

Impress Committee Roles & Responsibilities

President:

1. Provide positive and progressive leadership to IMC. Keep Impress developing in line with Impress' objectives; develop new objectives in consultation with IMC as necessary.
2. Update and issue IMC Roles and Responsibilities document in consultation with IMC.
3. Chair IMC meetings.
4. Ensure IMC meetings are scheduled and held regularly (with secretary).
5. Ensure that constitution is complied with.
6. President and Treasurer, ensure Dept of Fair Trading is advised of changes to membership of PGF board.
7. Write Quarterly President's Reports for Impress newsletter/blog site.
8. Represent Impress at events etc as needed (or delegate to other appropriate IMC member).
9. President and Secretary review IMC meeting agendas before they are distributed & ensure correct previous meeting minutes are sent out on 14 days prior to next meeting.
10. President and Treasurer ensure ratification of expenses and running balance is prepared for each IMC meeting.
11. Write or review and sign official letters of Impress such as invitations or thank you letters to important contributors.
12. Ensure new IMC members are mentored into their roles by retiring IMC members.
13. Liaise with website manager to update website as required.
14. Prepare and conduct the AGM, in liaison with Vice President, Secretary & Treasurer.
15. Liaise with Brisbane City Council on matters pertaining to the management of the premises.

Vice President (VP):

1. Support President in carrying out their role.
2. Represent the President if they are away or step down prior to the AGM.
3. Support President in management of IMC roles and meetings.
4. Assist relevant IMC members and subcommittees, in drafting grant submissions and grant reports. Help coordinate grants. Seek out possible grant opportunities.
5. Work with Secretary in keeping Impress CV up to date.
6. Liaise with President, Treasurer and Secretary to prepare and conduct AGM.

Secretary:

1. Organise with President meeting times, venue and call for agenda items in a timely fashion.
2. Prepare agendas for IMC meetings in consultation with President.
3. Take minutes at IMC meetings and send out to IMC members. Record in minutes: members present and apologies; ratification of and amendments to previous minutes; acceptance of Treasurer's report; ratification of expenses, important points raised in discussion and actions – who, what, when.
4. Maintain copies of IMC agendas, minutes, correspondence and other documents considered at meetings.
5. Secretary, President and Treasurer, give notice of AGM to all members, organise time, venue and agenda. Send out IMC nomination and proxy voting forms to all members.
6. Notify all members by email of nominations for IMC 14 days prior to AGM. A list of the candidate's names in alphabetical order, with the names of the members who nominated each candidate, conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting.
7. Take minutes of AGM and retain copies of minutes, IMC nominations and proxy voting forms.
8. Ensure list of elected members and minutes are sent out to members within 7 days of AGM.
9. Retain copies of Impress Constitution.
10. Report once a year to Office of Fair Trading on donations to Public Gift Fund.

Secretary Assistant

1. Distributes constitution to IMC members after each AGM.
2. Up keep of membership lists in Gmail.
3. Present official correspondence in and out at IMC meetings. Collect mail from mailbox.
4. May attend IMC meetings with secretary but not essential.
5. Assist secretary in preparation of AGM.

Treasurer:

1. Under the direction of IMC, manage the finances of Impress including external inquiries on financial matters.
2. Manage accounts, bookkeeping and file all receipts and other primary documents as proof of purchase, payment or reimbursement.
3. Update the accounting system as required.
4. Prepare accounts for audit, liaise with auditor to get audit report to AGM and clarify account issues.
5. Produce Treasurer's report for IMC meetings, including accounts receivable/accounts payable, cash disbursement print outs, relevant bank statements and reconciliation report.
6. Clarify financial reporting needs on key Impress business areas and specific projects with IMC and produce reports as required. The Impress Exhibition and Gallery Coordinator, Workshop Coordinator and Studio Operations Coordinator should provide their own income and expenditure report to treasurer on a monthly (or project) basis, for cross-referencing, as the Membership Coordinator currently does with new members.
7. Liaise with IMC members on financial management of their programs as required, particularly studio and workshop running costs, including income, exhibitions and other major projects. Once in Kedron, gallery and exhibitions running costs will also be added.
8. Review financial management and reporting aspects of draft policies/procedures as required.
9. Provide financial input into grant applications. Review and advise curators as well as Gallery Exhibition Subcommittee on proposed budgets and financial reports.
10. Review PayPal and direct debits to accounts to ensure that a list of new members is sent to Membership Coordinator for tabling at the next meeting.
11. Enter art sales and organise payment to artists, issue a remittance advice via email.
12. For exhibitions and gallery, ensure there is supply of float, credit card facilities and receipt books.
13. Advise Workshop Coordinator, Impress Exhibition and Gallery Coordinator and Membership/Communications Coordinator of relevant payments and direct deposits into NAB account.
14. Pay bills, such as insurance annually, NAVA & Flying Arts membership, invoices for supplies, fees, tutors fees on receipt of invoice and organise refunds as required.
15. Chase up any outstanding debts, unpaid studio time and materials and also report major issues to IMC.
16. Attend Public Gift Fund Board meetings with President and Secretary, as well as report on status of PGF.
17. Retain copies of important Impress documents including: Certificate of Incorporation, Notification of endorsement as a deductible gift recipient, Certificate of sanction to raise funds, Certificate of listing on the Register of Cultural Organisations, ABN Certificate, Certificate of registration of .au domain name.
18. Update information on website as required.

