

Job Descriptions Included

Board Positions ^[1] (required in by-laws)	<u>Additional Volunteer Positions</u> These roles do not necessarily require board membership. Titles and responsibilities are flexible and based on the skills and interests of the volunteers.
<u>President</u>	<u>Incoming Treasurer</u>
<u>Past President</u>	<u>Marketing Chair</u>
<u>Vice President</u>	<u>Art Show Submissions & Title Block Coordinator</u>
<u>Treasurer</u>	<u>Membership Chair</u>
<u>Recording Secretary</u>	<u>Exhibit Staging and Storage Space Manager</u>
<u>Operations Manager & Marketing Consultant (non-voting member)</u>	<u>Education Chair</u>
	<u>Fundraising Chair</u>
	<u>Correspondence Secretary</u>
	<u>Community Outreach/Partnership Chair</u>
	<u>Art Show Co-Chairs (assigned to specific shows)</u>

President

The Chestnut Group President is the primary leader, guiding the board and working closely with consultants, volunteers, and stakeholders to advance the organization's mission. The role involves setting strategic direction, ensuring financial stability, and maintaining regulatory compliance. The President leads board meetings, collaborates on budget preparation, and is critical in recruiting and managing board and volunteer positions. This position requires strong leadership, strategic planning, communication skills, and, most importantly, a deep commitment to the arts and the organization's goals.

Duties/Responsibilities

- **Board and Volunteer Management**
 - Assess Board of Directors and volunteer positions to identify gaps and recruit new members as needed.
 - Collaborate with the Board of Directors to create new roles that address unmet needs within the organization.
- **Collaboration with Consultants**
 - Work closely with the Operations & Marketing Consultant to maximize their effectiveness, ensuring they serve as a reliable central resource, primarily as volunteer turnover occurs.
- **Meeting Leadership**
 - Set agendas and lead meetings of the General Membership, Board of Directors, Executive Committee, and Advisory Board (as required).
- **Financial Oversight**
 - Partner with the Treasurer and Operations & Marketing Consultant to develop the annual budget for Board approval.
- **Regulatory Compliance**
 - Ensure compliance with all 501(c)(4) nonprofit regulatory requirements.
 - Have a working knowledge of the organization's by-laws.
- **Strategic Planning**
 - Identify long-term trends affecting revenue stability and take proactive steps to maintain balanced annual operating budgets that align with the organization's mission and goals.

<p>Tools/Job Aids</p>	<ul style="list-style-type: none"> ● Document library of Board position duties & critical operating tasks. ● Spreadsheets and templates maintained by the Operations & Marketing Consultant. <ul style="list-style-type: none"> a. Membership Reports b. Art show Marketing Timelines c. MailChimp Monthly Newsletters d. Important Announcements e. Partnership Agreements f. Fact Sheets ● The calendar-of-events template shows the typical annual operating cycle. ● TCG Mail Chimp, Social Media accounts, the TCG website, and a TCG Shopify account are used for communication with members, friends, and the general public. ● Access to help from the Board and past presidents.
<p>Skills/Competencies</p>	<ul style="list-style-type: none"> ● Big picture thinking and planning abilities. ● Experience in budgeting and financial oversight is helpful. ● Excellent verbal and written communication skills. ● Strong interpersonal skills. ● Some basic understanding of nonprofit governance, board management, and regulatory compliance. ● Experience in fundraising, donor relations, and identifying new revenue opportunities is helpful. ● Good problem-solving and decision-making abilities. ● Embraces the organization’s mission. ● Good time management and ability to prioritize multiple responsibilities. ● Resilient and adaptable in navigating challenges and organizational change. ● Team motivation and collaboration skills.
<p>Qualifications/Experience</p>	<ul style="list-style-type: none"> ● Prior service on the Board of Directors as VP for one year is required.
<p>Time/Effort</p>	<ul style="list-style-type: none"> ● Summer and Winter: Typically, three to five hours per week. ● Spring and Fall: May require up to twenty hours per week.

Other comments

- Building a good team of motivated volunteers makes everything easier and more fun.
- Encourage Board members to build committees/teams to support and execute duties provides a pool for potential new board members and makes the work more fun.
- Don't take yourself too seriously! Keep an open mind, be empathetic, positive and do the best you can.
- Except for our Operation and Marketing Consultant, we are all volunteers and must feel deeply supported and appreciated. Making the role enjoyable for yourself will naturally attract others to be involved, fostering a sense of value and belonging within the organization.
- Enjoy the benefits!
 - As the Chestnut Group President, you have the unique opportunity to leave a lasting mark on the group. Your leadership and vision can shape the organization's future, making you a significant part of its history.
 - Build relationships with other artists, conservationists, and leaders in the Nashville community.
 - Learn and grow.
 - Take pride in the group that does good work for the community is admired by plein air artists worldwide.

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Past President

The Past President's role is to function as a resource for the new president and board and step in as needed.

