

# **Frank Bette**

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## CENTER FOR THE ARTS

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**Administrative Director:** Take board minutes and be in charge of all “office” duties

**Administrative Director:**

- 1.** Obtain special licenses (liquor, raffle etc) for Center Events.
- 2.** Ensure the receptacles for ACI are placed at the curb on Wednesday.
- 3.** Point person for resolution of technical computer and internet issues at the center.
- 4.** Pick up Mail from Center mail box Monday-Wednesday, be sure gallery staff pick up mail during open days and let people know if something special has arrived.
- 5.** Report to the Board on issues from time to time which have administrative impact.
- 6.** Maintain the Center office organization (upstairs) in coordination with the oversight of the President.
- 7.** Maintain all FBCA supplies for office, gallery and janitorial use
- 8.** Take board minutes, report them to the board and maintain board minute binders
- 9.** Maintain and share board member descriptions (with help from board members)
- 10.** Assist board members with any official correspondence if needed.

A volunteer with computer and printer expertise could help with those issues that arise in the office.