

Gillies Job Description

Title: **Speaking of Gilcrease**

Reports to: Gillies President-Elect

Gillies President

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

Purpose: To provide the Speaking of Gilcrease programs to community groups.

Responsibilities:

1. Publicizes the Speaking of Gilcrease programs by contacting local organizations. Coordinates other publicity with Museum Staff.
2. After notification from the Volunteer Services Coordinator, processes requests for speakers by making arrangements between speakers and the requesting group, confirming arrangements. [Currently there is not Volunteer Services Coordinator.](#)
3. In cooperation with Museum staff, reviews the content of the presentations and makes suggestions for revisions, additions, and changes. Promotes development of new presentations.
4. Maintains an inventory of supplies and equipment. Monitors the use of the equipment.
5. Recruits and trains Gillies to make presentations.
6. Sends an electronic report to the Day Captain Chair at the end of each month with the number of programs given that month, along with the number of participants and the number of presenters. [Day Captain Chair position has been suspended.](#)
[This information is included on the monthly report.](#)
7. Presents a brief review of Speaking of Gilcrease to the Interns during training. [Suspended](#)
8. Attends all Board, Gillies General Membership, and Gilcrease Forum meetings. Prepares a brief report in duplicate for Board meetings and presents major items. [Reports submitted via email to Secretary.](#)
9. Attends all Gillies Education Committee meetings; and if there are problems to discuss, requests the President-Elect place item on Agenda and submits a brief report about the concern. [Suspended](#)

10. Delivers news items to the Newsletter Chair by the 15th of each month.
[Submits news items to the Newsletter Chair as needed.](#)
11. Maintains a comprehensive notebook of schedules, procedures, and activities for the guidance of the succeeding Chair.
12. Submits to the Treasurer before the January Budget Committee meeting a list of expenditures for the current year and a proposed budget for the coming year. Submits to the President before January any requests for funding of materials by the Museum.
13. Prepares and submits an annual report in triplicate to the President-Elect. [Suspended](#)
14. Performs additional duties as assigned by the President.
15. Ensures that all SOG presenters record their hours in Volgistics by comparing it with the monthly report distributed by the IT Chair.

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

Updated: April 2020