



The Country Women's Association of Victoria Inc.

Role Description: Creative Arts Committee Chairperson

Version: 01.2

Drafted by: MH Helen Wall OAM and Heather Scott

Approved by the Board on 18.12.2018

Responsible Person: State President

Scheduled Review Date: October 2019

Note that throughout this document extracts from the Constitution of The Country Women's Association of Victoria Inc. are placed in boxes. Please refer to the full copy of the Constitution available from cwaofvic.org.au/about/constitution or upon request from Head Office.

Eligibility

Note that **Election of Board Members and State Council Members: Policy and Procedures** states in Clause 2.2(a):

In addition to the requirements in Clause 10.1 of the Constitution, a member is only eligible to be elected or appointed as a Board Member or a State Council Member other than a Group President if the member has been a member of State Council for at least 2 years (consecutive or otherwise).

Further requirements are listed in the **Election of Board Members and State Council Members: Policy and Procedures** and in the Role Description. Please read **both** these documents carefully before submitting a nomination.

Creative Arts Committee Chairperson

Specific duties:

1. Committee Administration

- a. Chair the meetings of the Creative Arts Committee.
- b. Plan the date, place and time of committee meetings and events, having regard to Board meetings, State Council meetings and other State events already on the Calendar of Events, and provide this information to the State President to be added to the Calendar of Events; book the venue for the meetings and events. State Committees meet a minimum of four times per year, before each State Council meeting. Additional meetings may be required prior to events. Reimbursements/ allowances are for a maximum of four meetings of one committee (see the Reimbursements Policy and Procedures).
- c. As soon as possible after receiving the list of appointed committee members from the State President, prepare a list of names and contact details of all committee members and provide each member of the committee with this list.
- d. Write a letter/email of welcome to each committee member as soon as possible after State Conference, enclosing a copy of the minutes of the last meeting.
- e. Attend to correspondence before and after meetings of the committee.
- f. Prepare the agenda for the meetings of the committee and circulate it in advance of the meeting whenever possible. Copies are to be provided to all committee members.
- g. Appoint a Minute Secretary for the taking of minutes at meetings of the committee, and to type and provide them to the Chairperson for distribution within one week after the meeting. Copies are to be provided to all committee members, and emailed to the State President and Deputy State President. All official correspondence to remain at Head Office at all times.
- h. Present a report on the work of the Committee to State Council as required, and bring the recommendations of the Committee to State Council for discussion and approval.
- i. Write a monthly report for the *Victorian Country Woman* magazine on the work of the Committee, and supply the Editor with patterns and photographs of craft projects for inclusion in the magazine as space permits.
- j. Prepare a budget proposal for the committee and present it to the State Treasurer for inclusion in the Association budget. Manage the committee's expenditure, liaising with the State Treasurer and the Executive Director re authority to purchase orders.
- k. Undertake financial training.
- l. Write a concise report for the Official Annual Report of the work of the committee for the calendar year.

- m. Present a report to State Conference on the work of the Committee from January to May of the current year.

2. Support for the State President

- a. As requested by the State President attend the Annual General Meetings and Half Yearly Conferences of Groups of the Country Women's Association of Victoria, to preside over the election of office bearers and update members on decisions made by the Board and State Council.
- b. Represent the State President at Group and Branch special events as requested by the State President.
- c. Undertake other duties as requested, in support of the State President.

