Chicago Calligraphy Collective
Position Description of the Executive Board and Directors

All Executive Board Members and Directors shall:

- Attend all Board meetings
- Keep accurate records (preferably electronic) documenting activities for inclusion in the CCC corporate records and archives
- Participate in the preparation of the annual budget
- Provide a report of activities for inclusion in the CCC Annual report
- Monitor individual CCC web mail accounts, sharing information with the other Board members and maintain individual CCC web mail member contact list
- Act as a liaison between members and the Board and report member concerns and issues to the Board
- Perform the duties as described for these positions in the CCC Bylaws and additional duties as described below

EXECUTIVE BOARD OFFICERS

The President shall:

- Maintain regular contact with all Board members
- Develop agenda for and chair all meetings of the Board and guild
- Establish Board meeting schedule
- Act as ex-officio member of all committees and participate in committees as deemed appropriate
- Co-sign on CCC bank accounts and have check-signing authority
- Act as guild representative in official communications
- Approve language in all broadcast e-mail messages and press releases
- Compose written communication to members as needed
- Review all materials before they are printed or posted on the website
- Contribute letters/messages to the Newsletter as deemed appropriate
- Assist the Treasurer in the preparation of the Annual Report

The Vice President shall:

- Assume the duties of the President in his/her absence
- Form and chair the Nominating Committee
- Fill the vacancy in the office of the President for any unexpired term
- Co-sign on the CCC bank accounts and have check-signing authority
- Act as coordinator for the Inklings program by receiving applications and submitting to the Board for review
- Provide Inklings project updates and reports to the Board and Newsletter Editor
- Work in cooperation with Board of Directors to facilitate CCC events
- Serve on CCC committees as deemed appropriate
The **Treasurer** shall:
- Keep financial records and administer finances for the CCC
- Make deposits and pay bills in a timely manner
- Reconcile bank statements
- Provide monthly and annual Balance Sheets and Income and Expense Reports to the Board
- Provide financial records for annual audit and to guild members upon request
- Prepare all annual filings required by the IRS and State to maintain the organization's 501(c)3 tax exempt status, including providing financial documents and working with a certified public accountant when deemed necessary
- Prepare annual financial statement and compile officer and director activity summaries for the Annual Report
- Track investments
- Keep signature cards current
- Track spending in accordance with submitted committee budgets
- Send tax-deductible receipts for donations and maintain an annual file of those letters

The **Recording Secretary** shall:
- Prepare minutes of meetings, including recording of votes
- Distribute meeting minutes electronically to Board for review prior to the next scheduled meeting
- Collect and compile records from all Board members annually and maintain the CCC record book of past meeting minutes
- Keep records for the corporation

The **Corresponding Secretary** shall:
- Receive and respond to messages from the Contact Us Fillable Form on the CCC website
- Act as a liaison between members and study groups by responding to inquiries made via the CCC website
- In coordination with the Board, compose and send the bi-monthly e-mail news, Nib Notes
- Manage Social Media communication (ie. FaceBook and Instagram)
- Maintain CCC Public Calendar
- Collect CCC mail in a timely manner (ie. weekly) and distribute to Board members
- Communicate time-sensitive information regarding mail received between Board meetings to the appropriate Board members

**BOARD OF DIRECTORS**

The **Exhibits Director** shall:
- Coordinate annual Exploration and All Members Show exhibits, including Call for Entry dates and exhibit requirements
- Seek out additional exhibit opportunities as appropriate
- Select and establish a committee to assist with exhibits responsibilities as necessary
- Provide exhibit information to the Newsletter Editor
- Select exhibit speaker and logo artist for Exploration and other exhibits as necessary
- Act as a liaison between artist and interested art buyers during exhibit runs, functioning within the stipulations of the CCC's 50lc3 status
- Coordinate printed materials necessary for exhibits

The **Membership Director** shall:
- Manage and keep the membership roster and database
- Keep accurate records of membership dues payments and renewals
- Prepare and send annual dues renewal notices
- Provide monthly membership reports to the CCC Board
- Respond in a timely manner to membership inquiries
- Provide membership updates (e.g., new members and member information changes or corrections) to the Newsletter editor on a monthly basis
- Provide list of hard-copy Newsletter subscribers to the Newsletter editor as necessary
- Compile member information for the CCC Membership Directory and update directory as necessary
- Work in cooperation with the Treasurer to reconcile payments returned for nonsufficient funds and other financial needs

The **Special Events Director** shall:
- Plan and coordinate annual CCC events (e.g., members' meetings) and other community outreach events (e.g., lectures, fairs, etc.) as necessary
- Select and form a committee to assist with the duties
- Contact and schedule volunteers for all community outreach events
- Book available meeting space for the Annual Members Meeting (March), the Fall Members Meeting (October), and the Twelfth Night Meeting (January) – this includes booking time prior for Board meetings that take place before these member meetings
- Work in cooperation with all Board members to plan the activities and agenda for special meetings, exhibit receptions and special guild functions
- Provide information in a timely manner to the Newsletter editor and Corresponding Secretary regarding event announcements and reminders
- Seek unique ways to attract membership participation in CCC activities within the budgetary limits established for special events

The **Workshop Director** shall:
- Select and form a committee to assist with the duties of arranging educational opportunities and workshops for the CCC
- Contact and make arrangements with visiting instructors including teaching fees, travel costs and other requirements
- Arrange for care of visiting instructors, including housing, meals and transportation needs
- Provide information in a timely manner to the Newsletter editor and Corresponding Secretary regarding workshop and class schedules
- Coordinate written workshop reviews by submitting participant reviews to the Newsletter editor
- Work in cooperation with the Treasurer and Membership Director regarding financial inquiries and membership status of workshop participants

The **Ad Hoc Director** shall:
- Collaborate with members of the Board on special projects and/or special need-based requests
- Work in cooperation with Board of Directors to facilitate CCC events
- Serve on CCC committees as deemed appropriate