SOS Committee Role: **Exhibitions Co-ordinator**

*SOS Committee members are members who volunteer their time to organise and support SOS where possible. Committee roles are voluntary, and all responsibilities are undertaken in their own time, with the actions spanning across the whole year. There will be sometimes of the year when some actions will be time pressured.*

Role Responsibilities

* Develop a list of opportunities for exhibitions in the year
* Co-ordinate exhibitions for members, with support from team of members
* Organise Spring launch exhibition (April/May) to start promotion of SOS event
* Create conditions of entry for exhibitions dependent on gallery expectations
* Manage list of exhibitors and entries for exhibitions
* Liaise with galleries to facilitate the exhibitions
* Communicate with members (via membership secretary) about exhibition details
* Organise members to support set up, curation and take down of exhibitions

Committee Responsibilities and Expectations

As per the Constitution, the committee are expected to:

* Be elected at the AGM and organise the business of Suffolk Open studios for the coming year.
* Attend committee meetings throughout the year to organise the SOS event and make decisions.
* Members may be reimbursed for expenses incurred when working on behalf of SOS and this will be supervised by the Chair, Vice Chair or Treasurer.