

**ELIOT INSTITUTE**  
**CREATIVE ARTS ELIOT COMMITTEE**

(Revised December 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 THROUGH 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. Send any changes to the Administrator & Executive Secretary for updating and posting on the website.
  - ◆ 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. Get assistance and recommendations from the Leadership Development Committee.
  - ◆ Update and distribute committee roster to committee members.
  - ◆ Send 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.
  - ◆ Request potential presenters submit an official application from the Eliot website.
  - ◆ 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.

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**FALL ELIOT NEWSLETTER**

- Publicize following year's Creative Arts camp.

**JANUARY**

- Confirm Board member(s) and Committee Chair 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 a minimum two weeks before the meeting.
  - ◆ If your committee has no report for a meeting, inform the Executive Secretary and Administrator so they can track outstanding reports accurately.
- Maintain records of committee business.