Duties/Responsibilities	<ul style="list-style-type: none">• Be available to answer questions or assist the new president• Assume the responsibilities of the President if the President and Vice President cannot act.• Attend all board meetings
Tools/Job Aids	
Skills/Competencies	
Qualifications/Experience	
Time/Effort	<ul style="list-style-type: none">• At a minimum, attend board meetings and functions (2-3 hours/month)
Other comments	

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Vice President

The vice president who will succeed the president the following year supports the president in leading the organization, stepping in when needed to preside over meetings and address emerging needs. This role involves recruiting new board members for the coming year, assisting in event planning, and filling organizational gaps. The Vice President must be adaptable, proactive, and committed to the organization's mission, providing crucial support to ensure smooth operations and continuity.

Duties/Responsibilities	<ul style="list-style-type: none"> ● Meeting Participation and Leadership <ul style="list-style-type: none"> ○ Attend all board, executive committee, membership, outreach, and patrons' meetings. ○ Preside over meetings in the President's absence. ● Board Member Recruitment <ul style="list-style-type: none"> ○ Solicit and recruit new board members for the upcoming year. ● Support and Fill Gaps as Needed <ul style="list-style-type: none"> ○ Step in when needs arise, such as forming committees, filling unfulfilled roles, or assisting at the President's request. ● Adaptable Problem-Solving <ul style="list-style-type: none"> ○ The Vice President's role involves adapting to the organization's evolving needs each year. Tasks may include organizing events, supporting art shows, and assisting with operational or logistical needs. <p style="text-align: center;"><i>Note: The Vice President's duties are dynamic and may change annually based on the organization's needs.</i></p>
Tools/Job Aids	<ul style="list-style-type: none"> ● The president you serve under and the Operations & Marketing Consultant will be your guides to understanding and using a variety of resources, including but not limited to: <ol style="list-style-type: none"> a. Document library of Board position duties & critical operating tasks. b. Spreadsheets and templates maintained by the Operations & Marketing Consultant. c. The calendar-of-events template. d. TCG website, Mail Chimp, Shopify, & Social Media accounts are used for communication. ● Access to help from the Board and past presidents.

Skills/Competencies	<ul style="list-style-type: none">• Willing to step in, help, and learn from the President.• Basic computer skills.• Poise.• Willing to engage with the board, members, partners, and the community.
Qualifications/Experience	<ul style="list-style-type: none">• Prior service on the Board of Directors is helpful.
Time/Effort	<ul style="list-style-type: none">• Summer and Winter: Typically, 1 or 2 hours per week.• Spring and Fall: May require up to 5 hours per week.
Other comments	<ul style="list-style-type: none">• Of course, the VP must embody the qualities, skillsets, willingness, and time required to be president the following year.

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Treasurer

The Treasurer oversees the organization's daily financial operations, including handling deposits, paying bills, and processing payments to artists and staff. They provide financial updates to the board during meetings and are responsible for filing quarterly taxes and annual reports with the State.

Duties/Responsibilities

- **Annual Responsibilities:**
 - **File Annual Report:** Submit the TN Corporation Annual Report Form to the TN Secretary of State online at [Business Services Online](#). Due by September 1st.
 - **Prepare Tax Documents:** Compile necessary financial reports for an independent accountant to file yearly federal taxes. The current independent accountant is Andrew Furlong. His contact information is as follows:
Andrew Furlong
Furlong CPA
615-651-9108
 - **File Form 1099-NEC:** Prepare and file Form 1099-NEC for contractors by January.
 - **Review Storage Costs:** Assess costs and needs for electronic storage solutions like Dropbox or Google Drive.
 - **Insurance Review and Payment:** Review and pay the insurance policy (currently Cincinnati Insurance), which covers Commercial General Liability and Auto Liability (hired and non-owned autos). The current policy expires on 4/16/2027.
- **Quarterly Responsibilities:**
 - **File State Sales Taxes:** File state sales tax returns by the 20th of January, April, July, and October using [TN TAP](#).
- **Monthly Responsibilities:**
 - **Pay Monthly Bills:** Ensure all monthly bills are paid promptly.
 - **Reconcile Bank and Credit Card Statements:** Ensure reconciliations are timely.
- **Weekly Responsibilities: (As needed)**
 - Check emails.
 - Make deposits.
 - Post expenses/income to Quickbooks
 - Maintain the physical files.

