

Steering Committee

Purpose

The Steering Committee oversees and guides the activities and financial resources of the Wake Forest Guild of Artists. This includes planning events and showcases, organizing and running meaningful membership meetings, and promoting and communicating with members. They also work closely with the community and local organizations to expand artist opportunities, support future artists, and foster an appreciation of arts locally.

Membership

Committee members should be volunteers who are eager to contribute their time and expertise for the betterment of the Guild. The President of ARTS Wake Forest is also a member. The committee is headed by the Guild's Chair.

Roles and Responsibilities

Chair

- Ensures budget and goals are set and monitored. Develops year-end report.
- Runs and schedules steering committee meetings, including forwarding recommendations and special requests from members or the community for discussion. Handles members' concerns with professionalism and tact.
- Acts as communication liaison with the town and community and business partners.
- Takes lead on setting up and approving new events and activities, in conjunction with the steering committee.
- Prepares for and runs membership meetings, which includes setting/distributing agenda, highlight upcoming activities, and finalizing programming.
- Serves on Board of ARTS Wake Forest.
- Maintains certification in Crowd Management from the state of North Carolina in order to hold events, as required by the town of Wake Forest.
- Completes and maintains a background check, as required by the town of Wake Forest.

Committee Members

- Assists in goal setting and budget oversight.

- Attends steering committee meetings. Brings new ideas, actively participates in discussion and decision-making, and votes when needed.
- Serves as a lead for one or more activities, such as: Social Media / Website / Showcase Lead or Backup / Budget / Special Events / Communications
- Aids in determining demonstrations and topics for member meetings; Identifies monthly artist challenge.
- Works at least one special event per year.
- Participates in community outreach and represents WFGA in the community.

Time Commitment

Time requirements vary depending on events and roles within the committee.