to renew their membership prior to the end of the fiscal year (May 31st) each year. Requests a second Email Blast reminder, prior to the September members' meeting. May also request a notice in the Sketchpad, reminding members to renew their membership in order to be included in the annual Membership Directory.
- Prepares and submits the Membership Directory to be professionally printed and bound for distribution prior to November 1st each year.
- Maintains the historical database of RCAS members and past presidents.

EMAIL BLAST CHAIRMAN

The Email Blast Chairman is responsible for sending out announcements and other important information to the RCAS membership upon request by the RCAS President or other members of the Board of Trustees. To prevent bombarding our members with unnecessary email, this should be limited to information that is of an urgent nature and cannot wait until it can be included in the monthly Sketchpad.

The Email Blast Chairman has these responsibilities:

- Periodically obtain an updated spreadsheet of all RCAS members from the RCAS Membership Chairman.
- Extract the list of email addresses from the updated spreadsheet.
 - Tips for creating an email list that can be pasted into an email message.
 - Highlight and copy the column of email addresses from the spreadsheet.
 - Paste the copied list into a Microsoft Word Document as text only.
 - Turn on the “show/hide” feature that lets you see the paragraph marks at the end of each line.
 - If the list is double-spaced, highlight the entire list and then click on the “line and paragraph spacing” feature, and choose “remove space after paragraph” from the drop-down menu.
 - With the list still highlighted and the “show/hide” feature turned on, choose the “find” feature and select “advanced find” from the drop-down menu.
 - Go to the bottom of the window that pops up and click on “Special”. Then, click on “Paragraph Mark” at the top of that drop-down list. This will put a paragraph mark symbol in the “Find what” field.
 - Click on the “Replace” tab and then type a semi-colon in the “replace what” field.
 - Now you should have a paragraph that shows all the email addresses separated by semi-colons, which you can just copy and paste into the “bcc” field in any email message.
 - Enter your own email address in the “To” field. This way, if someone responds to the email blast, only you will get the response and it will not go to everyone else in the bcc field. That can save you a lot of headaches and keep the entire list of RCAS members private.
 - Be sure you save the word document you created so you can go back to it and copy the email list anytime you need it. Or, depending on the email program you use, you may be able to create a group list in your email program by pasting that list into a group contact list.

- To ensure that the RCAS members recognize an important communication from the RCAS board, the subject line of the Email Blast should contain: RCAS EMAIL BLAST: (then the subject of the email blast).
- The Email Blast Chairman should request to be added to the list of people who receive new membership applications or renewals from our webmaster. As you receive those forms, you can add the email addresses of new members directly to the email list you created to keep it up-to-date until the next time you get a complete updated spreadsheet from the Membership Chairman.

HOSPITALITY CHAIRMAN

The Hospitality Chairman is responsible for arranging for the refreshments to be served at each of the RCAS monthly membership meetings.

- The Hospitality Chairman performs the following tasks:
 - Maintains supplies such as paper plates, plastic utensils, paper or plastic cups, paper napkins, beverage pitchers or dispensers and disposable table cloths. The chairman may purchase these supplies as needed and submits invoices to the RCAS Treasurer for reimbursement.
 - Supplies are stored in the second-floor break room at the library. Ice is available in the break room and water is available in the clean-up room behind the basement program room.
 - The chairman arrives a few minutes prior to each meeting to set up the hospitality table and lay out the supplies. A large trash can is available and can be placed near the hospitality table.
 - The chairman passes out a sign-up sheet at the beginning of each year (or whenever needed) to request volunteers to bring refreshments for each monthly meeting. Refreshments generally are limited to cookies, chips/dips, fruit/vegetable trays, etc. Drinks are limited to non-alcoholic beverages like water, iced tea, lemonade, soft drinks, etc.
 - After each meeting, the chairman clears away any trash, rinses out the beverage containers, and returns unused supplies to the second-floor storage area. Leftover snacks may be taken home by the volunteers who brought them or given to a member of the library staff to be shared in their break room.
- The Hospitality Chairman may be asked to assist in organizing refreshments for the annual Christmas party.