<p>Tools/Job Aids</p>	<ul style="list-style-type: none"> ● Tools: <ul style="list-style-type: none"> ○ Quickbooks ○ Excel online. ○ A physical file with a printout of all accounts, usernames, and passwords. ● Typical Monthly Bills (not an exhaustive list): <ul style="list-style-type: none"> ○ Storage unit (Storelocal Brentwood \$125) ○ Web host (Forefront \$54.00) ○ Quickbooks Online (Intuit \$32.78) ○ Online shop (Shopify \$31.68) ○ Consulting (Lolly Brown - autopay, but check and attach the invoice to the transaction in Quickbooks and for other marketing expenses) ○ Membership/event payments (Stripe) ○ Bulk email- Mailchimp (\$69) ● Examples of Weekly Activities/Bills, If Any: <ul style="list-style-type: none"> ○ Check treasurer @chestnutgroup.org emails for purchases. ○ Make deposits. ○ Check QuickBooks to reconcile bank, Shopify, and Stripe accounts and appropriately categorize transactions, attach receipts, etc. ○ Process reimbursements (generally only happen after shows). ○ There may be bills for marketing (817 promotions) or additional web support (Forefront solution). ○ Train incoming Treasurer.
<p>Skills/Competencies</p>	<ul style="list-style-type: none"> ● Budget or Accounting experience is helpful. ● Experience with Excel so that you can export transactions from Square, Truist, and Stripe and reconcile them with our transactions in Quickbooks.
<p>Qualifications/Experience</p>	<ul style="list-style-type: none"> ● Must be comfortable with computers, Excel, and Word.
<p>Time/Effort</p>	<ul style="list-style-type: none"> ● One hour per week in between show times. ● Five hours a week during busy times- (show times or when preparing for a board meeting or annual budget).
<p>Other comments</p>	<ul style="list-style-type: none"> ● Most invoices are electronic and attached to specific transactions in Quickbooks for reference. ● Each new treasurer will receive a physical file with a printout of all accounts, usernames, and passwords. ● Accounts need to be updated with the new treasurer's contact information. The bank account name should be updated, and a new debit/credit should be ordered.

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Recording Secretary

The primary responsibility of the Recording Secretary is to attend board meetings and accurately record key information and decisions.

Duties/Responsibilities	<ul style="list-style-type: none">• Attend board meetings and take detailed notes.• Create organized, concise minutes from the notes.• Send the final minutes to the President before the next meeting.• Ensure that the board approves the minutes from the previous meeting during each meeting.• Include the following in the final minutes:<ul style="list-style-type: none">○ List of attendees present and those unable to attend.○ Major announcements.○ A concise summary of each board member's report (e.g., finance report, social report, show updates, potential future shows/collaborations).○ Details of any unfinished business.
Tools/Job Aids	<ul style="list-style-type: none">• Laptop with Word or another document program.
Skills/Competencies	<ul style="list-style-type: none">• Ability to listen, extract, and note the most critical information
Qualifications/Experience	<ul style="list-style-type: none">• Ability to type.
Time/Effort	<ul style="list-style-type: none">• Most board meetings are 2-3 hours, and there could be as many as five or six hours. Add to that the time you will spend refining the notes in preparation for sending to the president
Other comments	<ul style="list-style-type: none">• As a board member, your vote counts, so feel free to share your opinions, points of view, and ideas with the board.

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Operations Manager/Marketing Consultant

This role oversees the day-to-day operations of The Chestnut Group (TCG), including updating content on both the TCG and Shopify websites and regularly communicating with partners, members, and the TCG President. Responsibilities include writing monthly newsletters for members, posting reminders about upcoming events and opportunities on the Member Facebook page, and managing social media accounts on Instagram and Facebook to promote shows and events. Passion for art and land preservation is essential, as the position requires consistently aligning communication with TCG's mission.

Duties/Responsibilities

- **Membership Support:**
 - Assist with membership renewals, website issues, new memberships, and Paint Your Heart Out (PYHO) registration.
 - Manage the membership database, handle password resets and profile edits, and send announcements as needed.
- **Event Management:**
 - Collaborate with the TCG President and event chairs to plan art shows. Implement marketing plans and communicate show deadlines to members.
 - Write agendas, manage meeting schedules, and plan PYHO workshops and social events (e.g., Tis the Season Party, Summer Social).
- **Website Management:**
 - Update images, copy, and pages on the website.
 - Work with tech support (Forefront) on updates, ensure domain registration/hosting, and manage the backend for navigation improvements.
 - Maintain the Events calendar and upload resources like Fact Sheets.
- **Social Media:**
 - Manage TCG's social media presence, posting 2-3 times weekly on Instagram and Facebook to promote shows, PYHO events, and membership activities.
- **Community Relations:**
 - Monitor and respond to Contact form inquiries.
 - Edit and publish member-submitted announcements, workshops, and events.
 - Identify and recruit new partnerships and projects.
- **Board Support:**
 - Provide committee chairs with lists/reports (e.g., membership renewals), attend Board and Membership meetings, and assist the Sponsorship Chair with sponsor advertisements.

