



ART WORKSHOP

ABN 41396335326

CHARTER

2020

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THE CANBERRA ART WORKSHOP (CAW) CHARTER

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1. INTRODUCTION

These guidelines are provided for Canberra Art Workshop (CAW) Committee Members, Art Group Convenors and other CAW Members acting in some capacity in the interests of CAW (eg on working parties or as delegates of CAW).

They are based on CAW's Mission, the requirements of our Constitution, the provisions of the lease with M16 and the general legal environment within which CAW operates.

The CAW is a volunteer Association, governed by a Committee. Committee members, including office bearers, are elected by the membership at the Annual General Meeting and serve a one-year term. Committee members may be released at the end of the elected term, by resigning or otherwise in accordance with CAW's Constitution.

The Committee and members are protected by a combination of CAW's limited liability, a public liability insurance policy and guidelines such as in this paper setting out roles and responsibilities.

Art Groups are the core of CAW's activities and are run by Convenors, sometimes with the assistance of other volunteers. The Convenor is an agent of the Committee responsible for the proper management of the Art Group and therefore plays an important part in being accountable for CAW's operations.

Other activities include annual Exhibitions, regular Tutored Classes and Workshops and occasional seminars and presentations.

Volunteer Teams of members are formed to undertake the work involved in various activities, such as Events, Communications, Exhibitions and Membership.

2. INCORPORATION

In 1957, The Canberra Art Workshop was incorporated under the ACT Associations Incorporation Act 1991 (Association number A00028).

Incorporation provides certain benefits through providing a legal entity, but it also places obligations on the association, particularly committee members. As a legal entity an association is separate and distinct from individual members. This means CAW can:

- continue, even though its members may change
- acquire, hold and dispose of property
- sue or be sued
- enter into and enforce contracts in its own name.

NOTE: An association must seek written approval of Access Canberra if it is proposing to invite a person, other than a member of the Association or an applicant for membership, to invest money with the Association; or receive money from such a person for investment with the Association.

3. PRIVACY POLICY

- The CAW is committed to protecting the privacy of all members and clients.
- The CAW only collects personally identifiable information in relation to membership and registration for its activities, in order to comply with the CAW Constitution and other legal requirements, when such members, applicant members or registrants provide such information on a voluntary basis. This information may be supplied via the CAW website or by submitting emails and/or online forms.
- CAW does not sell personal information or pass on online personal information out of its control.
- The CAW will hold and process such personal information only for its own internal business purposes. Access to the CAW database containing personal information is restricted to CAW Committee Members, Convenors, Team Members and the Bookkeeper.
- The CAW uses members' email addresses to provide Association information including newsletters. CAW uses G-mail to carry out its correspondence. CAW uses a third party provider, Mail Merge, to deliver its newsletters. This tool gathers statistics around email opening and clicks using industry standard technologies to help CAW monitor and improve its process.

- CAW may also use supplied telephone numbers and postal addresses to make contact regarding membership status and other matters relevant to CAW services and/or the information collected.
- CAW may provide hyperlinks to websites of third parties. Please note that this privacy statement applies only to the contents of the CAW website and not to those websites to which CAW may provide a link.

4. CAW CODE OF CONDUCT

Legal, Ethical and Professional Conduct

At all times CAW Officers and members will:

- Comply with all laws, regulations, CAW Constitution bylaws, policies and procedures.
- Demonstrate ethical and professional conduct at all times to maintain the confidence of the membership and the public. This commitment includes proper use of authority and appropriate group and individual behaviours when serving the CAW.
- Deal with outside entities or individuals, members and with each other with courtesy, and fair play, ensuring ethically and open communication.
- Be loyal to the interest of the membership over and above:
 - loyalty to other groups including membership on other boards or staffs
 - personal interest acting as an individual consumer of the CAW's services
- Not conduct private business or personal services within the Association (exceptions may occur only when there is transparency and equal access to information).
- Not use their positions to obtain advantages within the Association for themselves or their family.
- Not exert any individual authority over the Association except with the agreement of the Committee.

