

Officers- Executive Board:

President:

- Serves a two year term
- Preside at monthly meetings
- Prepare meeting agendas, e-mail to Board members
- Collect mail & distribute
- Process required official reports
- Be knowledgeable of CCAC activities, committees, financial/budget, planning and goals of organization
- Maintain President's files
- Must hold a current paid CCAC membership
- Report (written) monthly to board, and annually (Prelude)
- Participate in CCAC activities

President-Elect:

- Serves a one year term, beginning with the current President's final year
- Assume President's duties if president is unavailable
- Preside at all meeting when President cannot attend
- Keep current of CCAC activities & assist where needed
- Must hold a current paid CCAC membership
- Report (written) monthly to board, and annually (Prelude)
- Participate in CCAC activities

V.P. Membership:

- Creates and maintains membership database
- Processes membership applications (record, \$\$ to treasurer, mail replies)
- Creates and maintains Artist Directory
- Organizes CCAC information booth at EIU Celebration of the Arts Festival
- Coordinates with other divisions and Membership subcommittees
- Must hold a current paid CCAC membership
- Report (written) monthly to board, and annually (Prelude)
- Participate in CCAC activities

Recording Secretary:

- Record & transcribe monthly meeting minutes and distribute to board members prior to next meeting
- Copy necessary reports & have available at meetings
- Maintain permanent records of minutes & required forms
- Assist with publications & mailings as needed
- Must hold a current paid CCAC membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

Treasurer:

- Keep & maintain all financial records
- Pay bills, disburse funds & deposit revenue
- Fill out & mail all required IL & federal financial forms
- Develop Annual Budget & assist with grant budgets
- Must hold a current paid CCAC membership
- Report (written) monthly to board, and annually (Prelude)
- Participate in CCAC activities

Past President:

- Act as Advisor to new President during first year
- Must hold a current paid CCAC membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

Division Chairs – Board Members:

Dance:

- Promote dance programs in the community
- Coordinate CCAC dance scholarships for high school students
- Encourage participation in all facets of dance arts by adults & children
- Coordinates with Public Relations for press releases and other advertisement
- Must hold a current paid CCAC membership
- Report (written) monthly to board, and annually (Prelude)
- Participate in CCAC activities

Drama:

- Promote drama programs in the community
- Coordinate Drama scholarships for high school students
- Encourage participation in all facets of Dramatic Arts by adults & children
- Coordinates with Public Relations for press releases and other advertisement
- Must hold a current paid CCAC membership
- Report (written) monthly to board, and annually (Prelude)
- Participate in CCAC activities

CCAC Board duties and assignments as of 2014 - 2

Literary Arts:

- Promote literature & poetry programs in the community
- Coordinate Literature scholarships for high school students
- Encourage participation in all facets of Literary Arts by adults & children
- Coordinates with Public Relations for press releases and other advertisement
- Must hold a current paid CCAC membership
- Report (written) monthly to board, and annually (Prelude)
- Participate in CCAC activities

Visual Arts:

- Promote programs in Visual Arts in the community
- Sponsor scholarships for local art students to attend Summer Art Camps
- Encourage participation in all facets of Visual Arts by adults & children
- Coordinates with Visual Arts Committee/Project chairs
- Coordinates with Public Relations for press releases and other advertisement
- Must hold a current paid CCAC membership
- Report (written) monthly to board, and annually (Prelude)
- Participate in CCAC activities

Musical Arts:

- Promote programs in music in the community
- Coordinate Music scholarships for high school students
- Organizes all aspects of the Honors Recital Program
- Encourage participation in all facets of musical activities by adults & children
- Coordinates with Public Relations for press releases and other advertisement
- Must hold a current paid CCAC membership
- Report (written) monthly to board, and annually (Prelude)
- Participate in CCAC activities

Fiber Arts:

- Promote programs in Fiber Arts in the community
- Encourage participation in all facets of Fiber Arts by adults & children
- Coordinates with Fiber Friends activity chair
- Coordinates with Public Relations for press releases and other advertisement
- Must hold a current paid CCAC membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

Historical Heritage:

- Promote personal and public historical heritage programs in the community
- Coordinates with Memoir Writers activity chair
- Encourage participation in all facets of Historical Heritage by adults & children
- Coordinates with Public Relations for press releases and other advertisement
- Must hold a current paid CCAC membership
- Report (written) monthly to board, and annually (Prelude)
- Participate in CCAC activities

Committees, Projects, Events, & Other Personnel:

Community and 'At-Large' Committee Representatives:

- Inform communities of CCAC of arts events
- Reports to President.
- Must hold a current paid CCAC membership
- Report (written) monthly to board, and annually (Prelude)
- Participate in CCAC activities

Fiber Friends activity group (Fiber Arts):

- Coordinates all aspects of Fiber Friends Group activities
- Coordinates with Public Relations for press releases and other advertisement
- Reports to Fiber Arts Division chair
- Must hold a current paid CCAC membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

Memoir Writers activity group [Past-Forward]:

- Coordinates all aspects of monthly meetings & related activities
- Coordinates with Public Relations for press releases and other advertisement
- Reports to Historical Heritage Division chair
- Must hold a current paid CCAC membership
- Report (written) monthly to board, and annually (Prelude)
- Participate in CCAC activities

Prelude Committee Chair (Sept-Mar):

