



JOB DESCRIPTION EXHIBITION COMMITTEE

The duties outlined below for the Exhibition Committee of an I.I. NCAR chapter are purposely comprehensive, and they can easily be adapted based on the needs of any chapter. [I.I. Chapter Bylaws Format](#) outlines essential duties for all elected chapter positions according to I.I. In addition, be sure to check your chapter's bylaws and standing rules.

OVERALL DUTIES

1. Reviews [Demonstration Workplan](#) on Ike-Wiki. Though this document is primarily for demonstrations, the scope of responsibilities is relevant to exhibits.
2. Creates committee for the exhibit.
3. Works with Board and exhibition facility to set dates and times for exhibition.
4. Is primary contact with the facility where the exhibition is to be held.
5. Recommends theme (if desired) to Board for approval.
6. Develop a graphic and flyer for the exhibit (or works with the member to create).
7. Works with communications team (Corresponding Secretary, website and social media administrators) to publicize exhibit to members, other arts organizations, other chapters in the area, news outlets, etc.
8. Establishes sub-committees such as setup, take down, worker hospitality, hostess (docent), demonstration, photography, internal and external signage, arrangement identification cards, ways & means.
9. Coordinates with the Preview Party chair (if there is to be a preview party for members, spouses, and guests).
10. Reviews plans for the layout of arrangements, Ginza (if one), and demonstrations with the board/sensei for approval.
11. Upon approval of #10, works with the facility on layout logistics and timing.
12. In conjunction with sensei and committee members, establishes criteria for arrangement submission and timing when arrangements are to be put into the exhibit.
13. Establishes the total # of arrangements needed and allowed per member and school of ikebana.
14. Makes direct requests of members to provide demonstrations and schedules accordingly.
15. Provides a printed or digital copy of all documents/records to the newly appointed Exhibit chair, Historian, and online depository.

NCAR