

Steyping Arts Role Description – Co-Chairs

The Co-chairs for Steyping Arts work closely together to nurture new ideas, help shape the evolving vision for the group and make decisions based upon consultation with a wider core team and planning group. These are leadership roles that help to ensure the smooth running of Steyping Arts. An interest in supporting others in their roles, good communication skills and an ability to maintain and develop appropriate community networks are important attributes as well as confidence to steer and manage a broader team of volunteers. Whilst there are 2 key times in the year when most of the activity happens (Art trail, Christmas event) there is usually something to follow up and monitor throughout the year (pop up exhibitions etc.)

Full description

<i>Which co-chair</i>	<i>Task</i>	<i>What it involves</i>	<i>When</i>
Both	Leadership	Nurturing new ideas, helping shape our evolving vision, problem solving. Making judgement on what Co-Chairs can decide themselves, and what needs to be consulted on and with whom	All year round, but comes in bursts.
Both	Chairing meetings	Ensure good debate, people feel heard, clear decisions are made, we finish before midnight.	As above
Both	Chasing up	Ensure minutes are accurate and actions are followed up. Deal with issues that crop up. Having relevant conversations in a timely way. Chivvying where needed to make sure other people are doing what they said they would. Being sufficiently organised that we're on top of things (most of the time!)	All year round, but comes in bursts.
Both	Linking up	Keep in touch with other SA team members as needed – Social media/web team, treasurer, venues team, Xmas Fair team, etc. – to make sure they are happy and on track. Convene meetings as needed.	All year round, but comes in bursts.
Amanda	Prepare for meetings	Convening Core Team live/online meetings 6 (bi-monthly) Agree dates Book AGM Steyping Centre Think ahead / figure out agenda	Covid year 6+ Usual 3 per year + AGM

		Have prior conversations so that discussions are fruitful	
Amanda	Prepare for meetings	Convening Planning group live/online meetings(3 per year) Agree dates Book Sakala Think ahead / figure out agenda Have prior discussions so that discussions are fruitful	3 Planning Meetings a year + 1 AGM
Amanda	Spokesperson and communicator	Drafting content for newsletters going to members, or marketing emails, writing articles and press releases, thinking about comms strategy.	All year round, but comes in bursts.
Amanda	Website	Prepare timely website updates for website editor to upload.	All year round, but comes in bursts.
Amanda	Members newsletter editor Friends newsletter	Drafting the Mailchimp newsletters & emails, which involves importing text and photos and doing some basic layout	5-6 emails sent per year
Melissa	Linking up	Liaise with media team re; strategic and regular posting to Facebook / Instagram	All year round, but comes in bursts around event times
Melissa	Comms Design co-ordinator	Co-ordinate with media team production of posters, flyers, banners etc – work with designer / members as needed. Deciding what info needs to go where.	Christmas event, Summer Exhibition Other?
Melissa	Website Artist Pages	Update artist photos on website	Annual around February / March
Both	Representing SA	Presenting a positive image for SA, representing SA with outside bodies, welcoming new members, supporting existing ones, being an enthusiast and champion for SA.	All year round, but comes in bursts – especially when shows are on
Both	Social media contributor	Writing occasional posts on FB/Instagram, liaising with social media team	All year round, but comes in bursts.
Both	Design coordinator for Art Trail	Coordinating production of posters, flyers, banners, etc – working with	In run up to shows

		designer as needed. Deciding what info needs to go where.	
Both	Dropbox & Google drive back room work	Liaise with Membership Sec so that shared drives remain organised and easily accessible. Understanding enough about how it works so we are using it intelligently.	All year round but doesn't take much if you know what you're doing.
Both	Equipment management	Keeping track of where we're storing display boards, lights, posters etc. Buying things we need. Helping organise transport.	Around events