	<ul style="list-style-type: none"> ○ Reports maintained by the consultant: <ul style="list-style-type: none"> ■ Membership Reports ■ Art show Marketing Timelines ■ MailChimp Monthly Newsletters ■ Important Announcements ■ Partnership Agreements ■ Fact Sheets ● Collaboration with Chairs: <ul style="list-style-type: none"> ○ Coordinate with the Membership Chair on welcome emails, member inquiries, social events, and annual holiday parties ○ Work with Education Chairs on PYHO planning. ○ Treasurer on payments and refunds. ○ Work with the Fundraising Chair to help promote fundraising campaigns. ● Communications: <ul style="list-style-type: none"> ○ Send monthly newsletters through Mailchimp with reminders, announcements, and updates. ○ During busy periods, send weekly emails to members about deadlines, paint-outs, and events.
Tools/Job Aids	<ul style="list-style-type: none"> ● Software Applications (i.e., Mailchimp, Facebook, Instagram, Sign up Genius, Dropbox.)
Skills/Competencies	<ul style="list-style-type: none"> ● Microsoft Excel, Microsoft Word, Powerpoint, Google Docs, Google Sheets, Zoom, Microsoft Teams.
Qualifications/Experience	<ul style="list-style-type: none"> ● Proficiency in the listed skills and a willingness to learn new technologies. ● Excellent communication skills, both written and verbal. ● Strong interpersonal skills, with the ability to respond to emails promptly and professionally. ● Highly organized with the ability to manage multiple tasks efficiently. ● Marketing and analytical skills to plan ahead, and schedule social media posts, announcements, and mass emails strategically. Ability to think critically about maximizing engagement and driving traffic to the website, Shopify, or partner events. ● Problem-solving skills with the ability to address issues with the website, partner events, or member concerns effectively and quickly. ● Self-motivated and adaptable, able to work independently and adjust to evolving needs. ● Understanding of TCG's mission and ethos, with the ability to reflect these values in the website's appearance and themes. ● Open to taking on additional or modified responsibilities as needed.

Time/Effort	<ul style="list-style-type: none">• Approximately 15 hours per week. This changes each week depending on the membership's needs, partners, and show planning.
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ADDITIONAL VOLUNTEER POSITIONS

(Not-Required by bylaws)

Membership Chair	
<p>The Membership Chair of a volunteer arts organization is responsible for managing member engagement and retention. This role involves maintaining accurate membership records, welcoming new members, facilitating communication between members and the board, and organizing activities to enhance member involvement and satisfaction.</p>	
Duties/Responsibilities	<ul style="list-style-type: none"> ● Send a welcome letter to new members. ● Create engaging opportunities to build and strengthen relationships. Examples include: <ul style="list-style-type: none"> ○ Summer Social event. ○ Holiday Painting Exchange & party. ○ Recommend others! ● Be available to address member concerns and help TCG meet members' needs whenever possible. ● Help with yearly member interests/satisfaction survey.
Tools/Job Aids	<ul style="list-style-type: none"> ● Excel spreadsheet knowledge to log in info and keep track of members' remarks and of members who left and why.
Skills/Competencies	<ul style="list-style-type: none"> ● Enjoy interacting with people
Qualifications/Experience	<ul style="list-style-type: none"> ● Computer skills—texting, emailing, social media
Time/Effort	<ul style="list-style-type: none"> ● 1 hour per week max, plus an additional eight throughout the year for events.
Other comments	<ul style="list-style-type: none"> ● Adding value to the membership is a good way to retain members. For example: <ul style="list-style-type: none"> ○ Gift cards (art store/supplies) ○ Discounts for meetings. ○ Having an annual “garage sale,” etc.

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Marketing Chair

The Marketing Chair is responsible for leading The Chestnut Group's (TCG) promotional efforts. This volunteer role involves developing and implementing strategies to increase sales and revenue while ensuring all marketing initiatives align with TCG's mission and values.

Duties/Responsibilities	<ul style="list-style-type: none"> ● Art Shows—40% <ul style="list-style-type: none"> ○ Collaborate with Art Show Co-Chairs, TCG Consultant, and Show Partners to develop a timeline and promotional plan for each show. ○ Ensure quality promotional images are available for all parties. ○ Assist members with questions about photographing their artwork for promotional use. ○ Optional: Design logos and promotional materials for shows. While not required by agreements with partners, this has been done recently with great success, creating a more consistent and professional look for the shows. ● Online Shows—20% <ul style="list-style-type: none"> ○ Work with the TCG Online Show Coordinator to update the Shopify site for each show, ensuring that images are correctly matched with products. ○ Provide high-quality images of all artwork (including frames) to be uploaded to the online store. ● Additional Promotions—25% <ul style="list-style-type: none"> ○ Collaborate with the TCG Consultant to strategize and plan promotional campaigns for various initiatives, including membership drives, the Chestnut Artist Workshop Series/Paint Your Heart Out events, TCG member socials, and other activities requiring promotion throughout the year. ● Meetings—10% <ul style="list-style-type: none"> ○ Attend board and brainstorming meetings. ● Website—5% <ul style="list-style-type: none"> ○ Work with the consultant to design graphics and ensure the website is regularly updated with current information.
Tools/Job Aids	<ul style="list-style-type: none"> ● Computer and access to the internet. ● Access to graphics programs like Canva or InDesign to create promotions.

