
OUTREACH COMMITTEE - Chair, Membership, Alternative Spaces, Press Release, Community Events.

OUTREACH CHAIR Leadership Board Position

2 to 3 hrs/mth (excluding meetings)

CHAIR TASKS

- **Attend 10 meetings a year. (8 by ZOOM and 2 IN PERSON). Of course, we consider exceptions**
- The Chair may, but is not required to, serve in one of the roles within the committee. (listed below)
- Meet with members between Leadership Board meetings to develop ideas, changes, and improvements.
- Keep the President updated on your progress.

ROLES within the committee. One person may be involved in one or more roles.

- MEMBERSHIP
 - ALTERNATIVE SPACES Organizer
 - PRESS RELEASES
 - COMMUNITY EVENTS
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MEMBERSHIP 1 to 2 hrs/mth

- Recruitment of the guild on any occasion.
 - Send a welcome letter to membership.
 - Send in a report (if there is anything new) before the Leadership Board Meeting. You will receive an email requesting a report.
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ALTERNATIVE SPACES ORGANIZER 1 to 2 hrs/mth

- Line up Artists for the TRAAC Space to exhibit every other month.
 - Look for other alternative spaces.
 - Send in a report (if there is anything new) before the Leadership Board Meeting. You will receive an email requesting a report.
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PRESS RELEASES: 2 hrs/mth

- Writes and sends Press Releases.
 - Update press contact lists as needed.
 - Send in a report (if there is anything new) before the Leadership Board Meeting. You will receive an email requesting a report.
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COMMUNITY EVENTS ORGANIZER 1 hr/mth

- A team will be organized by the Volunteer Coordinator.
 - Coordinate the event date and time with the team.
 - Send in a report (if there is anything new) before the Leadership Board Meeting. You will receive an email requesting a report.
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