

BEDFORD ARTS AND CRAFTS SOCIETY
Responsibilities and Descriptions of Elected Officers
Committee Responsibilities and Details

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P.O. Box 604
Bedford, MA 01730
www.bacsmma.org

Bedford Arts and Crafts Society Responsibilities and Descriptions of Elected Officers

President

- Exercise supervisory direction over all phases of Society activities
- Preside at all general meetings and executive board meetings
- Appoint chairpersons to all permanent and temporary committees
 - Appoint adviser
 - Appoint such committees as the Executive Board decides
- File non-financial Massachusetts state documents, such as Annual Reports and any organizational changes as required by the Commonwealth of Massachusetts
 - File a non-profit Annual Report with the Corporations Division of the Commonwealth of Massachusetts on or before November 1st of each year. The Annual Report can be submitted after officers are elected at the Annual Meeting.
 - The Annual Report can be submitted online, <https://www.sec.state.ma.us/divisions/corporations/filing-by-subject/corporations/corporations-domestic-non-profit.htm>, using the username and pin provided by the Commonwealth and consists of:
 - The name of the non-profit corporation
 - The location, with street address, of its principal office
 - The date of its last preceding Annual Meeting
 - The names and addresses of all the officers and directors, or officers having the powers of directors, of the non-profit corporation, and the date at which the term of office of each expires
 - The Annual Report of a non-profit corporation will be signed and sworn to by its president and treasurer
 - A fee also has to be paid to the Commonwealth to submit the report
- Direct the secretary for all correspondence and letters as needed
- Identify one person to join the nominating committee
- Act as the second signer for the Society bank account
- Propose memorial contributions
- Identify honorary members in May

Vice President

- Assume the duties of the president in the absence of the president

Secretary

- Record and maintain the minutes of all Executive Board meetings, Annual Meetings, and any Special meetings
- Present the minutes from the preceding meeting as well as the Annual Meeting at each meeting
- Send all correspondence as directed by the president

Treasurer

- Prepare an annual budget
- Receive all moneys, pay all bills, and maintain an accurate record of all revenues and expenditures
- Ensure that state and federal tax documents are filed
- Provide written reports of such cash flow to the Executive Board and at the Annual Meeting
- Prepare and submit an annual budget, with input from the elected officers and all committee chairs, before the end of the Fiscal Year to the Executive Board for its approval at an Executive Board meeting

Bedford Arts and Crafts Society Committee Responsibilities and Details

All committee chairs will:

- Send the treasurer a request for expenses for the next fiscal year prior to Executive Board Meeting budget review meeting
- Keep track of their committee budget, income, and expenditures
- Submit expenses and receipts to the treasurer in a timely manner

Adviser

Responsibilities:

The adviser is a past president, or an individual who has been a society member for ten (10) or more years and has been appointed by the president to attend Executive Board meetings and give advice when needed.

Details:

- Attend executive board meetings and give advice when needed

Bedford Day Art Show

Responsibilities:

The Bedford Day art show chair will be responsible for managing all matters related to the regional art show including art intake, art hanging, and hosting the show on Bedford Day.

Details:

- In March-April meet with committee members
 - Determine if the Regional Art Show will be juried
 - Find and hire a judge, if desired, and determine which categories will be judged and whether cash awards, ribbons or certificates will be given
 - Order ribbons and print award certificates, if needed
 - Update the categories of art accepted
 - Update the entry forms
 - Review what needs to be purchased
- In May reserve the Union Room at the Town Center for art take-in and for the show
 - Ask publicity to write an article for the Bedford Citizen
 - Check with the publicity chair about expected publicity schedule
 - Check with scholarship chair about status of scholarship recipient regarding a display at the art show
- At Spring luncheon ask for volunteers to:
 - Set up the art show space (art display panels and tables/chairs as needed)
 - Assist with art work drop off and to help hang the art for display
 - Staff the show and help, at the end of the show, with the take down of the art (for artist pickup) and take down and storage of the supplies
- In August
 - Email former non-member exhibitors art show entry form
 - Distribute entry forms and post posters around town; confirm what time room is available with town Facilities department and confirm with the Recreation Department
 - Procure a sign permit from the town manager's office
 - Continue to sign up volunteers for the show and setup
 - Confirm that data analyst will set up the spreadsheet for data entry

