

**Newcomers of Central Florida, Inc.**  
**Job Description of**  
**Inside the Arts Chair**

The **Inside the Arts Committee** is a Standing Committee of Newcomers of Central Florida, Inc. The Chair is a member of the Executive Committee.

**By-Laws description of duties**

The By-Laws contain no specific descriptions of duties for Committees. General information on Committees is included in Article VIII: Executive Committee and Article IX: Committees.

**Description**

The **Inside the Arts Chair** discovers and suggests new and unique activities for the members to enjoy. The **Inside the Arts Chair** is expected to attend monthly Board Meetings and Luncheons.

**Basic Job Functions**

Recommend various activities for the members to enjoy, using contacts and suggestions from members. These can include plays, museums, local history visits, and similar trips. Lunch or dinner may also be included as appropriate

Coordinate the date and time of all Arts activities with the **President**, who maintains the official Club calendar

Plan activities several months in advance to meet Chatter deadlines, give members advance notice of activities, and meet deadlines for ticket purchases, reservations, etc.

By the day before each monthly Luncheon, email a short article to the **Chatter Editor** describing the upcoming month's Arts activities

At each monthly Luncheon, pass around a sign-up sheet for each upcoming activity

At each monthly Board Meeting, submit a report of recent and planned activities

At the May Board Meeting, submit a written summary of the year's activities

Pass down all research and ideas for next year's programs to the incoming Inside the Arts Chair

There is no budget allocated to the **Inside the Arts Committee**, so all costs shall be paid by the members. The Chair will look for group discounts when possible

## **Requirements**

Knowledge of local arts activities

Willingness to contact local venues to arrange activities

Computer and printer

Email account with the ability to send email to the entire Club membership at one time, keeping each email address private (using "Bcc" email function)

*Note: This job description is not intended to be all-inclusive.*

*Position may perform other related duties as required to meet the ongoing needs of the Club.*

*Revised: January 1, 2014*