3. Judges

- a. Maintain a list of qualified CWA of Victoria Inc. Judges in Handcrafts and in Home Industries, with their contact details. Annotate the list with details of Judges' Badges conferred, Judges' Updates attended, expiry date of Judges' Badges.
- b. Provide an Application for Judges form to all Group Presidents, and to the Executive Director for publication on the Association website.
- c. Receive applications for judges, review for appropriateness of request and if need be ask for further information or seek advice from the committee; phone or email judges to ascertain their availability; prepare roster of judges for each event; send letter and schedule to each judge, thanking them for agreeing to judge at the event, and giving date, place, time of judging, meal arrangements and any other information; seek feedback after event to improve communication and address any issues.
- d. Organise the Judges' Update days each year for Handcrafts (usually last Wednesday in January) and Home Industries (usually the day after the Handcraft Judges' Update); book tutors/demonstrators/guest speakers; book Craft Room; send letters of invitation to all qualified and trainee CWA judges, reminding them of the need to attend Judges' Updates to maintain current Judges' Badges; record attendance and update Judges' list; order new Judges' Badges as required.
- e. Organise training programs for prospective judges in Handcrafts and Home Industries, to be led by members of the Judges Panel who set and correct both Handcrafts and Home Industries judges' exam papers (currently Wendy Earwicker, Sue Gass, MH Noela MacLeod AO, Pam Mawson, Betty Mustey and MH Helen Wall OAM), with experts in specific areas leading sessions as required. Maintain attendance records, liaise with the Judges Panel and organise the conferral of Judges' Badges (at State Conference if possible) when gained.

4. State Exhibition

- a. At November and March State Council meetings, request Expressions of Interest from Group Presidents in hosting the State Creative Arts Exhibition at a venue within their group. Provide details of requirements needed to host a State Exhibition.
- b. Plan, organise and conduct the State Creative Arts Raffle (tickets to be sold for 3 months concluding on the last day of the Exhibition) and day raffles on each day the Exhibition is open to the public.
- c. At Senior Office Bearers Meeting prior to Senior Office Bearers going on Conference rounds, provide Senior Office Bearers with details of requirements needed to host a State Exhibition, and ask them to invite Groups to submit Expressions of Interest.
- d. Encourage Group President in the Group hosting the Exhibition to form local committee to assist with the planning and running of the Exhibition, and provide guidance.
- e. Make arrangements for state-wide publicity for Exhibition, and liaise with local committee to arrange local publicity.
- f. In consultation with at least two members of the Judges Panel, decide on judges to be invited to judge at the State Exhibition; write letters of invitation to judges; when acceptances received, plan allocation of sections to judges and inform judges; arrange accommodation for judges and inform judges; welcome judges to the Exhibition, provide orientation, introduce them to their allocated stewards and scribes, and inform them of meal arrangements; thank them for judging and present them with a small gift; collect travel and accommodation claim forms and arrange for payment.
- g. At the June committee meeting, in consultation with the committee, appoint a Floor Manager, a Chief Steward and a Results Co-ordinator. Allocate roles to other committee members. Invite judges not invited to judge and trainee judges to steward/scribe at the State Exhibition; in consultation with local Group Exhibition officials, invite local members to work as stewards, scribes, recorders, prize card writers, stall helpers or door attendants. In consultation with the Floor Manager, Chief Steward, Results Co-ordinator and local Group President, prepare roster of all Exhibition judges, stewards and helpers, and provide it to the Floor Manager, Chief Steward, Results Co-ordinator and local Group President.
- h. Plan and manage First Aid provision for the Exhibition, including roster of members with current First Aid qualifications, First Aid kit supplies and location, signage including emergency phone numbers.
- i. Book a venue for Afternoon Tea. Invite all Past Chairmen of Creative Arts/Handcrafts and Home Industries Committee to attend an Afternoon Tea on the afternoon of the Official Opening. Arrange with the local Group President for the local Group to cater for the Afternoon Tea. As Host of the Afternoon Tea welcome the Past Chairmen.

