**KADAC Committee Officer Roles 2023-24**

**1. CHAIR/PRESIDENT**

* Chair the Committee Meetings and liaise with the Committee Secretary on the agenda and minutes of the meetings.
* Have an overview of the issues relating to the effective operation of the Club and act as Co-ordinator between the Club and the Committee
* Communicate with the Members regarding all Committee decisions.
* Welcome new Members and have regard for their induction needs in liaison with the Membership Secretary
* Arrange for cards and messages to Members in the case of ill health bereavement or special birthdays etc
* Arrange for catering for the club meetings and any other events.
* Arrange the organisation of social events and outings
* Act as a co-signatory with the Treasurer

**2. VICE CHAIR**

* Support and stand in for the Chair as required (as above)

**3. GENERAL SECRETARY**

* Point of contact for all enquiries to the Club
* Correspondence with all external links
* Circulate Information to club members re exhibitions, events, classes, etc.
* Maintain a Calendar of Events for circulation to members and publication on the website
* Maintain the Club's Web Site jointly with other web administrator
* Production of adverts and articles to Kinross Newsletter or other publications

**4. TREASURER/MEMBERSHIP SECRETARY**

* Act as signatory for day-to-day management of financial transactions and record keeping for the Club
* Arrange for an examination of the Club's accounts for submission of a signed copy of the approved, examined accounts to the AGM
* Advise the Committee on matters of planned expenditure and presenting regular reports to the Committee on the financial position of the Club
* Manage the financial aspects of the annual Exhibition: overseeing the collection of sales and other income, payment to artists and settlement of accounts.
* Collect the annual subscription from Members and issuing membership cards.
* Organise New Members’ paperwork, take subscription money and liaise with the Chair on the induction of the New Members

**5. COMMITTEE SECRETARY**

* Production of the Committee Meeting Agendas in consultation with the Chair
* Organisation and distribution of papers for Committee meetings
* Take notes at the Committee and produce minutes
* Arrange for the circulation of minutes to all Committee and Club Members, (including those not on email)
* Arrange for the production of paperwork for the AGM