

Sample LCC Job Descriptions

The following job descriptions are meant to serve as a guide for LCCs. Each LCC may tailor the roles to fit its needs. The MCC advises that job descriptions be drafted and adopted by members for each grant cycle. The below duties may be combined or broken down to smaller jobs.

Chair

- Oversees the grant-cycle process, and serves as advisor to other major council tasks led by fellow members, such as publicity, membership, fundraising and local council originated (LCO) projects.
- Ensures that all Conflict of Interest procedures are followed.
- Serves as the principal liaison with the MCC, receives all mail and email and disseminates all council related business to fellow members.
- Works with fellow members to set funding priorities and guidelines.
- Oversees the council review process and provides annual reports to the municipality.
- Ensures information entered into the LCC online office, is up-to-date, and accurate.
- Ensures that the council's annual report is completed on time each year.
- Works with fellow members to develop the work-plan for the council and implements the plan by calling meetings, setting agendas and facilitating discussions.
- Periodically evaluates the work of the LCC and alters future plans accordingly.
- Ensures that applicant queries and recipients' reimbursements are handled efficiently and accurately by serving as a public point of contact or ensuring that another member takes that responsibility (i.e. the Grants Coordinator fields questions about applications and the Treasurer fields question about reimbursements).

- Works with council members to maintain a strong relationship with the municipality and other community stakeholders in order to ensure the leadership in the community is aware and supportive of the LCC.
- Ensures that once his or her term expires, the transition to the next chair is smooth and effective.

Co-Chair

- Works with the Chair on all duties stated above and may share leadership over specific tasks as deemed appropriate. Tasks can be divided however the chair and co-chair see fit.

Treasurer

- Maintains accurate records of grants paid, grants unpaid, interest and fundraised monies and administrative expenses.
- Maintains ongoing contact with the municipal fiscal officer for record keeping.
- Meets with municipal financial officer in September to compare account records and complete required LCC Account Form.
- Ensures submission of LCC Account Form and accuracy of financial information.
- Keeps chair and fellow members informed of accounts.
- Works with the chair and/or special project coordinator to set project budgets and track income and expenses for LCO activities.

Secretary

- Records meeting minutes and submits them to the appropriate municipal authority in accordance with the open meeting law.
- Tracks membership contact information and keeps the information up-to-date on the member list in the LCC online office.
- Helps chair draft meeting agendas and distributes them to members prior to meetings.
- Drafts letters for all LCC applicant and recipient correspondence.
- Coordinates mailings and periodically checks council records to ensure they are up-to-date and organized.

- Ensures that all meetings are publically posted and filed with the city or town clerk with 48 hours advance notice for all meetings in accordance with the open meeting requirements.
- Works with city or town to ensure that five years worth of council records are appropriately maintained in accordance with Public Records Law.

Grants Coordinator

- Checks the council mailbox for applications leading up to the voting meeting.
- Sorts all application materials and checks for completeness.
- Organizes the distribution of applications to council members before the voting meeting whether it be printed packets for each member, a shared copy of all the applications that members sign out, or an electronic process of sharing, etc.).
- Informs new members of the review process and scoring process (if applicable).
- Enters grants and decisions into the LCC online office for the annual report to the MCC.
- Leads a meeting at the end of the grant cycle to review the efficiency of the review process.
- Annually reviews the score sheet the council uses to ensure that it aligns with the council's local guidelines and priorities.
- Organizes and leads a grant writing workshop or other informational opportunity for applicants with the support of the other council members.

Publicity Coordinator

- Helps to promote and increase awareness of the work of the LCC, the LCC program and community cultural activities.
- Maintains press and media relations, submits notices to local newspapers, radio and television for announcing grant cycle business, community input meetings, and other public events.
- Publicizes meeting notices, grant availability and awards on town hall bulletin board and other community venues.

- Oversees all publicity involving the LCC beyond grant cycle business, such as LCO projects, award ceremonies, fundraising activities and membership recruitment.
- Oversees production and distribution of all visibility materials (i.e. brochures, e-mail announcements, web content etc.) with help of fellow LCC members.
- Manages the council's MCC public webpage (updates photos and the "news & events" and "about" sections) and other media such as the council's own website, event calendar, Facebook page or Twitter account if applicable.

Advocacy Coordinator

- Oversees all advocacy work including coordinating legislative functions, inviting key stakeholders to LCC-funded events, organizing presentations to the municipality and other community and business leaders.
- Invites municipal and state officials to funded projects and/or council events and sends thank you notes to officials after events.
- Receives and shares Mass Culture Now bulletins and advocacy calls for action with the council, grantees and the broader community.
- Keeps track of good, impactful stories about LCC funded or council originated projects to share with elected leaders.
- Puts together the council's annual activity report for the Mayor/City Council/Board of Selectmen if applicable.

Education Coordinator

- Works with council members, the MCC, and local education officers to help enrich the education of Massachusetts students in the arts, humanities and interpretative sciences.
- Serves as an advisor to the MCC on local education-related matters and notifies the MCC about impending cuts or other changes in arts and cultural education in the local district.
- Runs school information sessions, handles school queries and disseminates information about the grant opportunities available to educators and their students

Special Projects Coordinator

- Works with fellow members to put on special events such as grantee receptions, LCO projects, fundraising functions, award ceremonies, advocacy days, etc.
- Oversees all aspects of the event or project, including the work-plan, tasks, timeline, and responsibilities of individual members and logistics involved.
- Heads special event subcommittees, including recruitment and supervision of special event volunteers.
- The coordinator is supported by the other key positions in carrying out the publicity and financing of the project. All members support the coordinator in implementing the event.

Fundraising Coordinator

- Works with fellow LCC members to develop a fundraising plan.
- Gathers information about prospective donors, including individuals, businesses, and government entities, and develops a plan for donor cultivation.
- Works with the Special Projects Coordinator on fundraising events and works with the Publicity and Advocacy Coordinators on letters of appeal and other legislative advocacy work.