WEBMASTER

The RCAS Webmaster is responsible for building and maintaining the RCAS website and shall be responsible for archiving information and photographs for the purpose of reflecting RCAS activities for the year. The history of the previous years' activities will be available for perusal by the membership on the official website at www.richardson-arts.org. In 2012, the current Webmaster, Steve Miller, redesigned the entire site in DreamWeaver, creating graphics, design, and layout of site. Since then, he has maintained all aspects of the site. This maintenance includes creating visual graphics as needed for various shows and events as well as editing existing pages as requested and creating new pages as needed. The Webmaster relies on the members of the RCAS Board of Trustees (Show Chairmen, Sketchpad Chairman and Publicity Chairman in particular) to provide newsworthy content for the website.

Routine tasks over the course of each year include, but are not limited to:

- Updating Member Site links on the members' website page.
- Posting the RCAS Newsletter (Sketchpad) in PDF form (thumbnail link to PDF file).
- Posting Demo Artist information for the upcoming year using photos and biography provided by the RCAS Vice President/Demonstration & Workshop Chairman.
- Creating Entry Forms for the following:
 - Membership Application and Renewal Forms and Collection of Dues
 - Membership Shows - Online Entry Forms and Collection of Entry Fees
 - Young People's Show Online Entry Form
 - Spring Show Online Entry Forms and Collection of Entry Fees
 - Summer Show Online Entry Forms (and Collection of Entry Fees for People's Choice Award if applicable)
 - Special Events - i.e. Online Voting for Election of Board Members
- Posting Calls for Artists and Prospectus Information for all RCAS Exhibits as provided by the Show Chairmen.
- Creating slide shows and galleries for selected show entries and show winners, using images and captions provided by the Show Chairmen.
- Posting images of Recreation Center exhibits as provided by the Show Chairmen.
- Creating new web pages for Monthly Meeting highlights, with copy and images supplied by the Sketchpad and Publicity Chairmen.
- Adding and removing advertising links as requested. Show Chairmen must identify new sponsors and provide their logos to the Webmaster for posting on the website.
- Moving information regarding past shows to an Archive page list. Show Chairmen must provide winner's lists and images of winning artwork to the Webmaster for inclusion in this archive.
- Keeping our form company dues up to date: Form Experts - Webmaster pays dues and is reimbursed annually by RCAS Treasurer.

GRAPHIC DESIGNER

The Graphic Designer creates visual concepts, by hand or using computer software, to communicate ideas that inspire, inform, or captivate a target audience.

- The Graphic Designer develops the overall layout and production design for advertisements, posters, post cards, brochures, flyers and other documents to promote the Richardson Civic Art Society.
- The Graphic Designer relies on the Board of Trustees (Show Chairmen and the Publicity Chairman in particular) to provide the information required to be included in these documents.
- The Graphic Designer submits the designs to the requesting Chairman for approval prior to publication or printing.

PHOTOGRAPHER / VIDEOGRAPHER

The Photographer and Videographer may be two separate positions or combined into one, depending upon the expertise of the volunteers who perform these functions. The Photographer shall be responsible for taking photographs of artwork, artists and attendees at RCAS exhibits, functions, and meetings for use in news articles, publication on the RCAS website, Facebook page and other and publicity outlets, and for the purpose of maintaining a historical pictorial record of RCAS.

Some examples of the photographer's responsibilities include, but may not be limited to:

- Taking photos of the demo artist and his/her artwork at various stages of the demo at each monthly meeting.
- Taking photos of the Art of the Month Winners at each monthly meeting.
- Taking photos of the artwork on display at the RCAS exhibits at the Library, the Eisemann Center, The Huffhines and Heights recreations centers and the Civic Center.
- Taking photos of the artists, artwork and attendees at the Annual Regional Art Exhibit during the reception at the Eisemann Center.
- Taking photos of the Best of Show Purchase Award presentation to the City of Richardson at the Civic Center following the Annual Regional Art Exhibit.
- Providing the photos mentioned above to the Show Chairmen, and to the Sketchpad and Facebook chairman.

The Videographer is responsible for the projection of the demonstration at RCAS meetings and is responsible for setting up the equipment prior to the meeting and for safely storing the equipment following the meeting. The Videographer is responsible for the projection of a slideshow of the winning artwork at the monthly meeting where the winners of the RCAS Membership Show and Spring Show are announced.

ART OF THE MONTH CHAIRMAN

The Art of the month Chairman is responsible for setting up the tables at the back of the monthly meeting room for display of artwork entered into the Art of the Month competition and for overseeing the competition and presenting awards. The Art of the month Chairman may have a Co-Chairman to assist in this function.

