

Volunteer

ON-BOARDING KIT



THE FLY
ARTS CENTER

Your Guide to Volunteering With Us

Welcome

Thank you for choosing to support the arts by volunteering with The Fly Arts Center. We deeply appreciate the contribution of your time, talent and efforts to help us bring the joy of the arts to our community.

As a volunteer, you are a key part in creating a vibrant and creative environment for the residents of Bedford County and the surrounding areas. Because of you, we are able to enrich the lives of those in our community and help make our area a more enjoyable place to work and live. Your contributions are also critical in helping us create a diverse cultural identity for our area that can help bring us all together through our various arts programs, events and projects.

Whether it's your first time working alongside us or you've been around for years, we thought this "Welcome Kit" would be helpful for our volunteers to quickly orientate themselves about The Bedford Arts Council, The Fly Arts Center and key members of our organization as we continue to launch and work towards new and exciting initiatives to push our mission forward.

We're so glad you're here!

Our Mission

The Bedford County Arts Council, through The Fly Arts Center, aims to inspire, educate, and entertain by celebrating the diverse voices of our region. We aim to enrich lives through dynamic arts and theatre programs, fostering cultural and economic vitality while empowering our volunteers and engaging our community.

The Fly Arts Center strives to reach out to the Bedford County community in order to educate and engage its members in creative art-making, to encourage community members to participate in art related activities, and to enrich our town through meaningful, inclusive, art experiences, in order to help create a community that recognizes and appreciates the value of visual and theatrical arts.

The goal of the art center is to have our participants learn the skills, techniques, and methods necessary to create unique pieces that will expand and enrich their lives and foster a greater appreciation of the visual arts, as well as

to facilitate social interaction, mutual support and friendship among our members. The Bedford County Arts Council hopes to provide a sanctuary here at The Fly Arts Center where people can come and capture their passion for the arts.

Our History

The Bedford County Arts Council was founded in 1974. The group moved into The Fly building after it became listed on the National Registry of Historic places in 1996. After nearly a decade of neglect, the building was revitalized as an arts center.

Today, The Fly Arts Center is home to an art gallery, a community theatre and The Bedford County Museum. The main room of our center is a popular event venue, which hosts civic and community events, wedding, private parties, corporate events, festivals and more.

The Bedford Arts Council is a registered 501(c)3 non-profit organization.

Our Programs and Annual Events

The Fly Arts Center hosts a number of events and programs to meet the creative, educational and entertainment needs of our community. Below are brief descriptions of our major programs and annually occurring events. This list is not all inclusive, but is meant to serve as an overview.

- **The Fly Art Gallery**

Our art gallery features work from local artists on display and for purchase.

- **Open Studio Night**

Area artists join together on the first and third Tuesday evenings to create all types of art, chat and share a snack.

- **The Fly Community Theatre**

Our theatre provides performance and production opportunities in the performing arts, while also providing fun and entertainment to our local community.

- **The Fly Children's Theatre**

As an extension of The Fly Community Theatre, our children's theatre program offers kids and teens an opportunity to learn and create in two theatrical productions each year. Our "Metamorphosis" group is designed to cater to children ages 5-12, while the "Emerge" group serves ages 13-18.

- **Holiday Dinner Theatre Event**

Traditionally during the first two weekends of December, The Fly Community Theatre produces a "dinner and a show" style event in which patrons are treated to a delicious meal before watching a play.

- **Youth Advisory Board**

This panel made up of our community's young artists helps drive future development for our programs and events.

- **The Bedford County Museum**

Learn about the history of our home county through a number of exhibits and displays.

- **Festival of Trees and Holiday Craft Fair**

This popular event is a multi-week, community-centric extravaganza in which groups and individuals submit decorated trees to place on display for the viewing pleasure of festival attendees. Each year a holiday craft fair kicks off the festivities on opening day. It is the longest running annual event at The Fly.

- **The Postcard and Paper Memorabilia Show**

Attendees from the local area and region gather together to celebrate their love of postcards, memorabilia collecting and history during this twice a year event during the Spring and the Fall.

- **The Carol and Jonathan Price Arts Scholarship**

The Bedford County Arts Council awards a scholarship to a deserving high school senior each year in the amount of \$1,000, in the areas of Visual Arts, Creative Writing, Music, Theatrical Arts, or Dance. Seniors from any high school in Bedford County may apply. Application Deadline: March 15th of each year.

- **Art Classes**

Taught by some of our community's most talented local artists, students of all levels can enjoy learning new artistic techniques and skills.

- **Featured Artist Program**

Every two months The Fly Art Gallery selects one artist to feature in the gallery. Artists are chosen through a juried selection process.

- **The ButterFLY Garden**

This garden located on the east side façade of The Fly Arts Center building is designed to attract pollinators, such as bees and butterflies. It is maintained by The Fly Garden Club.