Skills/Competencies	<ul style="list-style-type: none"> ● Proficiency in social media platforms: Instagram, Facebook, X(Twitter), and others. ● Experience with graphic design tools: Canva, InDesign, or similar. ● Familiarity with Photoshop or another application or image editing. ● Basic website management skills: WordPress or Squarespace.
Qualifications/Experience	<ul style="list-style-type: none"> ● Must be comfortable with technology—computers, websites, social media.
Time/Effort	<ul style="list-style-type: none"> ● An average of two to five hours a week. More hours are needed when preparing for the promotion of a show.
Other comments	<ul style="list-style-type: none"> ● Consider developing a marketing committee or team to assist the Marketing Chair.

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Exhibit Staging and Storage Space Manager

The Exhibit Staging and Storage Manager oversees the planning and executing exhibit space setup and takedown for Group shows. This role includes managing the Group's storage unit and ensuring all equipment and supplies are appropriately organized, stored, and replenished as needed.

The Manager is also responsible for maintaining and updating the show setup manual (currently in development) and using it to train Exhibit Staging Team Leaders.

Duties/Responsibilities

The Exhibit Staging and Storage Manager will perform the following duties and responsibilities or oversee them being performed by a designated Exhibit Staging Team Leader:

- **Preshow Planning**
 - Meet with the Co-Chairs and show partner to walk through and assess the exhibit space and other factors related to setting up the exhibit (e.g., access to power, traffic flow options, etc.).
 - Help Co-Chairs determine the number of paintings (maximum) that can be displayed within the show partner's exhibit space.
- **Volunteer Recruiting**
 - Work with Co-Chairs to help recruit an exhibit team leader and set up and takedown volunteers using direct appeal to past volunteers and solicitations through Chestnut Newsletters, Co-Chair Announcements, and Membership Meetings.
 - Assist Co-Chairs in setting up volunteer needs (e.g., setup and takedown dates, time periods, and number of volunteers needed) for the SignUpGenius volunteer sheet.
- **Final Exhibit Planning**
 - Determine exhibit equipment and other storage unit materials needed based on the total number of painting entries, the number of donated paintings, and the number of large paintings (needing standalone easels)
 - Communicate meeting times and locations with volunteers
 - Line up means for transporting display panels and other equipment and materials from the storage unit to exhibit space and returning same after the takedown
- **Exhibit Setup**
 - Meet volunteers at the storage unit, using the final exhibit plans and setup checklist (the

	<p>Radnor show checklist will include additional items), and load up and transport the exhibit equipment and materials needed for the show.</p> <ul style="list-style-type: none"> ○ Set up the display panel configuration that best fits the exhibit space and review it with co-chairs to approve or make final modifications. ○ Complete the exhibit setup with display panels, slipcovers, easels, lighting, a display area for donated paintings, etc. ○ Move excess equipment and materials to designated storage area. <ul style="list-style-type: none"> ● Exhibit Takedown <ul style="list-style-type: none"> ○ Reverse exhibit setup steps to disassemble exhibit and return to designated containers; ensure that partner’s space is clean and back to normal. ○ Load up equipment and materials and transport them back to the storage unit, returning items to their designated spaces within unit.
Tools/Job Aids	<ul style="list-style-type: none"> ● Exhibit Staging & Storage Manual (under development) and the setup equipment and supplies checklist.
Skills/Competencies	<ul style="list-style-type: none"> ● Basic team leadership skills; good communication, organization, and attention-to-detail skills; positive attitude and ability to work well with others when assisting with show setups and takedowns; good physical condition; ability to move large, potentially heavy equipment, containers, etc.
Qualifications/Experience	<ul style="list-style-type: none"> ● Prior experience helping to set up and take down Chestnut shows, in the absence of experience, a strong interest and desire to learn how to serve effectively in this role.
Time/Effort	<ul style="list-style-type: none"> ● Time for preshow planning, recruiting, and training team leaders/team members; when personally involved, show setups (up to 5 hours) and takedowns (up to 4 hours).
Other comments	<ul style="list-style-type: none"> ● Like the Treasurer position, it would be ideal to have a designated “understudy” to work closely with the Exhibit Staging and Storage Manager in anticipation of transitioning to the Manager role as Board member responsibilities change or as Board members retire.

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Education Chair

The Education Chair selects qualified instructors from the membership to lead workshops and collaborates with them to design classes that meet member interests. This role also involves securing workshop locations, coordinating marketing efforts, and personally and publicly thanking instructors after the event.

