

# ARTISTS' SOCIETY OF CANBERRA Inc.

## GUIDELINES FOR WORKGROUPS

### **CONVENOR'S ROLES AND RESPONSIBILITIES**

1. The Convenor of a Workgroup is a volunteer role. Ideally each Workgroup should have an Assistant Convenor, to the Convenor, to cover absences and illness, and to share the responsibilities.
2. Please inform the Workgroup Coordinator of the name of your Workgroup, its Convenor and Assistant Convenor, providing telephone and email contact information.
3. If the Workgroup expects to be involved in the purchase of any substantial item for their use, the Convenor must prepare a proposal, including quoted purchase prices, for approval by the Management Committee.

### **CONVENOR'S DUTIES**

4. Maintain an attendance record with an emergency contact for each participant for insurance and other purposes. A copy should also be filed in the appropriate folder in the studio.
5. Create and use an email address list to keep members informed of any changes to the group's schedule or for sending reminders.
6. Decide on the safe number of members for the workgroup, according to the activity being undertaken. The maximum number of participants using the Studio during any one session is 13.
7. If a lower number is deemed necessary, the Convenor is required to confer with the Workgroup Coordinator in order to ensure consideration is also given to other ASOC policies.
8. Manage a wait list and report to the Coordinator on a regular basis.
9. The extent to which Convenors actually organise a workgroup program is up to the Convenor and the Workgroup members. While some members might choose to participate in a collective activity or program, others might choose to work on their own projects.
10. Convenors are to ensure that **NO** donations of any kind be left in the studio. If members bring items to share with their group any excess must be removed from the studio at the end of that session.

## WORKGROUP FEES

11. **ALL** Workgroup participants must be financial members of ASOC.
12. **ALL** Workgroup participants, including the Convenor, are expected to make a contribution towards studio rent and equipment maintenance through the payment of fees.
13. Fees will apply to attendance at a Workgroup session of up to 4 hours - i.e. a morning, an afternoon or an evening, in the ASOC Studio.
14. The Workgroup Convenor should collect this fee in advance for the term from the Workgroup members and keep a record of who has paid.
15. The ASOC terms correspond with ACT School Terms. Current fees are attached in Schedule A.
16. Fee collection should be by the 3<sup>rd</sup> week of each Term.
17. The Workgroup Convenor must deposit monies whether by bank transfer or cash deposit to the ASOC Operational Account (Bendigo Bank **BSB**: 633000 **ACCOUNT**: 163574684)
18. As it is administratively burdensome to track individual payments made by Workgroup members, all payments **MUST** be made only through each Workgroup Convenor.
19. Convenors of new or irregular Workgroups should consult the Treasurer regarding how term fees should be transferred to the ASOC operational bank account.
20. A Workgroup Payment Form should be completed by the Convenor and either left in the studio locked box addressed to The Treasurer or scanned and emailed to [treasurer@asoc.net.au](mailto:treasurer@asoc.net.au) **by no later than the end of week 4 of each term.**
21. The Treasurer will provide a receipt to each Convenor indicating the total amount received from each Workgroup. If individual Workgroup members require a receipt for their fees, the Convenor should write this receipt at the time the fee is paid.
22. All members attending a Workgroup session must sign the attendance book in the studio to be covered by ASOCs' Public Liability Insurance Policy during their time in the studio.

23. If there is room in the Workgroup, new intending members may participate for up to two sessions paying the daily session fee only, to help them decide whether they would like to join ASOC and or the Workgroup.
24. Daily rates are not available to continuing members who must pay by the term.
25. If a participant joins a Workgroup mid term due to a vacancy the minimum payment for a term will be \$20.
26. If a participant is absent due to ill health or holidays etc they must pay the regular term fee to hold their place within the workgroup.
27. If a participant is absent for longer than 2 terms their place in the Workgroup will be forfeited and filled from the waiting list or advertised to all members.
28. Workgroups hiring a model will include the fee into the term costs and the Convenor will arrange payment to the model.

### **ACCESS TO THE STUDIO AND THE M16 ARTSPACE COMPLEX**

29. New Convenors must arrange to sign for and be issued with an M16 entry swipe card.
30. The Convenor is responsible for that swipe card's security and by implication, building security. This responsibility is **NOT** transferable so the M16 swipe cardholder must **NOT** loan their M16 swipe card to another person without signing over its associated responsibility to M16 Artspace security.
31. The record of swipe cardholders is held in the M16 Artspace office.
32. The M16 swipe card opens the front door and the security gate to the courtyard.
33. A new Workgroup Convenor must also obtain an ASOC Studio key from the Workgroup Coordinator or Studio Manager.
34. A replacement Convenor must arrange to have the previous Convenor's keys signed over to the replacement Convenor through the Workgroup Coordinator or Studio Manager.
35. Particular attention needs to be paid to locking the external door to the studio. If this door can be opened from the outside it not only

poses a threat to ASOC security but also to the security of the whole M16 Artspace.