Bedford Arts and Crafts Society Committee Responsibilities and Details

- Confirm that data analyst will do data entry for take-in day
- Check with the COA about early art drop at the COA
- Coordinate with the Scholarship chair to receive and display the scholarship recipient's art
- In the week before the art show:
 - Put out the large art show signs the day before the art show
 - Ask the custodian to leave out the wheeled cart
 - Remind volunteers of their shifts
 - Tell COA director of plans for pickup of items from storage on set-up/drop-off day
 - Arrange to get tents to be used by the crafts booth outside
 - Arrange for a check from the treasurer to pay the judge, if needed
- On art drop-off day
 - Pick up any work dropped off earlier at the COA
 - Get display screens for the art show and tables for crafters from the COA storage area
 - Store tables in art room so ready for Saturday morning move to craft booth
 - Put signs on doors, stairways, and by the doors
 - Put poster sign outside Town Center by circle (near Town Hall) and behind Town Center at COA entrance
- For art work sales
 - Record any art work sales
 - Accept payment from purchaser
 - Give purchased art to the purchaser
 - Notify the treasurer to make payments to artists for purchased artwork

Bedford Day Crafts

Responsibilities:

The Bedford Day crafts chair will oversee a committee to prepare for the setup, staffing, and cleanup of tasks related to a booth showcasing and selling arts and crafts on Bedford Day, including the procurement of any permits needed, as well as the management and storage of supplies, and staffing, setup, take down, and storage of unsold items. Manage and track all sales and, if needed, all raffle income.

Details:

Ensure the following:

- Secure site and obtain booth site assignment and, if needed, raffle permit in June
- Assist in pricing of saleable items
- Provide appropriate signage
- Enlist and track adequate staffing for setup, booth staffing and cleanup/breakdown
- Store leftover crafts for future sales
- Track and ensure necessary supplies including tents, tables and chairs as well as pens, tape, scissors, and miscellaneous needs
- Provide treasurer with accurate account of monies spent and earned

Bedford Arts and Crafts Society Committee Responsibilities and Details

Classes

Responsibilities:

The classes chair will research art/craft classes in coordination with or independent of the Bedford Recreation Department.

Details:

- Co-sponsor art and craft classes with Bedford Recreation Department in the fall, winter and spring
- Identify, research, and recommend instructors for classes
- Promote classes to BACS membership via newsletter, BACS blast, and the BACS website

Bedford Recreation Department Responsibilities

- Negotiate the instructor fees, set the class schedule, and advertise to the entire Bedford community
- Pay BACS a percentage of income from enrollments
- NOTE: The number of classes that BACS can co-sponsor is limited by available space, the instructor's schedule and requirements, and if the class meets the Recreation Department's need for a diverse array of programs

Communications

Responsibilities:

The communications chair will inform members of announcements and news of interest, program/workshop cancellations, and occasional impromptu Society events.

Details:

- Compose and email the BACS Blast to all members weekly each Friday which will contain announcements and news of interest to members that are provided to the communications chair by BACS officers, committee chairs and other BACS members
- Send additional Blast for important time-sensitive information
- Disseminate information to any member(s) who do not have email

Crafts

Responsibilities:

The crafts chair will take the lead in planning and scheduling crafting sessions.

Details:

- Solicit members to lead crafting sessions
- Provide the schedule with crafting session details to the communications and newsletter chairs
- Acquire materials for crafting sessions as needed
- Provide Council On Aging (COA) the schedule of crafting sessions planned for inclusion in the monthly COA newsletter

Bedford Arts and Crafts Society Committee Responsibilities and Details

Exhibits

Responsibilities:

The exhibits chair will coordinate the setup and take down of the exhibits in the Town Center and other local venues.