The Art of the month Chairman is responsible for the following tasks:

- Prior to the September meeting of each year, obtaining merchant award gift certificates from Asel Art Supply for the year, and requesting winners' certificates from the RCAS Show Data Administrator.
- Prior to each monthly meeting, requesting winner's checks from the RCAS Treasurer.
- Setting up a poster displaying the rules of the Art of the Month competition.
- Providing a numbered sign-in sheet for the artists participating in the competition.
- Providing numbered squares of paper to place in front of each piece of artwork that corresponds with the artist's number on the sign-in sheet.
- Providing blue painter's tape or post-it notes to cover the artist's signature on the artwork.
- Providing blank pieces of paper, a ballot box and pencils for the purpose of voting for the Art of the Month.
- Tallying the votes following the mid-meeting break and preparing the winner's certificates.
- Announcing the winners and presenting the awards at the end of the meeting.
- Providing a list of the winners (including order of winning (1st, 2nd, 3rd place), names of winners, titles of artwork and medium of artwork to the Sketchpad and Facebook Chairman.

WELCOME DESK CHAIRMAN

The Welcome Desk Chairman shall be responsible for greeting members and visitors as they enter the general meetings. The Welcome Desk Chairman may have a Co-Chairman to assist in the following duties:

- Prior to each meeting, collect the small black storage cart and the magnetic bulletin boards that contain the magnetic name tags for all RCAS members from the storage room at the back of the meeting room. Set up the magnetic boards on the benches along the wall opposite the elevators.
- Provide sign-in sheets for visitors.
- Count members and visitors as they enter or shortly after all members are seated for the meeting. Provide the count of total attendees to the library liaison (Brian Gibson) and to the RCAS President.
- Create name tags for new members and replace nametags that may occasionally be lost by existing members.
- Provide New Member application forms upon request and provide the completed forms to the Membership Chairman. Provide dues to the RCAS Treasurer (if paid by cash or check).
- When new Membership Directories are made available (usually at the October or November meeting) pass them out to members along with their membership cards. The directories will be provided by the Membership Chairman and the membership cards will be provided by the Show Data Administrator. Extra directories may be handed out to new members at any meetings during the rest of the year.
- Provide a copy of the Membership Directory to the Library liaison (Brian Gibson).
- Collect magnetic name tags as members exit the meeting and return them to the magnetic bulletin boards.
- Return the small black storage cart and the bulletin boards to the storage room at the back of the meeting room.

SHOW DATA ADMINISTRATOR

RCAS curates three juried exhibitions and several non-juried shows each year. The **Show Data Administrator** collects the data and prepares the paperwork that is essential to the management of these shows. Specific tasks vary somewhat per show, but they basically fall into these categories: Juried Shows held at the Richardson Public Library, the annual Juried Show held at the Eisemann Center, the non-juried Summer Show, and the three shows that we sponsor for the students of Richardson.

The Juried Shows held at the Richardson Public Library (Membership Show and Spring Show) require the **Show Data Administrator** to perform the following tasks:

- **The Show Data Administrator** works with the Show Chairman and the RCAS Webmaster to set up the online entry forms on our website at www.richardson-arts.org. The **Show Data Administrator** helps to proofread the online entry forms and provides the Webmaster with supporting documents like the Call for Artists and the Prospectus (generally just updating the documents from the previous year).
- **The Show Data Administrator** reminds the Webmaster of the dates when the online entry forms should be activated and when they should be deactivated for each show. The Webmaster provides the **Show Data Administrator** with a spreadsheet of all the entries immediately following the deadline date.
- **The Show Data Administrator** uses the spreadsheet to create:
 - Title cards for the show. There is a template for this.
 - A price list brochure for the library to be sent to the library liaison.
 - A spreadsheet organized by category with space for notes for the judge.
 - A list of the award winners and prizes.
 - A check-in sheet for take-in and a check-out sheet for pick-up.
 - Certificates for the winners. There is a template for this.
 - Labels for the envelopes that the certificates, checks and ribbons go into for the awards reception.
- The **Show Data Administrator** provides a list of award winners to the Show Chairman who provides them to the Graphic Designer to create the brochure for the reception.
- The **Show Data Administrator** provides a list of the winners and prize amounts to the Show Chairman who provides them to the RCAS Treasurer and requests checks to be written for the winners.
- After the reception, the **Show Data Administrator** provides a list of the winners to the Show Chairman who provides them to the Webmaster, Sketchpad Chairman and Facebook Chairman for posting.