- j. Book a venue for the Official Lunch. Invite the State President, the local Group President, the local Mayor or Council representative, local MPs, those who have donated trophies or trophies named in their honour and any other special guests to attend the Official Opening of the State Exhibition and an Official Lunch afterwards. Organise small gifts for the official guests. Arrange with the local Group President for the local Group to cater for the Official Lunch. Host the Official Lunch, and welcome the guests.
- k. Organise return of trophies from previous recipients by June State Council meeting, engraving of trophies, cleaning and polishing of trophies, provision of prizes, and obtain table of results and certificates from Results Co-ordinator.
- l. When an Expression of Interest is received, check to see if it meets all the requirements; if information is incomplete, contact the Group President for further information. If possible, visit the proposed venue and assess its suitability.
- m. At committee meeting prior to June State Council meeting, consider Expressions of Interest received, and prepare a recommendation for State Council regarding the venue for the State Exhibition in the following year (ie. in 14 months' time). Present the recommendation to State Council, and if approved, book the venue. Liaise with the Executive Director to arrange for payment of venue costs. Prepare a budget proposal for the State Exhibition, and if possible apply for Community Grants to assist with costs. Liaise with the Executive Director regarding the proposed budget.
- n. Liaise with Executive Director to arrange for hire/purchase and/or delivery to the venue of all necessary equipment, and delivery of entries from 3 Lansell Road, Toorak to the venue, and return of equipment and entries.
- o. With the help of other committee members, pack entries received into boxes for transport to the Exhibition venue. Assemble and pack all necessary equipment. Ensure all entries and equipment are packed onto the truck for transport to the Exhibition venue.
- p. Welcome members arriving at the venue to help with the Exhibition, and thank them; ensure that orientation and training are provided; introduce them to the member in charge of their area (Floor Manager, Chief Steward, Results Co-ordinator, local Group President). Brief all members present each day on the venue, First Aid person on duty, and any safety issues. Keep a record of attendance of all members helping with the Exhibition.
- q. With the help of other committee members, unpack and set up all necessary equipment at the venue; unpack all entries transported to the venue and have stewards place them in their appropriate sections ready for judging.
- r. Plan and conduct the Official Opening of the State Exhibition, including speeches by invited guests, presentation of trophies and prizes, presentation of gifts to guests.

- s. At the conclusion of the Exhibition, with the help of other committee members, pack all entries and equipment to be transported back to 3 Lansell Road, Toorak, arrange the return of all local equipment, arrange for leftover items from the Exhibition stall to be donated to local op shops. Supervise the unpacking and return to storage of all equipment when the truck arrives at 3 Lansell Road, Toorak. Supervise the unpacking of entries and their return to members, ensuring that records are kept. Arrange for the posting of any entries where post bags have been provided. Contact the owners of any uncollected entries to arrange for their collection.
- t. At September committee meeting, review the current year's Exhibition and plan any changes for the following year, including any changes to the Schedule. In consultation with the Committee, appoint an Entry Co-ordinator for the next State Exhibition.
- u. At November committee meeting, have the final draft of the Exhibition Schedule submitted for approval; when approved, organise printing of Schedules for inclusion in January posting, and arrange for Schedule to be posted on Association website.

5. Craft Schools, Master Classes, Demonstrations and Craft Days

Plan and organise Craft Schools, Master Classes, Demonstrations and Craft Days, both in response to requests and as initiatives of the Creative Arts Committee. Encourage committee members to assist in the running of these events. Seek authorisation for events from State Council or the State President. Publicise the events in the Victorian Country Woman magazine and on the Association website and Facebook page. Speak about them at State Council and provide information to Group Presidents to encourage participation.

6. Creative Arts Library

- a. Maintain the records of the Creative Arts library, providing assistance to members in finding suitable resources when possible.
- b. With the help of committee members, conduct an annual stocktake of the Creative Arts Library, and contact members to ask for the return of any overdue books.

7. Creative Arts Archives

At a committee meeting, appoint an Archivist to look after the Creative Arts Archives; provide/seek assistance and training to/for the Archivist; ask the Archivist to report at each committee meeting.

8. Creative Arts Equipment and Resources

Establish and maintain an Asset Register of the equipment and resources in the Creative Arts storerooms; keep the equipment in good order and arrange for its repair, maintenance or replacement as necessary.

9. Absence from Duty

When unable or unavailable to perform the duties of Creative Arts Committee Chairperson, for example due to illness or holiday, notify the State President in writing, if possible in advance, and request leave of absence. The State President will appoint another member to perform the duties during the absence.