

Winston-Salem Delta Fine Arts, Inc.

DELTA ARTS CENTER
Heritage Legacy Vision

2021 -22 WSDFA
Board of
Directors

Charmon Baker
Board President

Jacqueline Haynes
Immediate Past
President

**Daphne Holmes-
Johnson**
Vice President

Honorable Denise Hartsfield

Honorable Laurie Hutchins

Christopher Hinton

Roslyn Jones

Magalie Yacinthe

Evelyn Durham

Corry Brunson

Sherri Paysour

Dr. Deanne Wesley

Dear Community Volunteer,

Thank you for your interest in helping our organization meet some of its critical needs. Below is a wish list for the Delta Arts Center.

Task/Position:

Responsibilities:

Treasurer

Provide fiduciary care and stewardship over the organization's monetary assets. Create a fiscal budget for the organization. Ensure the bookkeeper receives all pertinent information concerning revenues and expenses. Explain financial reports at the monthly board meetings. Facilitate the payment of Vendors.

Recording Secretary

Listen to recorded board meetings and transcribe board meeting in our established format

Grant writer

Write grants to support our programming and operational needs. Utilizing our grant tracker and grant kit to keep all information organized and archived for future grants.

Fundraising

Send out personal notes to encourage donor giving. Call past donors to encourage new gifts. Provide in-person assistance with one of our quarterly fundraising events.

Human Resources

Provide support to the board as needed.

Technology Experts

Provide website design support as needed. Provide technical assistance with Audio/Visual equipment on site at the Delta Arts Center.

Marketing

Provide support with social media posts. Create marketing pieces for various events, announcements, and branding of our organization.

Facility Experts

Provide guidance and support on HVAC needs. Gather and analyze cost estimates for repairs.

Facility Rental Host

Host gallery renters and their guests. Open and close the facility after each rental.



2611 New Walkertown Rd. Winston-Salem, NC 27101
p.336.722.2625 web.www.deltaartscenter.org

IRS Tax Statement

In accordance with Internal Revenue Service Regulations, The Winston-Salem Delta Fine Arts, Inc. is a non-profit 501 (c) (3) organization and did not provide gifts or services in considerations of this gift.

The following one-off tasks are needed:

- Vault organizing--add shelving if possible - maintain a walk-through space
- Printer installation - we have 3; analyze which one is best
- Purging and scanning of old files- Use document retention guidelines
- Logging Art inventory
- Placing 50 plus pieces of Art in flat file drawers
- Organizing and pricing all Gift Shop items
- Data Entry -Merging Names of Contacts into (1) main data base
- Installation of a guest sign in kiosk
- Executive Director Office Cleaning and organizing
- Small Kitchen cleaning and organizing
- Reception Desk Assembly
- Creation of a new filing system for Reception Desk
- Rental Set up – arrange tables and chairs to meet the needs of the renter
- Utility room clean up and organizing
- Minor Landscaping – spreading pine needles or mulch
- Gardening – trimming shrub and pulling weeds in the flower bed

This list is only a few tasks that are needed at this time. Our list can change and evolve over time. Please continue to check-in with us regularly to see how you can help at the Delta Arts Center.

Thank you in advance!

Charmon Baker

Charmon M. Baker
Board Chair



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