The Non-Juried Summer Show requires the **Show Data Administrator** to work with the Show Chairman and the RCAS Webmaster to set up the online entry forms and post the show documents, however, there is no judge and no awards reception.

- The **Show Data Administrator** uses the online entry spreadsheet to create:
 - Title cards for the show. There is a template for this.
 - A price list brochure for the library.
 - A check-in sheet for take-in and a check-out sheet for pick-up.
- If the Summer Show provides a People's Choice Award, which is at the discretion of the Show Chairman, the **Show Data Administrator** will make the winner's certificate. There is a template for this.
- The **Show Data Administrator** will provide the winner's information and photograph to the Show Chairman who will provide them to the Webmaster, Sketchpad Chairman and Facebook Chairman for posting.

The Juried Show at the Eisemann Center uses CaFE' (callforentry.org) for online entry, but the **Show Data Administrator** still needs to coordinate with the Show Chairman and the RCAS Webmaster to post the show documents and links to the CaFE' website on our website at www.richardson-arts.org.

- **The Show Data Administrator** will work with the Show Chairman to help download the data and photos from the CaFE' website, and then create all the same documents and perform the tasks that would be provided for the Juried Shows held at the library.

The Young People's Show is for all high school students who live in the Richardson Independent School District (includes some Dallas County, some Collin County, and home-schooled students).

- **The Show Data Administrator** works with the Show Chairman, the RISD Art Director and the RCAS Webmaster to set up the online entry forms and post the show documents.
- **The Show Data Administrator** prepares the following documents:
 - Title cards for the show. There is a template for this.
 - A spreadsheet organized by category with space for notes for the judge.
 - A list of the award winners.
 - A check-in sheet for take-in and a check-out sheet for pick-up.
 - Certificates for the winners. There is a template for this.
 - Labels for the envelopes that the certificates, checks and ribbons go in for the awards reception.

- The **Show Data Administrator** provides a list of the winners and prize amounts to the Show Chairman who provides them to the RCAS Treasurer and requests checks to be written for the winners.
- After the reception, the **Show Data Administrator** provides a list of the winners to the Show Chairman who provides them to the Webmaster, Sketchpad Chairman and Facebook Chairman for posting.

The Rosemary Cheney Memorial Show is for all elementary students who live in the Richardson Independent School District (includes some Dallas County, some Collin County, and home-schooled students).

- The **Show Data Administrator** is only responsible for creating the participation certificates for the students. The RISD Art Director will provide the list of students and the **Show Data Administrator** will create the certificates. There is a template for this.

The Altrusa/World Peace Show is co-sponsored by RCAS and the Altrusa/World Peace Organization. It is for elementary grade art students in the Richardson Independent School District.

- The RCAS **Show Data Administrator** has no responsibilities for this show. The RCAS Show Chairman coordinates the dates with the library, the Altrusa Organization and the Richardson Independent School District. Altrusa sets up the panels and hangs the show. RCAS provides a judge, but Altrusa hosts the reception and makes their own certificates.

The Civic Center Exhibit is an exhibit open to members of the RCAS Board and frequent volunteers. A new exhibit is hung approximately every two months.

- **The Show Data Administrator** accepts emailed entry information and creates the title cards and a price list/sign-in sheet for each exhibit and provides the list to the Show Chairman and to the City of Richardson Civic Center representative, Shanna Sims at shanna.sims@cor.gov.

The Art of the Month competition is held at the RCAS monthly meetings. At the beginning of each year, the **Show Data Administrator** will be asked to create the certificates for the winners for the year (3 certificates per month). There is a template for this.

The Show Data Administrator maintains a database of all historical shows, including the Prospectus, Calls for Entry, list of artists included in the shows, list of winners, photographs of artwork (provided by the Show Chairman), etc.

The Show Data Administrator may also be called upon to create other non-show-related documents from time to time.

Chairmen of Juried, non-Juried and RCAS-sponsored Art Exhibits

The responsibilities of the chairmen of juried, non-juried and RCAS-sponsored art exhibits are contained in a separate document titled "Managing an RCAS Exhibit" by Linda Clary, dated June 14, 2019.

END