Duties/Responsibilities	<ul style="list-style-type: none"> ● Select qualified instructors from the membership with extensive teaching and painting experience. ● Design workshops in collaboration with instructors, considering member requests and instructor expertise. ● Coordinate workshop scheduling based on instructor availability within the Spring/Fall timeline. ● Secure locations for workshops. ● Gather images and class descriptions from instructors. ● Work with the Marketing/Promotional Chair to create promotional materials. ● After each workshop, send personal thank-you notes to instructors. ● Post a public thank-you with images from the workshop on TCG's Facebook page.
Tools/Job Aids	<ul style="list-style-type: none"> ● All social media platforms and websites must be used to promote classes, etc. ● Note cards for thanking instructors.
Skills/Competencies	<ul style="list-style-type: none"> ● Solid relationship-building skills. A deep understanding of members' skill levels. ● Ability to plan ahead and maintain a schedule. ● Following up with artists for dates and information can be challenging diplomatically, but it is crucial for keeping the workshops on track and ensuring classes are filled.
Qualifications/Experience	<ul style="list-style-type: none"> ● An experienced painter and long-standing member of the group.
Time/Effort	<ul style="list-style-type: none"> ● This is a year-long process of networking, listening to the trends and needs of the membership, and implementing new creative ideas for classes. Networking is key.
Other comments	<ul style="list-style-type: none"> ● This position can be rewarding as it furthers connections with many of our artists.

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Incoming Treasurer

The Assistant Treasurer will manage and report sales during shows, distribute checks to artists and partners, and coordinate volunteers who will serve as cashiers during events. This role also involves training these volunteers to ensure smooth financial operations during shows.

In addition to these duties, the Assistant Treasurer will shadow the current Treasurer, gaining insight into the nonprofit's financial management. This hands-on experience prepares the Assistant Treasurer to transition into the Treasurer role the following year, taking on the organization's day-to-day financial responsibilities and reporting.

Duties/Responsibilities	<ul style="list-style-type: none"> ● Assist the Treasurer with maintaining the physical file box containing paper copies of tax returns, sales receipts, etc. ● Work with co-chairs and Art Show Manager to determine how many cashiers will be required, whether we will use our Square to receive payments or the Partners system, and whether WiFi will be needed. [2] ● Coordinate training and recruit cashiers for shows. ● Learn to track finances in Quickbooks, log checks we will send into Quickbooks, print checks, pay bills, etc. ● Help report on sales.
Tools/Job Aids	<ul style="list-style-type: none"> ● Quickbooks ● Excel online. ● A physical file with a printout of all accounts, usernames, and passwords.
Skills/Competencies	<ul style="list-style-type: none"> ● Budget or Accounting experience is helpful. ● Experience with Excel so that you can export transactions from Square, Truist, and Stripe and reconcile them with our transactions in Quickbooks.
Qualifications/Experience	<ul style="list-style-type: none"> ● Must be comfortable with computers, Excel, and Word.
Time/Effort	<ul style="list-style-type: none"> ● One hour per week in between show times. ● Five hours a week during busy times- (show times or when preparing for a board meeting or annual budget).
Other comments	<ul style="list-style-type: none"> ● Most invoices are electronic and attached to specific transactions in Quickbooks for reference. ● Accounts need to be updated with the incoming treasurer's contact information. The Incoming Treasurer's name should be added to the bank account, and a new debit/credit should be ordered.

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Art Show Submissions & Title Block Coordinator

The Art Show Submission & Title Block Coordinator oversees logistics, from managing artist title block entries to coordinating painting check-in, setup, and post-show procedures. Key tasks include maintaining data, creating team spreadsheets, printing title block tags, coordinating volunteers, and supporting live show sales and online efforts.

Duties/Responsibilities

- **Title Blocks and Spreadsheets**
 - Assist artists with the title block entry process.
 - Export and clean the data in Excel, checking for:
 - Correct spelling, capitalization, and grammar.
 - Titles that fit within the allowed space.
 - Painting sizes and subjects that follow show rules.
 - Pricing: Calculate the price per square inch and notify artists of any issues (e.g., pricing below \$2, as requested by chairs).
 - Design and print painting title block tags.
 - Create a master spreadsheet for key team members (president, treasurer, show chairs) within two days of the title block deadline. Also, prepare sub-sheets for:
 - **Treasurer:** Used for inputting sales into Square.
 - **Check-In Volunteers:** Includes title block numbers for checking in paintings.
 - **Pick-Up Volunteers:** Used after sales are tallied to check out unsold paintings, noting online sale statuses.
- **Show Preparation**
 - Work with volunteers on-site during painting check-in and title block matching.
 - Oversee volunteers and ensure they are familiar with framing and entry guidelines.
 - Assign title block ID numbers to paintings and ensure each has two tags (one on the back, one on a ribbon).
 - Organize paintings for display, ensuring accurate title block matching and tag placement.
- **Live Show Monitoring**
 - Monitor sales during the live show and assist as needed.
- **Painting Pick-Up**
 - Use the updated spreadsheet to manage painting pick-up, noting which paintings were sold and ensuring volunteers track unsold painting pickups.
- **Online Sales**
 - Coordinate with the show chairs to pass information to the online sales team.

