

# ***Volunteers Needed!***

## ***The Guild needs H E L P !***

### ***Executive Board Member***

Now is the time our Nominating Committee is searching for **YOU**. Board members are motivated by a love for our Guild and the feeling that each member should give back to the Guild as a way to continue and pass on this treasure to others. You do not have to be the best artist or best administrator to contribute to the policy making decisions that we make. Call the office or email [info@ocartistsguild.org](mailto:info@ocartistsguild.org) and a committee member will contact you to discuss how you might serve.

### ***Signup as a Gallery Helper***

The Gallery Committee requests your assistance in the execution of the Monthly Members' Show – help with the check-in and identification labels, assist our expert gallery hangers (those who have special skill in the placement of the art on our walls) and see that all the works are claimed and returned at the end of the show. Call during our office hours or email [info@ocartistsguild.org](mailto:info@ocartistsguild.org) and someone from the committee will contact you with details.

### ***Communications***

Our publicity team, headed by Linda Dunn has many opportunities for you to help. If you can help in any of the following areas you will be an important contributor to the growth of the Guild and success of our activities.

- calling in information to various newspapers
- help to keep our electronic bulletin board up to date and accurate
- help us post to cable tv message channels
- creating flyers to promote Guild happenings
- updating websites that allow us to post our events
- clipping articles about the Guild, its members and other art organizations
- assisting with our newsletter – you can volunteer to write one of our columns!
- assisting the maintenance of our membership roles
- delivering information packets to over 55 communities

### ***Gallery Receptionist (sitter)***

Recently we got a call from a disappointed member who brought some out of town guests to the Guild to show off our beautiful building and gallery shows only to find that we were closed! Not because it was not Tuesday-Sunday 1-4pm, but because we had no volunteer available for that particular day. Training is provided.

The jobs of the receptionist are the following:

- Sign up for one 3 hour session each month; find a replacement for yourself if you are unable to serve.
- Be at the Guild to open at 1pm and stay until 4pm (weather permitting)
- Greet visitors and show them around; answer questions.
- Offer brochures, membership application and newsletter.
- Answer the telephone and take notes for follow-up if needed.
- Assist with office tasks as you are needed and able.

## ***House and Grounds- occasional helper***

- **Gardening** Summer isn't the only time they need tended to. Work done in the Spring and Fall really prepares them for the Summer.
- **Handy Person** If you are good with a hammer, paintbrush or screw driver there is always something to do to help keep our Victorian house looking beautiful and from falling apart.
- **Decorating** Currently we only decorate for Christmas, and can always use help "decking the halls" for the season. Would anyone want to decorate for other holidays or seasons?
- **Spring/Fall Cleaning** outside windows, porch and carriage house.

## ***Committee Work***

Did you know that you are welcome to help many of our standing committees? Your help can be now and then or you can join the committee and get in on both the planning and the execution of our activities. Here is a list of our committees.

**Executive Board** – annual elections in May, meets monthly, 1<sup>st</sup> Tuesday at 7PM

**Gallery Committee** – manages the monthly Solo Shows and Members' Shows, meets monthly

**Grant Application Committee** – identifies and prepares grant applications

**Gift Shop Operations** – a valuable service to our members, run by volunteer members

**Special Events Committees** – appointed by the President for specific events

- Annual volunteer appreciation luncheon
- Annual Membership Dinner
- Semi-annual State Juried Show
- Artisans Marketplace
- Collectors' Choice
- Annual Raffle
- Art at the Shore Events
- Holiday Events
- Community Events