- **Potluck Monthly Membership Meetings**

Our members and the community at large are invited to bring a dish to share and a friend to this monthly meeting held on every second Monday of each month. At the meeting, our leadership team shares organizational updates and news about upcoming events.

Our Leadership

The Bedford County Arts Council is governed by a Board of Directors and an Executive Committee made up of a President, Vice President, Treasurer and a Secretary. The following list names each person that makes up our leadership team and their various duties and responsibilities. Please use this as a guide to learn how we operate and to give you an overview of what each of our volunteer leaders do within our organization.

President — Jody Barnes-Turner

presidentflyarts@gmail.com, 615-476-3274

The powers and duties of the President of the Council shall be as follows:

- Preside at all meetings of the Council.
- Appoint all committees not otherwise provided for in these Bylaws.
- Have general supervision of all activities of the Council.
- Be the ex-officio member of all committees except the Nominating Committee.
- Serve as the Chairman of the Board of Trustees.

- Monitor, inspect, evaluate, project plan building maintenance, contracts and construction.
- Oversee budget planning and monitoring to forecast short-range and long-range projects and events.

Vice President, 1st — Jennifer Smith

jends.1021@gmail.com, 931-703-8232

The powers and duties of the First Vice President of the Council shall be as follows:

- Preside at all meetings in the absence of the President.
- Serve as Vice Chairman of the Board of Trustees.
- Serve as the Chairperson of the Arts Center Committee.
- Supervise the Administrative Division of the Council.
- Supervise the Arts Division of the Council.

Vice President, 2nd — OPEN

The powers and duties of Second Vice President of the Council shall be as follows:

- To assist the President in all duties.
- Serve as a member of the Board of Trustees.
- Serve as the Program Chairman for regular Council meetings.
- Schedule, educate, plan and coordinate with local artist instructors for classes.

Treasurer — Linda Wyant

lindawyant55@gmail.com, 931-580-8968

The powers and duties of the Treasurer of the Council are as follows:

- Receive funds and issue receipts.
- Issue checks upon authorization by the Executive Board, co-signed by the President.
- Keep an accurate monthly record of all receipts and disbursements.
- Give an itemized report to the Council or to the Executive Board upon request.
- Endorse all checks payable to the Arts Council "For Deposit only."
- Deposit all monies collected to the bank account established for that purpose.

- Submit all records to a Certified Public Accountant annually for review.
- See that all necessary State and Federal tax forms and other financial reports are filed before their due-dates.
- Serve as a member of the Board of Trustees.

Secretary — Dianne Clanton

dianne9042@yahoo.com, 931-703-9042

The powers and duties of the Secretary of the Council are as follows:

- Keep an accurate record of all meetings of the Council.
- Keep an accurate record of all Executive Board meetings.
- Report recommendations and actions of the Executive Board.
- Keep an active attendance record for all members.
- File all documents and correspondence belonging to the Council.
- Keep Bylaws and Standing Rules current.
- Serve as a member of the Board of Trustees, and to act as the Secretary of the Board.

Committee chair heads and program directors/coordinators are in place to oversee major areas of our organization.

Building Maintenance Committee Chair — Rick Clanton

rick.clanton@gmail.com

The duties of the Building Maintenance Committee are:

- To have full responsibility for the maintenance, care, and cleaning of the Council's building.
- To quickly attend to miscellaneous maintenance tasks, such as changing light bulbs, minor plumbing issues, etc. or assign those tasks to other qualified volunteers.
- To communicate directly with service providers, vendors, and maintenance contractors to schedule repairs, servicing, preventive maintenance, and other projects as needed.
- To assist with obtaining quotes for large building or maintenance projects and determining the best choice within the budget, then scheduling and managing the work with those contractors/companies.

Ground Beautification Committee Chair — OPEN

The duties of the Grounds Beautification Committee are:

- To supervise the beautification and development of the grounds surrounding the Arts Center.
- To keep outdoor areas clean, safe, and attractive, including clearing debris from around the building and in the parking lot.
- To maintain flower beds, including planting, watering, weeding, etc.

Public Relations and Marketing Committee Chair — Jennifer Meloy

sevenmeloy@yahoo.com

The duties of the Public Relations and Marketing Committee are:

- To coordinate all publicity write-ups and releases to print and digital media, radio and television.
- To coordinate all marketing and advertising for the Council's fundraisers and activities including ads, posters and programs.
- To keep a complete record of all Council activities.
- To publish a membership newsletter.
- To maintain a Council Scrapbook.

Development Committee Chair — OPEN

The duties of the Development Committee are:

- To organize and coordinate event and organizational sponsorships.
- To organize and plan fundraising for all areas of the organization.
- To develop and foster strategic partnerships with local area businesses, groups, clubs, organizations and elected officials for the purposes of collaboration to achieve community and organizational goals.

Volunteers and Membership Committee Chairs — Laura Remke

lkizer3377@gmail.com

The duties of the Volunteers and Membership Committee are:

- To receive all applications for membership.
- To maintain membership data.
- To supply a list of members' primary interests to Department Directors.