Disclosure of Interests – Potential, Perceived and Real Conflicts of Interests

At all times CAW Officers and members will:

- Identify and avoid any potential, perceived and real conflicts of interest.
- Declare any potential, perceived and real conflicts of interest on recognising it and enable the meeting to decide whether they should temporarily withdraw from deliberation, voting and access to applicable information.
- Not take part in any decision-making when they have a direct or indirect pecuniary interest relating to a contract (or proposed contract) that the Association is or may be a party to. Failure to discuss a pecuniary interest in a contract may mean the member

is liable to the Association for any direct or indirect profit, or any damage or loss by the Association incurred as a result of the failure to disclose)

- Not establish any art-related business venture in close proximity to the CAW studio (within 5 kilometres).

NOTE: a conflict of interest may also arise if a relative, friend or associate stands to make a financial or other gain or loss from any decision or action taken by the CAW and thus must be disclosed.

6. COMMITTEE MEMBER'S RESPONSIBILITIES

Committee members are responsible for:

- Pursuing the Association's mission and objectives through the ethical, effective and efficient management of the CAW.
- Being appropriately informed about, the CAW's business and organisational structure, including recommending reforms in good faith.
- Ensuring compliance with all laws and regulations.
- Reviewing the Constitution and bylaws and recommending amendment where appropriate.
- Participating in the Committee's deliberations and decision making on, and monitoring of, matters of policy, finance, programs, advocacy and internal / external communications.
- Maintaining a register of members and making it available for inspection by members;
- Determining applicants for life membership (to be accepted by members at the Annual General Meeting (AGM) based on the length of time and effectiveness of the member's voluntary work for the CAW.
- Developing and maintaining positive relations among the Committees, Convenors and other volunteers, and the membership community to enhance CAW's mission.
- The enhancement of CAW's image by being active and visible in the community and by working closely with other professional, community and private organisations.
- Selecting three members to service on the Mavis Hall Trust, to include the President, Treasurer and one other member.

NOTE: Committee members may be prosecuted if they do not take all reasonable steps to ensure the Association complies with the Act.

7. ROLE DESCRIPTIONS

7.1 *President*

Overview

- Serves as CAW's primary spokesperson to the members, the arts community, the general public and the media in order to promote its purpose and increase the overall visibility of the CAW.
- Provides sound governance and leadership to the CAW and the Committee, recognising all volunteer contributions to the CAW.
- Establishes and maintains relationships with various arts organisations and utilises those relationships to strategically enhance CAW's Mission.

Responsible for:

- chairing meetings of the Committee and broader membership
- ensuring the Committee adheres to CAW's constitution and bylaws
- keeping the Committee's activities focused on CAW's business and mission
- encouraging Committee members to participate in meetings, subcommittees and other activities
- serving as an ex officio member of sub-committees and attending meetings as appropriate
- signing Committee minutes to attest to their accuracy
- evaluating the effectiveness of the Committee's decision-making process;
- ensuring the resolution of internal disputes
- acting as one of the signing officers for documents, such as contracts and grant applications
- playing a leading role in supporting fundraising activities
- orientating the new President
- serving on the Mavis Hall Trust.

7.2 *Vice-President*

Responsible for:

- acting in the absence of the President
- keeping informed on key issues and working closely as advisor to the President
- serving as an ex officio member of sub-committees and attending meetings as appropriate

- serving as Chair of the Exhibition Committee
- acting as one of the signing officers for documents, such as contracts and grant applications
- serving as the studio manager, ensuring maintenance and cleanliness;
- orientating the new Vice-President.

7.3 Secretary & Assistant Secretary

Overview

- Responsible for the good governance of all CAW operations.
- Lead CAW in a manner that supports and guides the mission as defined by the Committee, including the effective administration of its operations.
- Direct the development of CAW's annual operational plan, with a view to ensuring a range of attractive programs, including Art Groups, exhibitions, workshops and other events.