Treasurer Assistant: (not required to attend meetings unless to support treasurer in absence)

1. Assist treasurer in entering data and other areas as required or directed by Treasurer.

Membership/Communications Coordinator (M/C):

1. Liaise with secretary assistant and provide a list of new members for endorsement at each IMC meeting.
2. Update Impress members, guests and volunteers lists, place people in relevant groups.
3. Oversee email communications sent out to members (with president or IMC approval where necessary), to ensure consistency and appropriate use of our mailing lists.
4. Manage Blog/ newsletter including: call for, edit and layout articles, news and images from members; liaise with President on President's report; update mail list.
5. Update website as required.

Workshop Coordinator (WS): (can nominate who represents workshop operations at management committee meetings).

1. Liaise with President and Treasurer on a quarterly basis.
2. Prepare workshop program for 6 months - year and update when necessary.
3. Prepare and update list of procedures and responsibilities for workshop management by tutors.
4. Maintain information/policies regarding risk assessment, safe studio practice and WHS policy and delivery for IMC review and endorsement.
5. Liaise with participants and tutors, ensuring safety procedures, cancellation policy, management of studio/workshop are all clearly laid out to tutors and participants for workshops.
6. Check workshop participants' payments are received prior to sending out confirmation and workshop requirement information. Confirmation should be sent to registered participants notifying times /materials/safety etc by email at least 1 week prior to workshops.

Workshop Assistant

1. Liaise with Treasurer and Studio Coordinator on managing workshop consumables and ensure potential conflicts in use of space/supplies among workshops, individual access to studio at Kedron are avoided or resolved.
2. Prepare and update list of procedures and responsibilities for workshop management by tutors.
3. Send out tutor EOI forms.

Workshop Promotions

1. Develop workshop program promotional and advertising material (eg. brochures) on upcoming workshops, surveys of members for workshop demands. Also obtaining / collating feedback forms from participants and tutors.
2. Update website with up and coming workshops.

Studio Operations Coordinator (SO): (can nominate who represents the studio on management committee meetings).

1. Establish and chair a Studio Subcommittee, and ensure that minutes and reports are provided to IMC for review and endorsement
2. Maintain studio policies and procedures, such as access policy, induction to studio, risk assessment and WHS delivery, to ensure that daily studio operations are carried out safely and effectively. Many of these documents are in place.
3. Report on studio operations, concerns; report on member hire, tally of material & supplies sales and other studio income.
4. Liaise with Workshop and Exhibition and Gallery Coordinators to ensure potential conflicts in use of space/supplies for workshops, gallery and individual access to studio at Kedron are avoided or resolved.

Studio Technician

1. Ensure studio equipment is maintained, including appropriate written procedures and signage where necessary.
2. Assist in implementing induction courses for studio areas and ensure that all induction tutors are trained to an appropriate standard. Review WHS and induction procedures on a regular basis.
3. Liaise with Treasurer and Workshop to manage consumables and studio stock including the development of effective procedures to conserve, supply and audit stock.

Studio Website Person

1. Market and promote studio space as well as update blog, promotional materials and website as required.
2. Administer studio calendar and any volunteer rosters to manage studio as required.

Exhibitions and Gallery Coordinator (IEG):

1. Chair the Impress Exhibitions and Gallery Subcommittee (IEGS). This could also be a team of volunteers.
2. Oversee drafting, review and update of policies, procedures, guidelines, forms, plans and exhibition programs by IEGS to manage exhibition projects and the Impress Printmakers Gallery (IPG). Including the development and implementation of a gallery management and operations plan. Many of these documents are in place.
3. Report on up and coming Exhibitions recommendations and plans to IMC for ratification.
4. Prepare and update budgets for the Gallery and ensure budgets are prepared, updated and reported for exhibition projects.
5. Oversee Gallery maintenance and equipment.
6. Liaise with Treasurer to assist in monitoring exhibition entry fees, exhibition projects and gallery expenditure and income as needed.
7. Process Gallery enquiries and applications. Taking clients through hire agreements and timeline requirements for exhibitions.
8. Liaise with clients informing of safety issues and appropriate hanging procedures. Be available to clients to clarify issues, assist with hanging of exhibitions and organising opening nights.

Gallery Assistant:

1. Update of guest lists.
2. Liaise with appropriate Coordinators to ensure the effective and cooperative use of space/supplies among workspaces in Kedron.
3. Liaise with appropriate Coordinators to assist with promoting IPG and exhibition programs and update of Impress' blog, newsletter and website.
4. Maintain and up date Gallery calendar.
5. Assist with developing a 'friends of the Gallery' group and assist with organising volunteers as required.

Gallery Promotions Person:

1. Create exhibition posters, invites and any other required promotional.
2. Ensure promotional material and posters organised for exhibitions.
3. Organise the printing out of labels
4. Posters organised for sandwich board

Fundraising Coordinator (FR):

1. Establish the development and implementation of short-term fundraising activities to raise funds, such as Auctions.
2. Liaise with Marketing Coordinator, Treasurer and President to develop promotional material relevant to fundraising.

Marketing Coordinator: (MC)

1. In consultation with the Fundraising, Exhibition and Gallery, Workshop, Studio Operations and Membership/Communications Coordinators, assist in preparation of promotional materials, such as invites, flyers and brochures about Impress Printmakers functions, workshops and exhibitions.
2. Liaise with Impress Exhibition and Gallery Subcommittee designated person to review and update exhibition mail out list.
3. Coordinate the update of information on Impress website as required.
4. Present quarterly report to IMC on activities