Tools/Job Aids

- Word and Excel.
- Email and Facebook Group page.

Skills/Competencies	<ul style="list-style-type: none"> ● Strong communication skills. ● Proficient in Word for title block design and Excel for creating spreadsheets from the data exported from the Chestnut Group website.
Qualifications/Experience	<ul style="list-style-type: none"> ● None is required, but experience in graphic arts is helpful.
Time/Effort	<ul style="list-style-type: none"> ● Clarifying information entered by the artist may require emails and phone calls. The time required is inconsistent but greater for larger shows. It usually takes a couple of days to hear back from an artist, and daily/hourly follow-up is occasionally needed. ● Time is needed to prepare spreadsheets for volunteers, show chairs before the check-in day, and for the treasurer to log in to Square. ● After the deadline, compiling (cleaning) the data entered takes a few hours. ● Daily monitoring during the show over the weekend to log ongoing sales.
Other comments	<ul style="list-style-type: none"> ● Monitor emails regularly approximately one month before a show, when entries start coming in and artists have questions. ● This position provides the board with valuable insight into a vital revenue stream for the organization.

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Fundraising Chair

The Fundraising Chair works with the President and Operations Manager & Marketing Consultant and is responsible for creating and coordinating sponsorship and fundraising opportunities. May form a team. Traditionally, sponsors have included website and show sponsors in emails and newsletters.

Duties/Responsibilities	<ul style="list-style-type: none"> • Meet with the team in late summer or early fall to determine sponsorship focus and offerings for the year. In addition, explore fundraising opportunities and create an overall plan for the year. • Submit final sponsorship ideas to the board of directors for approval. • Assign duties among committee members as needed. • Solicit sponsors through electronic communication and in-person outreach. • Create sponsorship letters and package documents. • Plan Fundraising opportunities for the year, collaborate with TCG Operations & Marketing Consultant on outreach and communications. • Write thank-you letters and receipts unless the treasurer handles receipts, in which case only thank-you letters are required. • Collaborate with paid TCG Operations, Marketing Consultant, and Volunteer Marketing Chair to ensure sponsor logos are appropriately included in materials. • Track sponsor advertising on the website. • Assist sponsors with preparing their dedicated ad submissions, either camera-ready or assembling ads from their website content with their input.
Tools/Job Aids	<ul style="list-style-type: none"> • History of previous offerings. • TCG website sponsorship page. • The newsletter to members includes sponsor logos. • The newsletter to the friends group includes sponsor logos, except for Teague. • FB and IG posts/stories to highlight/profile/promote Sponsors or large donors.
Skills/Competencies	<ul style="list-style-type: none"> • Excel helps track documents.
Qualifications/Experience	<ul style="list-style-type: none"> • Previous non-profit development, fundraising, sales experience, and/or customer service experience is helpful but optional.
Time/Effort	<ul style="list-style-type: none"> • Seasonally, 30 hours. Most of the time is spent assembling, mailing, delivering packages, and talking with sponsors/potential. • Throughout the year, approximately 40 hours total

Other comments	<ul style="list-style-type: none">• Sponsorship package/requests attached along with Invoice and receipt.
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Art Show Co-Chairs (assigned to specific shows)

This dynamic volunteer role involves co-leading the planning, execution, and oversight of all facets of a TCG art show and fundraising event. It involves collaborating closely with key stakeholders, including TCG Show Partners, the TCG Board, the Operations & Marketing Consultant, and TCG Members. This ensures seamless coordination and the success of the events.

Duties/Responsibilities

- **Event Planning**
 - Work with the Show Partner to plan the event (dates, location, theme, paint-out locations, patron party, marketing), focusing on fundraising and awareness.
 - Update the TCG Board and involve the Operations & Marketing Consultant throughout.
- **Create an Event Fact Sheet**
 - Compile all event details into a Fact Sheet for members.
 - Marketing Oversight
- **Marketing**
 - Ensure the Show Partner funds marketing materials (logo, signs, posters, invitations, etc.).
 - Obtain approval from the TCG Marketing Chair before printing or publishing.
- **Member Communication**
 - Send announcements, manage social media updates, and recruit volunteers for paint-outs.
 - Set up and manage volunteer sign-ups.
 - Respond to member inquiries and report on the show's progress during meetings.
- **Team Collaboration**
 - Coordinate with the Treasurer, Marketing Chair, and Operations & Marketing Consultant.
 - Facilitate introductions between the team and the Show Partner.
- **Entry Process**
 - Work with the Show Coordinator to manage title block deadlines and member questions during entry.
- **Volunteer Oversight (Pre-Event)**
 - Oversee volunteers for shift coverage, show setup, painting check-in, artwork hanging, and check-out procedures.
- **Event Attendance**
 - Ensure at least one co-chair is present throughout the entire event.

