

# PLEASE STEP-UP.....and VOLUNTEER

## CASA POSITIONS/JOB DUTIES

### BASIC COMPUTER SKILLS NEEDED!

### ATTEND BOARD MEETINGS

#### **PRESIDENT**

Using your leadership skills, you will facilitate eight (8) monthly meetings per year and three (3) Board Meetings. You will keep communication lines open with all members and work with the Board to keep CASA a viable art organization as outlined in the CASA Constitution and By-Laws. Based on previous year's Budget (income and expenses), you will draft a new Budget for the Board showing current financial status of CASA and the expected income and expense for the coming membership year i.e., June – May. Based on current financial status you will work with the Exhibits Committee to determine specific monies that may be paid out of the "Special Donation Fund" to fund some awards at CASA shows. You will act as liaison between St. Francis Business Office Staff, CASA's insurance agency, etc. You will keep Board members in the loop on all CASA legal and financial matters. Act as bank signatory.

#### **VICE PRESIDENT**

Basically this position is a person-in-training to take over the President's position. You would work hand in hand with the President on all matters that the President handles throughout the year. You should be a good listener. Act as bank signatory.

#### **VP/PROGRAMS**

An outgoing personality is needed to contact and procure artists/interesting people for monthly demonstrations and mini-workshops. Once artist/person is procured, following prescribed CASA payment schedule, arrange for contract signing. You will need to draft a schedule for demos and mini-workshops for the year and provide to Web person for posting to CASA's Website. Day of meeting, you will introduce demonstrator to the membership and coordinate efforts to run a smooth demo and mini-workshop (when applicable.)  
IDEALY – a two or three person position.

#### **TREASURER**

You will be a detail minded individual with basic bookkeeping background who is comfortable working with check book, bank statements and monthly reconciliation. Using prior year documentation, you will prepare and file usual nonprofit state and federal filings, including 1099s. You will maintain access to CASA post office box. You will monitor that all expenditures are provided with a Check Request Form prior to disbursement of monies as well as monitor that all monies coming into and going out of CASA's bank account are posted in the correct bank accounts. You will communicate with President and other Board Members as required. Act as bank signatory.

#### **SECRETARY**

Our secretary position requires someone to be available at all meetings to keep minutes. Monthly minutes are written up using a simple template. The Board meetings require more detailed minutes be kept. Minutes are to be typed up, distributed to Board members (via email) for their input/additions/deletions etc. Once approved by Board the minutes then can become final. Detailed minutes serve as historical documents on what, why and how various issues were handled and are very valuable to future persons in this position. This could be a shared position.

## **MEMBERSHIP**

This position is looking for two friendly, outgoing persons to greet and welcome visitors to our monthly meetings. One individual would assist nametags, guestbook and answer any general questions that the visitor might have. Using your computer skills, you will maintain updated records and print a directory of members. You will do follow-up emails to visitors and new members. You will update Membership form and collect and deposit membership dues. You will work closely with the President and Treasurer.

## **EXHIBITS COMMITTEE**

If you are a team player with good organizational skills and basic computer skills, including Excel and Microsoft Word, if you have a flair for decorating and would enjoy interacting with Tucson's business and art community – then this job is right up your alley. This is a great position to meet your fellow CASA members! Duties are divided up between 2 or 3 people, and most of the work occurs before shows. Typically, there are two shows at Habitat for Humanity, plus 2 other show per year. Main duties are to contact sources to procure shows. You will prepare and send off prospectus (via website) with show information/requirements etc. You will collect and deposit funds and entries. You will procure a juror, help on jury date, plan and be present at Receptions. Maintain open communication with President and Treasurer.

## **AUDIO/VISUAL**

You must be willing to learn how to set up and arrange our A/V equipment at our monthly meetings. Written instructions with actual photos of connections are provided, as well one-on-one training. You must be willing to breakdown A/V equipment at end of meeting and take home with you for storage.

## **NEWSLETTER**

You must be willing to write up a monthly one-page newsletter to be posted on our Website. To gather information for the newsletter, you must be willing to contact the appropriate Committee members (VP/Programs, Exhibits Committee etc) for information on upcoming events i.e., monthly demos, mini-workshop, Major workshop, exhibits etc.)

## **WEBSITE**

You must be willing to do the training for updating and maintaining our Web site. If interest please see Frani Bopp.

## **OTHER POSITIONS**

CASA can always use additional people to help for a single time. For example: helping with food and drinks at a reception, hanging and taking down of show, and others as the occasion may call for additional help.