
ADMIN SUPPORT COMMITTEE - Chair, Volunteer Coordinator, Design JotForms, Historian, Brainstorming Team on creating steady income

ADMIN SUPPORT COMMITTEE CHAIR new 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.

- VOLUNTEER COORDINATOR new
 - UPDATING FILES new
 - JOTFORM DESIGN: Creating forms for membership, shows, and more, with yearly updates to shows on JotForm Platform.
 - HISTORIAN
 - BRAINSTORMING TEAM on creating steady income
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VOLUNTEER COORDINATOR new 1 to 3 hrs/wk, until this gets organized.

- You will be given an existing EXCEL spreadsheet. **MAC USERS:** Remember to save file as EXCEL.
- You will receive notifications when a member joins or renews. Place the volunteer's interest on the existing Volunteer spreadsheet with their name/email/phone.
- When a specific need arises, contact those who have expressed interest in that need and see if they are still interested.
- Let the person in charge of that need (ie. Show chair, Community Event Organizer) and let them know who is available.
- Research incentives for having people EXCITED ABOUT SUPPORTING THE GUILD with their Time/Talents

This is a new role, so we will be making adjustments as needed.

HISTORIAN 1 hr/mth

- Put minutes, show info, and any other important items on the DRIVE
 - Digitalize old files
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DESIGN JOTFORM 5 to 8 hrs/form to Design | 2 to 5 hrs/form to Update

- We use the **JotForm platform** for all of our forms.
 - Once the form is created, yearly updates are needed to the Membership and Show forms.
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BRAINSTORMING TEAM ON CREATING A STEADY INCOME new ? hrs/?

Getting a home base for guild shows, programs, and—dare we say—even studios is a dream.

Our hope is that it becomes a reality. If/when it does, we need to be smart about our finances and determine how to establish a steady source of income to cover the monthly expenses before the opportunity arrives.

Donations and grants would certainly help, but they would be the "icing on the cake," not the foundation of our financial plan.
