

Gillies Job Description

Title: **Forum Chair**

Reports to: Gillies President-Elect
Gillies President

Purpose: To arrange for educational lectures related to the Gilcrease collection or exhibitions to follow the General Membership meetings in September and March.

Blue indicates changes during 2021-2022 due to museum shutdown.

Responsibilities:

1. Meets with the Gillies President to consider potential topics and speakers for the two Forums in the coming year. Consideration will be given to whether upcoming exhibitions could be correlated with Forum topics. Additionally, topics which specifically affect the community in which we live and/or the constituency (patrons) Gilcrease serves could be considered.
2. Meets with the Gillies President regarding topics and potential speakers before contacting speakers in order to avoid any conflict.
3. After conferring with Gillies President, contacts possible Gilcrease Forums speakers several months in advance of the event.
4. Confers with the Volunteer Services Coordinator to discuss plans for training, meetings and other programs for Docents.
5. Arranges all details pertaining to the Forums with the speaker, the Gillies and the staff.
6. Drafts items for newsletter and submits them to the Gillies President by the 15th of each month. [Submits items as needed.](#)
7. Attends all Gillies Board meetings and General Membership meetings. Prepares a brief report in duplicate for each Board meeting and submits the report to the President and Secretary before the meetings via email.
8. Maintains a comprehensive notebook of schedules, procedures, and activities for the guidance of the succeeding Forum Chair.
9. Submits a list of expenditures to the Treasurer before the January Budget Committee meeting for the current year and a proposed budget for the coming year including expense for providing lunch for the speaker and an honorarium.

10. Prepares and submits an annual report in triplicate to the President-Elect.
[Suspended](#)

11. Performs additional duties as assigned by the President.

Time Commitment: 30 administrative museum hours and participation in volunteer programs.

Updated: April 2019