

SUPPORTING WITH MORE TIME TO GIVE

OUTREACH COMMITTEE

OUTREACH CHAIR

Leadership Board Position*

2 to 3 hrs/**mtb** (excluding meetings)

*Leadership Board Position: attend 10 mtgs/yr. (8 by ZOOM and 2 IN PERSON). Of course, we consider exceptions.

Oversees the following jobs. One person may be involved with one or more jobs.

- Membership
- Alternative Spaces
- Press Release
- Community Events

You do not have to be a part of each job.

If you're working with members on a specific job, you are asked to meet with them between regular meetings to plan and coordinate their work. Keep the President updated on your progress.

MEMBERSHIP 1 to 2 hrs/**mtb**

- 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.
- When there are new members, send in a JotForm spreadsheet of members to the President before a leadership mtg.

ALTERNATIVE SPACE ORGANIZER 1 to 2 hrs/**mtb**

- 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.

PRESS RELEASE 2 hrs/**mtb**

- 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.

COMMUNITY EVENTS ORGANIZER 1 hr/**mt**h

- Organize a team to set up a display for events in the area.
- Send in a report (if there is anything new) before the Leadership Board Meeting. You will receive an email requesting a report.