

SANTA CRUZ MOUNTAINS ART CENTER
9341 Mill St. Ben Lomond, CA 95005

POLICY FOR JOB DESCRIPTION FOR CERAMICS COMMITTEE CHAIR
Adopted June 9, 2003

1) JOB DESCRIPTION:

- a) The Chair of the Ceramics Committee presides over Ceramics Committee meetings and reports Ceramics Committee affairs to the Board Directors,
- b) The Chair of the Ceramics Committee is responsible for adhering to the Santa Cruz Mountains Art Center's Mission Statement, Articles of Incorporation, By-Laws and Policies as may be prescribed by law.

2) DUTIES: Ceramics Committee Chairperson duties shall include, though are not limited to, the following:

- a) Schedule and oversee Ceramics Committee meetings, Ceramics Committee member selection, and Ceramics Committee duties.
- b) Keep regular minutes of committee proceedings, (should include date, time, attendees, agenda, resolutions and recommendations), file minutes with the corporate records, and report the same to the Board as necessary.
- c) Attend monthly Board Meetings and an annual Board Retreat

3) RESPONSIBILITIES:

- a) Develop and implement yearly ceramics programs and events.
- b) Submit an annual budget for program, events and facility. Costs exceeding the annual budget during the year, must be submitted to the Board for approval.
- c) Adhere to Art Center's policies in the administration of ceramics events, programs, workshops, studio policy, and facilities usage.
- d) Supervise and train studio assistants in all aspects of the kiln: maintenance, loading and firing, chipping shelves, grinding posts, etc.
- e) Maintain adequate supplies for classes:
 - Clay: storage, recycling, wedging or pugging
 - Pyrometric cones and other kiln/firing materials.
- f) Safety:
 - Prepare, revise & post Ceramics Studio Use / Safety Guidelines
 - Adhere to General Facilities Safety Policy
 - Provide safety guidelines for new ceramics instructors during orientation.
 - Report any safety concerns immediately to Facilities Chair.