

Task Allocation for POS 2019

1. Committee Members

Role	Activity	Tasks	Who
President	<p>Chair the Board of CIC Directors</p> <p>Provide strategic leadership</p> <p>Promote POS at public events and in informal networking</p>	<p>Attend and chair Board and Committee meetings. Monitor feedback from Members and Visitors for Committee discussion. Draw up and maintain Timeline of Activities and monitor delivery. Introduce events such as the Showcase Exhibition.</p> <p>Promote POS and facilitate communication with other Arts organisations and CPK</p>	Glenys Andrews
Treasurer	Financial Management	Monitor and advise on all expenditure and provide the Board with regular updates on cash flow and financial decisions implications. Record and report on all financial transactions.	Marion Foster
Secretary	Scheduling Board Meetings in Liaison with the President. Recording and circulating Minutes. Maintain records for Companies House.	Send out agendas for meetings. Take and send out minutes of meetings to Committee members and for general release. Send out Launch Event Invitations.	Sybil Galbraith
Membership Secretary:	<p>Communication with members and potential members; Newsletters</p> <p>Maintain databases: members, associates and visitors</p> <p>Call to Artists and Application Process</p>	Send out Newsletter inviting 2019 applications; Send out all other newsletters from the Committee/ President; Liaison with members and Web/Brochure Designers re applications and entries.	Scott Carruthers
Artist Liaison	FB Group page and info@pos; assist M.S. with Application process April-June)	Manage FB Group page and deal with emails on the POS account year round.	Gill Hunt

Web, Print and Design Liaison	Committee contact on all website and brochure design and print matters	Liaise with Website Manager and Brochure Designer; Advise on selection of printers and manage interface between the Committee, the Web and Brochure Designers and Printers	Andrew Hunter
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Marketing, External Communication and Publicity:	Prepare Marketing Plan and advise Board of financial implications.	Prepare and issue Press Releases as required; Maintain a list of Media links. Facebook page updates in liaison with Membership Secretary. Advise on advertising opportunities and costs.	Iona Macgregor
Sponsorship, Fund raising and Advertisement Management in the brochure	Communicate with existing sponsors. Seek new sources of income. Confirm all adverts and cafe listings for the 2019 Brochure.	Contact sponsors to maintain existing support; seek out new sources of funding. Contact existing advertisers and places to eat and seek out new ones for inclusion in 2019 brochure	Iona/Glenys
Showcase Exhibition Management	Identify all essential elements of a successful event and ensure sufficient staffing to organise each activity.	Confirm venues and advise the Committee. Liaise with Venue Managers. Appoint volunteers to organise Opening Night. Organise Publicity and Call to artists to participate.	Sybil
Distribution of Brochure and publicity materials	Liaise with Route Coordinators. Provide Printers with delivery addresses and quantities of materials for distribution.	Liaison with Route Co-ordinators and the Co-op. Organise distribution across the routes, of brochures, publicity materials etc. Liaise with Printers and the Membership Secretary re communication with members on delivery dates and times.	Gill Skene

2. Route Co-ordinators' Roles

Receive delivery of printed materials, contact all venues on Route and arrange artists' pick up. Arrange distribution to sponsors, cafes and other outlets. Promote Route identity and local awareness of the event via strategic banner placement and local advertising.

3. Contracted Partners

Brochure Designer	Brochure and printed materials design	Design of Posters, Post Cards, Orange Signs, Banners, Bunting, Flyers, Launch Invitations. Liaison with Web Designer, Web Manager and Membership Secretary on design issues and members' entries.	Iain Lauder
Website Design and Technical Management	Maintain effective functioning of the POS Website	Dealing with all technical issues affecting the functioning of the site. liaison with the Website Content Manager, Brochure Designer and Membership Secretary	Pete Urwin
Website Content Management	Maintain updated information and presentation of material	Ensure regular updates of information content on the Website. Liaise with contributors to the site. Route Map design, Visitor and Members' Evaluation, Social media posting of venues.	Kate Kirby

4. Member Volunteers

<p>Brochure Layout plan;</p> <p>Photography Projects</p>	<p>Plan layout of brochure</p> <p>Photography projects as requested and agreed on individual contractual basis</p>	<p>After applications are in and sponsors and advertisers confirmed, plan layout of brochure.</p>	<p>Dave Hunt</p>
<p>Planning and Organising of Opening Night at The Field</p>	<p>Organise a team to staff the Opening Night at The Field</p>	<p>Organise Refreshments, Prize Draw, etc. for the Opening Night.</p>	<p>Lynsey Ewan</p>