Details:

- Arrange for members' art to be displayed in the Town Center Flint Room and COA Computer Room
- Change Town Center and COA art displays every 6 months, in May and November
- Contact Facilities Department one month prior to the changeover to use the Flint Room
- Notify the communications and newsletter chairs of the date for change and to announce new exhibits
- Seek additional places for members' art to be displayed

Good Cheer

Responsibilities:

The good cheer chair will send cards and/or flowers to members who are ill at home or in the hospital, as well as sympathy cards.

Details:

- Identify or receive information on members needing good cheer/get well/sympathy cards
- Send cards and/or flowers
- Send reimbursements requests to the treasurer
- Provide information to the president, newsletter and communications chairs
- Report activities to the Executive Board
- Report deaths to the yearbook chair for 'In Memoriam' inclusion in the yearbook
- Contribution amounts to charities will be determined by the Executive Board.

Historian

Responsibilities:

The historian will ensure that a digital record of the activities of the society are maintained.

Details:

- Ensure any paper archives are given to the Bedford Historical Society
- Procure digital archive from the website chair
- Provide digital archive to the Bedford Historical Society

Membership

Responsibilities:

The membership chair will send and receive all membership applications and compile a complete membership list after July 1 and before August 15. The chair will receive all registrations with checks, log the registration into a designated file, and transfer all checks and moneys to the treasurer. The chair will be responsible for notifying the board of any new members and changes to existing members information after the official membership list is compiled. The membership chair will maintain the membership roll, including the number of single, family, and honorary members.

Bedford Arts and Crafts Society Committee Responsibilities and Details

Details:

ANNUAL RENEWALS:

- Notify all BACS members during the last week of April to renew their membership, including how to renew. Send renewal information to the communications and newsletter chairs.
 - The deadline for renewal is June 1.
- Track all renewals and send out reminders to anyone who hasn't renewed once the renewal deadline has past
- Contact longtime members who haven't renewed after June 1
- Collect all renewal forms and confirm that correct payment was received and forward all monies to the treasurer for deposit
- Note any changes to a member's address, email, or phone number and notify the following officers and committee chairs
 - President
 - Treasurer
 - Membership committee
 - Communications chair
 - Yearbook chair
 - Newsletter chair
 - Membership Database chair
- Send a photo of the renewal forms to president, treasurer, communications, newsletter, yearbook, and membership database chairs.
 - Distribute one copy of the yearbook annually to every member listed

MEMBERSHIP APPLICATION PROCESSING (new members):

- Process the form and check for each new Membership application form in the same manner as renewals (above)
- Send photos of new member forms to president and treasurer and communications, newsletter, yearbook, and membership database chairs
- Mail a copy of the BACS Business Card, the Yearbook, and a Welcome Letter (may be in the format of an email or printed and mailed)
- Notify the following officers and committee chairs regarding a new member:
 - President
 - Treasurer
 - Membership committee
 - Communications chair
 - Yearbook chair
 - Newsletter chair
 - Membership Database chair
- Announce new member(s) at Executive Board Meetings

ADDITIONAL RESPONSIBILITIES:

- Provide membership forms at activities such as demos and workshops
- Promote membership wherever BACS has a presence, such as Bedford Day

Bedford Arts and Crafts Society Committee Responsibilities and Details

Membership Database Coordinator

Responsibilities:

The membership database chair will maintain a database of information related to members to be used in the yearbook and volunteer and artistic interests that are posted on the website.

