

ELIOT INSTITUTE
CREATIVE ARTS ELIOT COMMITTEE

(Revised March 2018)

GENERAL RESPONSIBILITIES

- Plan workshops and find presenters for those workshops for the Eliot Creative Arts camps.
- Address issues specific to Creative Arts Eliot as they arise.

ELIGIBILITY & TERM

- Non-Board Members:
 - ◆ Eliot campers who have attended a Creative Arts Camp, registered for an upcoming camp, or have expertise in planning creative workshops.
 - ◆ Two-year term, with renewal encouraged.
- Board Members by appointment, yearly at the Annual Meeting.

STRUCTURE

- Non-Board members and at least one Board member.
- The Creative Arts Workshop Coordinator.
- Chair: Any member of the committee.

SPECIFIC RESPONSIBILITIES [See Timeline]

CREATIVE ARTS ELIOT COMMITTEE
TIMELINE

AT CREATIVE ARTS CAMPS

- Request recommendations from campers for workshops and presenters for future years, through requests in the camp newsletter to respond at a publicized location at Seabeck.
- Recruit dedicated volunteers to join the committee, as needed.

AUGUST TO OCTOBER

- **Program Review:**
 - ◆ Review campers' evaluations, staff reports, and Dean's report to identify any issues needing committee or Board action.
 - ◆ Prepare reports of suggested improvements to pass on to the Board and future Deans.
 - ◆ Review committee goals and charter, and revise as needed.
 - ◆ Review and update the website, especially the application form and information for potential presenters.
- **Committee Membership:**
 - ◆ Contact current committee members and continue recruitment of volunteers to join the committee, as needed.
 - ◆ Update and distribute committee roster to committee members.
 - ◆ Send committee roster to Executive Secretary for distribution to the Board.
- **Selection of Next Year's Presenters:**
 - ◆ Determine which presenters want to come back and who have served the maximum three consecutive years.
 - ◆ Contact other potential presenters to determine interest.
 - ◆ Send potential presenters an official application.
 - ◆ Collect and review submitted applications.
 - ◆ Choose next year's Presenters.
 - ◆ Provide following year's list of workshops and presenters to Deans and Board Representative.
 - ◆ Provide following year's list of presenters to Administrator for preparation of contracts.

Continued on Page 2

FALL ELIOT NEWSLETTER

- Publicize following year's Creative Arts camp.

JANUARY

- Confirm Board member(s) at January Board retreat.

SPRING ELIOT NEWSLETTER

- Publicize current year's Creative Arts camp.

THROUGHOUT THE YEAR

- Prepare committee report for each Board meeting — Fall, January Annual Meeting, and Spring.
 - ◆ Send to Executive Secretary for filing and Administrator for posting on Google Drive.
 - ◆ If your committee has no report for a meeting, inform the Executive Secretary and Administrator so they can track outstanding reports accurately.
- Maintain committee records.