

Artists' Society of Canberra Inc

WORKGROUPS POLICY

INTRODUCTION

1. Workgroups are inscribed in the ASOC Constitution. They are highly valued by members for both access to studio space and for the opportunity to work with others and share artistic experiences. Each workgroup has a Convenor to manage daily running and a Workgroups Coordinator who oversees general operations.

PURPOSE

2. This policy has been developed to ensure that all members understand the obligations and responsibilities of workgroup membership.

DEFINITION

3. **A Workgroup** is a community of ASOC members meeting on a regular basis to practice art in an encouraging and supportive environment.
4. **A Convenor** undertakes the day-to-day running of each workgroup.
5. **A Coordinator** oversees the general management of all workgroups.

POLICY

OPERATIONS

6. Workgroups will be advertised in the ASOC newsletter and on the ASOC webpage.
7. All participants must be current members of ASOC.
8. The size of each Workgroup will depend upon the activity being undertaken and must consider the working safety and comfort of members. For Occupational Health and Safety reasons a maximum of 13 people are allowed in a Workgroup at any one time.
9. The Convenor will maintain a waiting list if the workgroup is fully booked. The Convenor should provide regular updates to those on the list and the Coordinator.
10. When vacancies become available the Convenor will notify the Coordinator. If the vacancy cannot be filled from the waiting list the Convenor should advertise in the member updates, the newsletter, social media and website.
11. If a member is invited to join a group due to a mid-term vacancy, then a minimum payment will apply. See **Schedule A**, Guidelines for Workgroups.

12. Workgroup Convenors and Assistant Convenors will be issued with a swipe card for entry to M16 and with a key for entry to the ASOC studio.
13. Workgroup Convenors are responsible for the safety of the keys and should advise the Workgroup Coordinator, ASOC Secretary and M16 if the keys are lost or if the Convenor changes. Such replacement swipe cards and keys will be at the Convenors expense.
14. Keys and swipe cards that are no longer required should be returned to the Coordinator.
15. The Convenor will collect emergency contact details at the start of each term. A copy of which should be left in the appropriate folder in the studio.
16. The Convenor will ensure that a weekly register is kept of attendees at the Workgroup to meet insurance requirements.
17. Workgroups will leave the studio in a clean and tidy state and observe the requirement to clean the studio on a rostered monthly schedule.
18. Workgroup Convenors will advise members of Health & Safety Policy and Accident Reporting Procedures and ensure report forms are correctly filled out.

FINANCE

19. 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.
20. The Workgroup Convenor should collect this fee in advance for the term from the Workgroup members and keep a record of who has paid.
21. Workgroups hiring a model will include the fee in the term costs and the Convenor will arrange payment to the model.
22. Fee Collection should be by the 3rd week of each Term.
23. The ASOC Payment Form should be completed by the Convenor and sent to the Treasurer by no later than the end of week 4 of each Term.
24. The Workgroup Convenor must deposit monies by bank transfer or cash deposit to the ASOC Operational Account. See the **Guidelines** for further details and the current fees for regular and irregular Workgroups.
25. As it is administratively burdensome to track individual payments made by Workgroup members, all payments **MUST** be made only through each Workgroup Convenor.
26. 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 provide this at the time the fee is paid.

STUDIO

27. The studio is available for four terms per year corresponding with ACT School Terms.
28. Use of the studio on weekends is subject to availability with priority given to Management Committee meetings, Member meetings, Workshops, make-up sessions for Workgroups, other bookings.
29. Where a Workgroup falls on a public holiday the Convenor will decide if the group will meet on that day or negotiate another date with the Coordinator and Calendar Manager.
30. Studio use by workgroups outside term time is by arrangement with the Workgroup Coordinator and Calendar Manager and will attract additional fees, except for make-up sessions. See **Schedule A** in the **Guidelines**.
31. Workgroup members will make themselves aware of and abide by the ASOC Health & Safety Policy.

PROMOTION

32. The work of each group is displayed in the studio on a rotating basis.
33. Workgroups may hold their own exhibitions outside the studio. Any workgroup intending to hold an exhibition using the ASOC name must

seek approval from the Management Committee for insurance reporting and appropriate marketing.

34. Post activity reports to Management Committee are encouraged to assist other groups with planning.
35. Advertising of exhibitions and workgroup artwork may be sent to the Communications Officer for posting on Social Media and in the newsletter.
36. Workgroup Convenors are requested to prepare a short activity statement for the Annual Report.
37. Workgroup members will be occasionally invited to present their work to the monthly Member's Meetings.

NEW WORKGROUPS

38. Proposals for new workgroups, may be made by completing the New Workgroup Request Form and forwarding to the Management Committee and the Workgroup Coordinator for consideration.