Details:

- Maintain and update spreadsheet with members info, special art and/or craft interests, volunteering interests, and year joined (for new members and changes for renewed members) – Provided by membership chair
- Update spreadsheet with honorary members – Provided by president
- Notify the membership chair regarding any changes to existing members
- Update pivot tables with Arts and Crafts Interests, Volunteer Interests, and Year Joined
- Email spreadsheet to the membership, newsletter, and communications chairs and to the president, vice president, and treasurer in January and August
- Email pivot table pdf for Volunteer Interests to president and vice president in August
- Update BACSMA Members webpage with Arts and Crafts Interests and Volunteer Interests in January and August
- Store the spreadsheet and pivot table pdfs in BACSMA Media Library Page

Newsletter

Responsibilities:

The newsletter chair will cover official society news, such as the deadlines for membership renewal, slates of elected officers, Bedford Day plans and needs, and details of upcoming programs, classes, and social events.

Details:

- Solicit and gather other news and tips from board members
- Reach out to the BACS membership at large for information on news and tips
- Contact membership chair to include new members in the newsletter
- Reach out to good cheer chair for any news about members
- Write, design, illustrate, and distribute the monthly newsletter, using email to the fullest extent possible
- Produce the newsletter in full 4-color and 8.5 x 11 format
- Disseminate the newsletter within 1 week of the preceding executive board meeting
- Mail a copy of the newsletter to any members who do not have email

Nominating Committee

Responsibilities:

The nominating committee is approved by the Executive Board and consists of three members. It is an ad hoc committee formed in February or March to identify the officers to be elected and to contact current committee chairs to confirm if they want to continue in their current positions. The nominating committee chair will present the slate of nominees for president, vice president, secretary, and treasurer to be elected by the membership at the Annual Meeting.

Bedford Arts and Crafts Society Committee Responsibilities and Details

Details:

- The nominating committee will consist of no fewer than three (3) persons: one (1) asked by the president who becomes the chair, one (1) volunteer, and one (1) nominated by the two proposed nominating committee members
- The Executive Board approves the ad hoc nominating committee
- Confirm with the elected officers and current committee chairs their intentions to continue in their current positions for the following Society year
- The nominating committee will meet in February or March
- Notify the Executive Board of the proposed slate of elected officers no later than April 15
- Inform all members of the proposed slate of officers by newsletter/email at least twenty (20) days before the Annual Meeting
- Present the proposed slate to be elected by the membership at the Annual Meeting where a vote will take place

Programs

Responsibilities:

The programs chair will plan and schedule programs and identify artists/crafters to lead them and will present proposals for board review.

Details:

- Schedule demos and workshops for the Society year
- Reserve the facility for each program, invite the speaker and/or demonstrator, negotiate the honorarium, draw up and manage the contract, and notify the publicity chair of the details of the program
- Review the style and content of promotional flyers and other advertising related to each program
- Notify the yearbook chair of the annual programs
- Provide treasurer with the presenter's contact information and honorarium fee
- Introduce the presenter and acknowledge any grant awards

Publicity

Responsibilities:

The publicity chair, in coordination with the president and with the chairs for crafts, classes, programs, and exhibits, will publicize all BACS events that are open to the public and shall publicize all completed service projects.

Details:

- Draft and disseminate publicity for the society's meetings, classes, demonstrations, workshops
- Draft and disseminate publicity for any special events
- Utilize outlets for publicity including newspaper, electronic news, website, and social media advertisements, posters, and flyers

Bedford Arts and Crafts Society Committee Responsibilities and Details

Scholarship

Responsibilities:

The scholarship chair will contact the Art Department at Bedford High School in March and then in May contact them again for the name of a suggested student to receive the art award and will make arrangements to attend the annual scholarship award celebration to make the presentation.