- To keep an accurate record of all members who have paid their current year's dues.
- To organize and execute an annual membership drive prior to the end of the fiscal year.

Youth Advisory Committee Chair — Mary Margaret Edwards

mmedwards1406@gmail.com

The duties of the Youth Advisory committee are:

- To provide clear leadership and direction for the Youth Advisory Committee, ensuring that the committee's work aligns with the council's mission and goals.
- To oversee the development and execution of youth programs and events.
- To recruit and support youth volunteers and other committee members.
- To develop and implement strategies to promote youth involvement and attendance in Council programs, engaging the broader community.
- To work closely with the Council's Board and other committees to ensure a cohesive approach to programs and community engagement.

Visual Arts/Art Gallery Committee Chair — Santha Koonce

myrtle72@gmail.com

Literary Arts Committee Chair — Nicole Rodriguez

theflyliteraryarts@gmail.com

Heritage/Museum Committee Chair — Gene Williams

robert.williams8499@gmail.com, 931-684-8499

Performing Arts/Theatre Committee Chair — Keith Davis

keithshairstudio@yahoo.com, 931-703-4471

Crafts and Folk Arts Committee Chair – OPEN

Code of Conduct

The mission of our volunteer program is to further our organizational mission to support the arts in Bedford County by tapping into the unique talents and skills of our community members to facilitate and support our programs and events. As a volunteer, you are a direct representative of our organization. As such, we want to make sure you know how to interact with others on our behalf.

Standards of Conduct

- Volunteers shall act honestly and ethically while in the performance of their duties.
- Volunteers shall treat all organization employees, volunteers and community members with respect, courtesy and dignity.
- Volunteers shall not use offensive, profane or abusive language while in the performance of their duties.
- Volunteers shall not discriminate and shall be respectful of ethnic, national, and cultural differences.
- Volunteers shall not engage in any illegal activity while conducting their volunteer duties and is expected to follow all laws.
- Volunteers shall work in a safe manner; careful not to endanger themselves or others.
- Volunteers shall raise concerns about possible wrongdoing witnessed and report incidents to the Volunteer Coordinator or Event/Committee Chair.

Dress Code

Clothing should be clean and appropriate for your assigned volunteer tasks. No offensive or controversial graphics or slogans may appear on clothing. Also, clothing choices should be age-appropriate and weather-appropriate in nature and should not be too revealing.

Grievances

We hope your volunteering experience with The Fly Arts Center is both enjoyable and fulfilling. However, we understand that sometimes things go wrong. If something happens that upsets you during your duties as a volunteer, please reach out directly to our President, Jody Barnes-Turner at presidentflyarts@gmail.com or 615-476-3274.

Day of Logistics

We have outlined some logistical areas that are commonly asked about by volunteers. The goal of this section is to help your volunteers plan their day.

Parking

Volunteer parking is available in public lot on east side of The Fly Arts Center building across South Main Street.

Arrivals

When you arrive you will want to check-in with your Event/Committee Chair at the front desk to the left of the front doors. Please arrive at your scheduled arrival time and try not to be late.

End of Shift

Before leaving, please help do any end of shift clean up, and checkout with your Event/Committee Chair.

Emergency Plan

During your first visit to The Fly Arts Center as a volunteer, please familiarize yourself with all emergency exits. In the case of an emergency, such as a fire, please exit the building safely and calmly. If needed, please call 911 for assistance.

In the event of extreme weather, such as a severe storm or tornado, please seek refuge in the basement storm shelter of the Bedford County Courthouse located one block away from The Fly Arts Center. The entrance for the storm shelter is on the east side (the side Pope's Restaurant is on) of the square.

Volunteer Benefits

We appreciate your time with us as a volunteer. To show our appreciation, we offer some benefits of volunteering.

- Giving back to the arts community not only feels great, but can have tax benefits. The Bedford County Arts Council is a registered 501(c)3 non-profit organization. As such, your volunteer hours qualify for tax deductions.
- Volunteering allows participants to work alongside other like-minded individuals interested in promoting the arts in our area.
- Volunteers have the opportunity to meet new people to forge friendships and professional networking connections within our community.
- Volunteers have the opportunity to gain experience and new skills, while helping promote the arts in our community.
- Volunteers become a part of our shared community and have the opportunity to connect with other artists and arts enthusiasts.
- Volunteers may also receive special recognition, discounts and advance access to classes and events.

Volunteer Roles

To see a full list of volunteer roles, please visit <https://flyartscenter.ludus.com/volunteering.php>.

Volunteer Tools

We use an online tool powered by Ludus to help facilitate our volunteer scheduling. This tool allows you to see all volunteering opportunities in real time and allows you to schedule yourself for specific time slots and activities. Please visit <https://flyartscenter.ludus.com/volunteering.php> to register as a volunteer.