- Organize, coordinate, and delegate all aspects of Annual Meeting (Prelude)
- Coordinates with Public relations for press releases and other advertisement
- Must hold a current paid CCAC membership
- Reports to Vice-President Membership
- Report (written) monthly [as-needed] on Annual Meeting progress

Prelude Auction Committee Chair(s):

- Coordinates, delegates, and supervises obtaining artwork and services donations for annual meeting fund raising auction
- Coordinates with Prelude Committee chair
- Reports to Vice-President Membership
- Must hold a current paid CCAC membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

Fundraising:

- Develop fundraising projects for CCAC
- Reports to Vice President-Membership
- Must hold a current paid CCAC membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

Public Relations Director:

- Coordinates with all other divisions, committees, and projects to compile and disseminate information on CCAC for public distribution (Press Releases, etc.)
- Reports to Vice President-Membership
- Must hold a current paid CCAC membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

Social Media Coordinator:

- Maintains Facebook and other social media information outlets for CCAC
- Coordinates with Public Relations and other officers as needed to maintain CCAC information dissemination
- Reports to Vice President-Membership
- Must hold a current CCAC Membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

Web Site Manager:

- Maintains CCAC web site
- Coordinates with Public Relations and all other divisions, committees, and projects to obtain information for web site
- Reports to Vice President-Membership
- Must hold a current CCAC Membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

Newsletters Committee Chair:

- Compiles reports and upcoming news from Board into two newsletters (Spring & Fall), and Annual Report (prelude Booklet).
- Processes newsletters for printing [if EIU (Panther Card needed)]
- Coordinates with Mailings chair for assembly 'party' (folding, tabbing, labeling, sorting mail prior to posting)
- Reports to Vice President-Membership
- Must hold a current CCAC Membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

Mailings Committee Chair:

- Responsible for processing all bulk/mass/individual mailings, working with local USPS
- Coordinates with Prelude and Newsletter chairs for mailing assembly 'party' (folding, tabbing, labeling, sorting mail prior to posting)
- Coordinates with Treasurer for regular and bulk mailing finances
- Reports to Vice President-Membership
- Must hold a current paid CCAC membership
- Report (written) monthly [as-needed] to board

4th July Chalk-In Committee Chair:

- Coordinates, delegates, and supervises all aspects of activity
- Coordinates with Public Relations for press releases and other advertisement
- Reports to President Elect/Past President
- Must hold a current CCAC Membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

Artists Day in the Garden:

- Coordinates, delegates, and supervises all aspects of annual event [invites artists, photographers, & the public to visit the gardens to draw, paint, or photograph nature]
- Coordinates with Public Relations for press releases and other advertisement
- Reports to President Elect/Past President
- Must hold a current CCAC Membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

Kids Arts in the Park:

- Coordinates, delegates, and supervises all aspects of activity
- Coordinates with Public Relations for press releases and other advertisement
- Reports to President Elect/Past President
- Must hold a current CCAC Membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

EIU Embarrass Valley Film Festival liaison:

- Organized and supervised by College of Arts & Humanities
- CCAC supports expenses for film rentals, royalties, honorariums, some student activities associated with festival
- Reports to President Elect/Past President
- Must hold a current paid CCAC membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

CityArt I:

- Schedule & supervise installation of CityArt I exhibits throughout the year.
- Exhibits are to feature artists (amateur/professional) individual adult artists or groups
- Coordinates with Public Relations for press releases and other advertisement
- Reports to President Elect/Past President
- Must hold a current CCAC Membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

CityArt II:

- Schedule & supervise installation of CityArt II exhibits throughout the year.
- Exhibits are to feature school children's art
- Coordinates with Public Relations for press releases and other advertisement
- Reports to President Elect/Past President
- Must hold a current CCAC Membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

What's Cookin' Exhibit:

- Schedule & supervise installation exhibits at What's Cookin' Restaurant
- Exhibits are to feature school children's art
- Coordinates with Public Relations for press releases and other advertisement
- Reports to President Elect/Past President
- Must hold a current CCAC Membership
- Report (written) monthly [as-needed] to board, and annually (Prelude)
- Participate in CCAC activities

Photography:

- Responsible for taking photographs of CCAC events
- Coordinates with the Public Relations Director
- Reports to Vice-President Membership
- Must hold a current CCAC Membership
- Participate in CCAC activities

Board of Director's Meetings: Regular meetings - 2nd Thursday of each month. X:xx p.m. Tarble Arts Center (unless otherwise advised) Emergency meetings may be called if deemed necessary. *February - Prelude replaces regular Board meeting.*

Meeting Agendas: *President prepares the agenda and e-mails to Board Members prior to meeting.* To put items on agenda get them to President at least 2 days before scheduled meeting.

Director's & Chair's Reports at Monthly Meetings: To help the Secretary e-mail your monthly report to the secretary prior to or immediately after the monthly meeting. This makes the Secretary's job easier when the minutes are written up. Thanks.

Treasurer's Reports: Approved or amended at monthly meetings. Treasurer keeps reports in a permanent file for audit if necessary.

Checking Account - First Mid-Illinois Bank & Trust.

Arts Council Mail: Mail is delivered and held at the City Building 520 Jackson Ave.- Charleston. Mail should be picked up on a regular basis by the President. During the membership drive and Prelude, the officer in charge of Membership & Prelude Coordinator gathers registrations and records names, & \$ amounts. Money then goes to the Treasurer.