



## EXECUTIVE BOARD OFFICER PLAN for Alright DrawNite (ADN)

The Executive Board Officer commits to attend four planning meetings per year to facilitate monthly drawing hangouts for the community. Officers should plan on attending 9-12 ADN events per year, and training volunteers to fulfill regular roles. We work for event participants by organizing volunteers. The goal of this organization is to engage the community via drawing events, making it easy for both attendees *and* facilitators to create.

*We handle the behind-the-scenes coordination — with commitment and ease.  
We draw together.*

### **President\***

1. The President is the SHOWRUNNER, who confirms facilitators and makes sure each show runs on-time. In the absence of the President, the President makes clear one (1) point person who will be the Showrunner for any given event. The Showrunner welcomes models and participants, making them comfortable. The Showrunner is the point-of-contact who coordinates the volunteers that schedule snacks, models, emcees and music. The President is our liaison, who maintains our healthy relationship with venue and community.
2. Update calendar for meetings and events with start times, and notify members.
3. MEETINGS: Meet with the Board to discuss:
  - a. Review of previous meeting (feelings about it, how could have been improved, what was valuable, do we want a repeat, etc. ) Old business, New Business, Info as when Board will meet and where.
  - b. Leads the Board Discussions.
  - c. Will contact those in the membership. Invite them to come to Board Meeting giving them opportunity to make suggestions for the next meeting.

### **Vice-President**

1. The Vice-President is the QUARTERMASTER, who sets up stage, lighting and tables for snacks, DJ & door. The Veep shall preside at meetings in the absence of the President, and shall perform such other duties as specified by the President.
2. Facilitates donations of Materials & Supplies, maintaining them for Attendees.
3. Initiates brainstorming and organizes satellite events and/or holiday shows. Provides suggestions for topics to present to club meeting.
4. EVENTS:
  - a. Helps contact volunteers prior to shows to work out any kinks.
  - b. Provides models, emcees and DJs with bottle of water or beverage. Thanks models and facilitators, and provides contact info to Secretary.

### **Secretary \***

1. Develop a Models Roster for the President.
2. Maintain the Attendees Roster. (Currently, this is automatic via EventBrite.)
3. Takes notes at Board meeting and recaps at next meeting.
4. EVENTS: Provide a sign in sheet for models and attendees who wish to be updated.
  - a. Send out emails, reminders, meeting schedules, announcement of guest artist. (Currently, this is automatic via EventBrite.)
  - b. Work and help organize volunteers at events.
  - c. Work with Treasurer to keep an eye on the door, hospitality, etc. Work with fellow Officers to obtain new contact information.

### **TREASURER \***

1. Collect door moneys and info on each person who joins. Provide them a receipt.
2. Keep accurate records of monies taken in and monies spent for what purpose — when and where.
3. Be prepared to present a Treasurers report at the request of the President. Make accounting transparent for any/all members.
4. EVENTS:
  - a. Maintains forms to be used to sign up new members.
  - b. files annual taxes and tracks all payouts, manages EventBrite & Square links and sets up till/iPad for door guy
  - c. Maintain an Attendee Roster Notebook per each event with individual info and date money is received. (This is a good back up for Secretary)
  - d. Turn in information to Secretary MONTHLY, or as needed.

### **EDUCATOR-IN-RESIDENCE**

1. Staff each events with Volunteer Guest Instructors.
2. Pursues and assists with grants and growth opportunities.
3. Serves as liaison between Attendees and Executive Board.
4. Pursues Venues and maintains healthy working relationship.

*\* Required minimum by law.*

**MEMBERS-AT-LARGE (VOLUNTEER BOARD)**

*Regular attendees and participants who wish to volunteer and be included in decisions made by the board may become a Member-at-large, with approval of the Executive Committee. Members-at-large work closely with Board Officers to run events smoothly.*

**Undersecretary**

**Sergeant at Arms** Decorum & Order

**Models** Committee

**Door** Person Committee

**Design** Committee: Stickers, Tee-shirts, Fliers & Logos

**Guest Instructor** Committee

**Snacks** Committee

**Music, DJ & Emcee** Committee

**Materials/supplies** Committee

**Social Media** Committee