

ORGANIZATIONAL STRUCTURE – Book Arts 2018 update

Working across the Commonwealth to unite communities of readers, writers, artists, and book lovers through year-round programs and partnership initiatives, **Virginia Center for the Book** recognizes the enduring power of literature, storytelling, and the book arts to engage in public dialogue and promote intercultural understanding.

Virginia Center for the Book is a program of **Virginia Humanities** (VH), an organization chartered by the **National Endowment for the Humanities** and governed by the **Virginia Humanities Board of Directors** (501c3) and the **University of Virginia's Office of Academic Outreach**. As a facility leased by the University of Virginia, Virginia Center for the Book is subject to university policies.

Among its statewide initiatives, recurring programs under the Center for the Book umbrella include the Virginia Festival of the Book, Letters About Literature, and the **Book Arts Program** (studio in Charlottesville).

The **Book Arts Program Director** reports to the VH Chief Operating Officer and has responsibilities to maintain a presence in the shop, enforce standards for upkeep of equipment, provide expertise and access for members, organize instructors and classes, and maintain the website and archive. The Program Director works in coordination with other Center staff, the Coordinating Committee, and the public to maintain a schedule of activities and keep members apprised of offerings.

The **Book Arts Coordinating Committee** is an advisory group with commissioned responsibilities in the regulation of Book Arts membership and its standards; proposing and executing collaborative projects that involve members and the public; offering educational opportunities; and hosting special events. As the committee operates in an advisory manner, all administrative, business, fundraising, and policy decisions in providing a facility that is safe and open to the public are determined by Virginia Humanities staff.

The Coordinating Committee is selected annually by a slate put forward from the committee to membership at an annual meeting and approved by Virginia Humanities. The Coordinating Committee elects its chair and chairs of at least three subcommittees: Membership, Education, Special Events.

All Coordinating Committee proposals for equipment, supplies, project needs, etc. are reviewed and approved by Program Director or Virginia Humanities staff. Routine payments like rent, telecommunications, staff wages, and utilities are also negotiated by Virginia Humanities and are paid with project funds. The Coordinating Committee receives an annual report on the state of its finances, with the opportunity to express concerns and propose projects with a sound cost-recovery structure to maintain and grow operating funds.

Member artists participate through collaborative project participation, instruction, or attending events and course offerings. Communication vehicles include a members email list-serve (for members only) and a newsletter distributed to a book arts list and the wider Center for the Book Community.

Funding for programming is derived through membership dues, class fees, sales, donations (auction and otherwise); funding is also provided directly from Virginia Humanities.

Virginia Humanities owns and maintains the equipment of the facility, which has been conveyed, acquired, or received by donations. Some equipment is stored on loan. Virginia Humanities, as a unit of UVa, is the agency of record accepting liability for accidents, responsibility for upkeep and maintenance of the facility and equipment, and the ability to meet financial obligations undertaken by the project. As a non-profit, VH can accept tax-deductible donations designated for the Book Arts.