	<ul style="list-style-type: none"> ● Online Sales Coordination <ul style="list-style-type: none"> ○ Work with the team to handle extended sales online. ● Post-Event Reporting <ul style="list-style-type: none"> ○ Report event results to the Board and art show team. ● End-of-Show Report <ul style="list-style-type: none"> ○ Create a report summarizing financial results and lessons learned. ○ Membership Communication ○ Share results with members and thank participants
Tools/Job Aids	<ul style="list-style-type: none"> ● Computer, website, newsletter, announcements, email, text, phone, ● Prior show reports ● People Resources <ul style="list-style-type: none"> ○ Marketing team ○ Board ○ Previous show chairs ○ Art Show Submission & Title Block Coordinator
Skills/Competencies	<ul style="list-style-type: none"> ● Ability to remain diplomatic, calm, and positive throughout the event. Strong organizational, communication, and interpersonal skills are essential, as the position will work closely with TCG partners and members. Basic computer skills are required, and social media experience is a plus.
Qualifications/Experience	<ul style="list-style-type: none"> ● Prior event leadership is preferred but optional. Previous participation in a TCG show.
Time/Effort	<ul style="list-style-type: none"> ● An average of two to five hours a week. More hours are needed when preparing for a show's promotion. Expect to spend much of the week of the show preparing for and attending the show.
Other comments	<ul style="list-style-type: none"> ● This is not a board position, although a board member can fill it ● Sale proceeds are distributed: 45% artist, 40% partner, 15% chestnut group.

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ADDITIONAL ROLES

Correspondence Secretary

The Corresponding Secretary is responsible for managing the board's personal communication with the membership. This includes sending greeting cards to members who have experienced personal illness or the loss of a close family member and expressing gratitude through cards to members for their service.

Duties/Responsibilities	<ul style="list-style-type: none">• Send handwritten or electronic greeting cards to members who have lost significant loved ones or experienced illness.• Write condolence notes to families of deceased Chestnut Group members.• Send thank-you notes to members or outside parties in recognition of significant gifts of time or service.
Tools/Job Aids	<ul style="list-style-type: none">• Board members, members, and the TCG Facebook page are resources for information.• Greeting cards and postage will be reimbursed by the treasurer with receipts.• Paperless Post and other online card services.
Skills/Competencies	<ul style="list-style-type: none">• Good written communication skills.
Qualifications/Experience	<ul style="list-style-type: none">• Good Handwriting and computer skills.
Time/Effort	<ul style="list-style-type: none">• Half an hour per month.
Other comments	

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Community Outreach/Partnership Chair

The goal of the Community Outreach/Partnership Chair is to maintain strong relationships with current exhibition partners while developing new collaborations with Middle Tennessee organizations focused on public green spaces and environmental preservation. This helps expand opportunities for selling artwork.

Duties/Responsibilities	<ul style="list-style-type: none"> ● Network with potential partners about two years in advance to help the board secure future art shows. ● Identify and address any concerns or issues in maintaining the commitment to two annual art shows. ● Collaborate closely with Chestnut Group members who are co-chairing art shows. ● Ensure there are enough Chestnut Group members to support and staff the committee. ● Stay informed about the activities and developments at partnering organizations.
Tools/Job Aids	<ul style="list-style-type: none"> ● Database of show partners over the past 10 years. ● List of key contacts and current leadership at associated partnering organizations and at potential new affiliations ● List of TCG members having interests in serving on this committee.
Skills/Competencies	<ul style="list-style-type: none"> ● Strong political savvy to serve as a public relations representative, enhancing the reputation of TCG. ● Ability to anticipate and understand dynamics within partner organizations, keeping TCG leadership informed to address potential concerns early. ● Excellent networking skills, with the ability to build relationships across public and private organizations.
Qualifications/Experience	<ul style="list-style-type: none"> ● Existing Connections across Metro parks networks and local art organizations. ● Knowledge of local venues accommodating our events would be helpful but optional. ● A general understanding of land stewardship, environmental and conservation networks would help in building future collaborations.
Time/Effort	<ul style="list-style-type: none"> ● Estimate 8 to 10 hours weekly, with more focus required when future show terms are negotiated. ● Art Show Co-chairs' level of experience may determine the level of involvement needed by this position on a show-by-show basis

Other comments	<ul style="list-style-type: none">• Using the timeline templates and materials available through the Operations Manager/Consultant saves much time for this position. Communicating proactively and keeping the president and the Operations Manager/Consultant informed on an FYI basis as you gain current information and plans evolve with our partners and future affiliates helps a lot.
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[1] According to our bylaws:

The Board shall be composed of no less than three (3) and no more than fifteen (15) members.

There shall be five (5) officers of the Board consisting of a President, Past President, Vice President, Recording Secretary, and Treasurer. These (5) officers comprise the Executive Committee. Any person may serve in more than one office except the same person cannot serve as President and Recording Secretary.

[2] (We prefer to use our square and take in the sales, but some partners like Shelby and Radnor require us to use their system)