Details:

- Contact the Bedford High School Art Department chair on or about the end of March to inform them that BACS will be offering a scholarship to a graduating student
- Request the department select a student based on the Selection Form outlining our criteria and provide the recipient's contact information
- Citizens Scholarship Foundation (CSF) will contact the scholarship chair to verify BACS is awarding a scholarship
- Contact the treasurer a week or two before the Award Ceremony to issue a check in the recipient's name for the current year's determined scholarship amount
- Prepare a certificate and a letter of congratulations for the recipient
- Attend the Award Night to make the presentation with a few remarks about BACS
- Meet the student after graduation to take a picture of them for our website and request an artist statement and bio
- Make arrangements to have the student's work at the Bedford Day Regional Art Show
- Coordinate receiving, setting up, and taking down the recipient's art work at the Bedford Day Regional Art Show

Social

Responsibilities:

The social chair will work with a team of members to plan and coordinate two annual luncheons, Winter and Spring.

Details:

- Work within constraints of budget
- Secure site and ensure that tax exempt status is reflected in the cost
- Send invitations
- Track RSVPs
- Plan and procure refreshments and ensure that tax exempt status is reflected in the cost
- Plan activities
- Provide financial accounting to treasurer
- Assume any additional social duties as requested by the president

Bedford Arts and Crafts Society Committee Responsibilities and Details

Social Media

Responsibilities:

The social media chair will post announcements, member activities, Society activities and news of interest to various social media.

Details:

- Post to desired social media accounts such as Facebook and Instagram in a timely fashion after board approval
- Perform administrative duties as required by the social media source
- Receive and post information from Society members
- Respond to inquiries on the accounts from others or forward to the appropriate person
- Approve the addition of members to the social media member group

Website

Responsibilities:

The website chair (webmaster) will maintain the society's website, keeping it up-to-date with respect to the society's calendar and other activities, local art and craft offerings, the members' gallery, and members' news. The website chair will post the monthly newsletter, as well as other members-only documents. The website committee will maintain the BACS website whose primary objective is to share information about what BACS does.

Details:

- Update the programs page annually (in September) when the list of programs for the year is determined
- Update the classes page with the Fall, Winter, and Spring classes offered through the Bedford Recreation Department
- Update the website with dates, times and locations of that month's BACS activities
- Update the gallery with member content
- Ensure that the latest news on the home page contains all of the recent posts submitted including programs (also on Programs page) and member news (also on Member News page)
- Post the monthly newsletters and other members-specific information on a protected members-only page
- Store Executive Board meeting minutes, treasurer's annual report (budget, planned and actual), program flyers, photos, and any other information needed to be archived in the website media library
- Send invoices to the treasurer for domain and hosting fees

Bedford Arts and Crafts Society Committee Responsibilities and Details

Yearbook

Responsibilities:

The yearbook chair will compile a book containing a roster of the elected and appointed officers, a membership list, and a calendar of Society events. The yearbook will be distributed to all members annually.

Details:

- Provide treasurer with projected costs for the annual budget
- Compile yearbook data and other information during August and early September
- Confer with the membership chair and president to ascertain number of books to be printed, including extras to be held for new members who join during the program year
- Arrange for printing to be completed in September before Bedford Day, ensuring that tax exempt status is reflected in the cost
- Arrange for printed yearbooks to be sent to the membership chair for distribution
- Store copies of the yearbook in doc and pdf forms for both color and black & white in the BACS website library
- Email the electronic copy of the yearbook and instructions for printing as a booklet to the communications chair for BACS Extra distribution

Yearbook- Details of content:

- A Roster of the elected and appointed BACS officers – Provided by the president
- The membership list – provided by the membership database and membership chairs
- Member's name
- Address(es)
- Email
- Phone number(s)
- Interests
- A calendar of Society events – Provided by the program chair
- The name of the scholarship recipient and any information on them – Provided by the scholarship chair
 - In Memoriam – Information about deceased members - Provided by the president, adviser, or good cheer
- Standard information about BACS - Boilerplate from each year with date and years updated
 - Cover Page (for printing only)
 - Front Page
 - History and Aims
 - The Bedford Arts and Crafts Society Logo
- Information about recurring activities and events – Updated as needed by the president
 - Co-Sponsored Classes
 - Crafting Wednesdays
 - Art Exhibits
 - Artist Support Group
 - Board Meetings