36. Security of ASOCs property must be of prime concern. All valuable equipment must be stored out of view from the window. The urn, power boards, additional heating, fans and lights are turned off and the studio securely locked upon departure.

## **THE M16 ARTSPACE OFFICE**

37. The Administrative office of M16 Artspace is open on Wednesdays, Thursdays and Fridays from noon to 5pm. On those days, during those hours, the front entrance of M16 is open. If there is an exhibition in the gallery, the front door will also be open to the public on those days and weekends.
38. After hours departure via the front entrance may be made by pressing the green button on the right hand side of the front door that releases the electronic system when you appear under the detector at the door.
39. Contact details for M16 personnel are:  
Executive Director, [director@m16artspace.com](mailto:director@m16artspace.com);  
Exhibitions and Promotions Coordinator,  
[exhibitions@m16artspace.com](mailto:exhibitions@m16artspace.com);  
Office Administrator, [accounts@m16artspace.com](mailto:accounts@m16artspace.com);  
Marketing and Project Officer, [projects@m16artspace.com](mailto:projects@m16artspace.com)  
For general enquiries phone 02 62959438

## **STUDIO FURNISHING**

40. The Convenor should encourage all members of the Workgroup to take care of our furniture and equipment, using drop sheets on the tables and ensuring that any spillage is properly cleaned up immediately. Drop sheets on the floor should **NOT** be used, as they are a trip hazard.
41. Most of the tables and chairs your Workgroup uses can be left up for the next group. Any extra equipment used i.e. side tables, easels, backing boards must be returned **clean** to the storage container.
42. Any damage to furniture, equipment or fittings should be reported to the Studio Manager and the Workgroup Coordinator.

## **DISPOSAL OF WASTE**

43. Watercolor and acrylic wastes should be placed in the garbage.
44. Oils and solvents **must** be removed and disposed of by the artist.
45. The Convenor should ensure that all Workgroup members are aware of the danger of potentially toxic materials and the need to dispose of them outside the domains of the studio.

## **GARBAGE**

46. The Convenor should ensure that all Workgroup members put all rubbish in the bin provided. The bin should be emptied at the end of each session and a new bag inserted into the bin.
47. M16 skips are located in the parking lot on the opposite side of the building to ASOC.

## **FIRST AID**

48. There is a small first aid box in the studio located in the cupboard under the sink.
49. If a significant incident occurs please inform the ASOC President and COMPLETE AN INCIDENT REPORT.
50. M16 Main Office should be notified ASAP.
51. For insurance purposes, any incident requiring first aid should be noted in the attendance book. Please include the injured person's name, witness name and their contact details.

## **REFRESHMENTS**

52. A hot water device, microwave and refrigerator are provided. All supplies such as mugs, tea, coffee, milk, food etc are to be supplied by the member and are not to be left in the studio.

## **HEATING AND COOLING SYSTEMS**

53. M16 aims to be an energy efficient facility. When the air conditioning or the automated heating systems are running doors and window should remain closed. In the event the studio is too hot or cold please report the issue to M16 management.

## **DISPLAYING WORKGROUP ARTWORK**

54. Workgroups are encouraged to display their artwork on the pin boards located within the studio.
55. The Studio Manager will establish a roster, providing each workgroup with an equal opportunity to display their work.
56. Photos may also be sent to the Communications Officer for inclusion in the newsletter, web page and social media sites. [communications@asoc.net.au](mailto:communications@asoc.net.au)

## **WORKGROUP PUBLIC EXHIBITIONS**

57. Members publicly exhibiting their work should contact the Communications Officer who will promote their exhibition on the Web page and via Social Media.
58. Workgroups may wish to exhibit their work collectively or individually.
59. They may wish to exhibit under the ASOC banner and in doing so help promote ASOC to the wider community. In this case Workgroups are requested to raise this with the Management Committee.

## **NEWSLETTER and WEBSITE**

60. Convenors are encouraged to write brief reports on their group's activities or work in progress, as well as attach photos.
61. Vacancies can be advertised in the newsletter if not filled by ASOC members on the group's waiting list.
62. Convenors are required to provide a short description of the workgroup detailing its objective, the medium used and its approach to inform prospective members.

## **SCHEDULED CLEAN UPS**

63. Members must clean their workspace at the end of each session.
64. Workgroups are requested to follow a rostered timetable, which is established by the Studio Manager, for a monthly clean of the studio.

65. Occasionally members are requested to participate in a larger clean of the studio as required.

## **SCHEDULE A – WORKGROUP FEES 2022**

### **REGULAR WORKGROUPS**

Term Payment	\$50
Mid-Term Vacancy minimum	\$25
Casual use e.g. School Holidays	
Half Day	\$6
Full Day	\$12

### **IRREGULAR WORKGROUPS**

Half Day	\$6
Full Day	\$12