



Swindon Open Studios Committee Roles 2026

Chairperson

The figurehead for the association represents the group on an official basis and to all members. The Chairperson unites the committee and has an overview of all activities within the committee. Has overall responsibility for the event, ensuring the association's aims are met. Tasks include chairing AGM and committee meetings.

Secretary

Minutes AGM and all committee meetings, and raises agendas in conjunction with the chairperson. Reviews emails for Swindon Open Studios (SOS), forwarding them to the appropriate committee member.

Treasurer

The overall role of a treasurer is to manage and maintain an overview of the association's financial affairs, ensuring that proper financial records and procedures are maintained. Tasks include creating the budget and updating the committee on finances. The Treasurer manages banking, payments, issues invoices to third parties, e.g. sponsors, and checks expense claims. The treasurer also prepares the accounts for the AGM.

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The following roles are optional. They show the tasks covered by the committee. Often, volunteers will assist with some of the tasks below, and committee members are coordinating rather than actually doing all the tasks listed.

Artists and Venues

Represents the members (artists) and the venues. Tasks include liaising with venues and artists via email or messenger during the call-out and throughout the months leading up to the event. Uses the Mailerlite email system to send updates to members. Supply data on artists and venues for the website and brochure.

Sponsorship and Events

Responsible for sponsorship and events. Tasks include taking bookings for adverts, collecting copy and images/advertisements from sponsors for the brochure, and working with the Treasurer to collect payments. Finding new sponsors. Planning and running events for artists and promotions.

Marketing - Online

Responsible for all online marketing activities for SOS. This includes social media, website and *what's on* adverts/postings. Tasks include: making a social media plan, creating events, adverts, and posts on Facebook and Instagram using Canva. Monitoring the messages on social media feeds. Maintaining the website, updating it, as the year progresses. Entering the event on the online *What's on* guides. Preparing any other online advertisements.

Marketing - Printed Material

Responsible for printed material. This would include all printed items as agreed by the committee; for example, this could be a brochure, flyers, posters, and a fold-out guide. Tasks



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include copywriting, sourcing incidental images, getting quotes for printing, liaising with the graphic designer, proofreading and logistics of delivery.

Friends of

Responsible for representing volunteers and coordinating activities of the wider group of volunteers (those not on the committee). FoSOS is not yet established so this committee member would be defining and establishing it. They would be communicating with volunteers to help delegate tasks. Tasks carried out by FoSOS volunteers could include the distribution of catalogues, posters, leaflets, installing banners, and helping out at events.

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All the above are voluntary roles.

All committee members are invited to attend meetings once a month, or as agreed with the chairperson.

Unfortunately, SOS does not provide any tech! All committee members requiring the use of a phone / PC / laptop will need to provide and run their own equipment.

Expenses for travel are payable at 45p per mile for private vehicle use, or public transport tickets, up to the value of one membership per year. See [expenses policy](#) for full details.

The time required for these roles varies, depending on the plan agreed at committee, the time of year and the role. However, around 4-8 hours per month would be expected.