



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

GIFT SHOP COMMITTEE POLICY
Adopted 3-8-2004

POLICY FOR GIFT SHOP COMMITTEE

- 1) It will be the responsibility of the Gift Shop Committee to develop a year's gift shop program, and budget which will be submitted to the Board of Directors for Board approval.
- 2) The Chair of the Committee will be selected by the Gift Shop Committee and approved by the Board of Directors.
- 3) The Gift Shop Chair and the Gift Shop Committee will select featured artists and possible themes, which are appropriate to the mission of the Art Center.
 - a) In order for the above to choose a monthly featured artist gift shop exhibitor, a written proposal must be submitted. This proposal will include the following:
 - i) Indication of status: must be a member in good standing.
 - ii) A brief statement (25 words or less) about the artwork to be shown with submitted photographs or slides where applicable.
 - iii) Theme and Media included in the proposed exhibit.
 - b) The Center will provide publicity for each featured artist by listing details in the Monthly Calendar, and providing information on the Web Site.
- 4) The Gift Shop Committee will meet at regular intervals which are announced to the membership so that members of the association might attend if they wish.
- 5) The Chair or substitute will report to the Board on a regular basis (agenda item on Board Meetings) and submit the year's proposal to the Board for approval.
- 6) The Chair will work with the Facilities Chair to coordinate any facilities needs and present a budget to the Treasurer and Board for approval and coordinate with the Curatorial Chair.
- 7) Any expenditures over \$100, and not on the Board-Approved Budget, MUST be approved by the Board in advance.