Responsible for:

Governance

- ensuring compliance with all legislation, regulations. the M16 lease conditions and the Constitution, including conduct the AGM and the annual Committee elections
- communicating, in a timely and accurate manner, information necessary for the Committee to function properly and to make informed decisions
- actively engaging with, and energising, CAW's Convenors, sub-committees and other volunteers
- maintaining copies of the CAW's Constitution, bylaws and policy statements
- signing all notes, agreements and other instruments made and entered into and on behalf of the Association
- keeping accurate records and lists of officers, Committee members, sub-committees and General Membership
- orientating new Committee members.

Committee Meetings:

- notifying Committee members of meetings including preparing and distributing agendas and papers (one week in advance)
- ensuring a quorum at all meetings
- keeping accurate minutes of meetings including recording attendance, all motions, decisions and amendments

- distributing copies of minutes to Committee Members promptly after meetings
- ensuring copies of all minutes are kept and the President signs to attest to their accuracy
- chairing Committee meetings where appropriate.

Annual General Meeting (AGM) (to be held within 5 months of the end of the financial year)

- preparing the Annual report
- notifying all members of the AGM including preparing and distributing agendas and papers (so that members have access to the annual report and financial statements at least 14 days in advance)
- ensuring a quorum at all meetings
- keeping accurate minutes of meetings including recording attendance, all motions, decisions and amendments
- ensuring copies of all minutes are kept and the President signs to attest to their accuracy
- chairing the AGM where appropriate.

Strategic Planning

- reviewing and administering implementation of the annual operational plan in consultation with the Committee
- delegating management of all activities to the relevant sub-committees.

Correspondence and Communication

- reviewing and improving all aspects of communications (g-mail, newsletter, social media) with the goal of creating a stronger CAW brand
- dealing with general correspondence (PO Box, studio box and g-mail) and keeping appropriate records.

7.4 Treasurer

Overview

- Ensures the fiscal integrity of the CAW, including preparation of the annual budget and financial statements, which accurately reflect the financial condition of CAW.
- Ensures fiscal management that anticipates operating within the approved budget; ensuring maximum resource utilisation and maintenance of the Association in a positive financial position.
- Expands revenue generation and fundraising activities to support existing program operations and foster expansion.

Responsible for:

- overseeing, in conjunction with the Bookkeeper, the financial functions of the CAW and providing reports on the financial state of the Association at all Committee meetings and the AGM
- maintaining financial records that explain the association's transactions and its financial position
- directing, in conjunction with the Bookkeeper, an independent audit from an approved auditor and ensuring presentation at the AGM of the statement of accounts for the most recently ended financial
- ensuring an annual report for the AGM (to be available to members at least 14 days before the AGM) signed by two current committee members that includes: name of each committee member during the financial year; the principal activities of the association; the association's net profit and loss during that year
- prepares the annual budget and reporting results regularly at Committee meetings
- reviewing the annual membership fee and making recommendations to the Committee
- reviewing and implementing contracts for services after consultation with the Committee
- making all payments and keeping accurate accounts of all receipts and disbursements;
- ensuring all necessary financial reports are filed
- signing all notes, agreements, and other instruments made and entered into and on behalf of the CAW
- orientating the new Treasurer
- serving on the Mavis Hall Trust.

7.5 Membership Liaison

Overview

1. Responsible for the official CAW Membership List, including registration of all new and renewing members and relevant correspondence.
2. Responsible for the active engagement of CAW's Members and Convenors.
3. Responsible for conducting the annual Membership Survey.

Responsible for:

- maintaining and updating an accurate list of the General Membership in compliance with the Constitution, including full name, address, email, phone(s), dates of joining, date of ceasing (when applicable), date and amount of payment and other demographic statistics
- checking relevant correspondence (PO Box, studio box and g-mail) regularly for new membership applications and dealing with them promptly
- corresponding with all new and renewing members to welcome them and advise them of CAW services
- liaising with Convenors in respect of member issues including preparing a list of financial members for Convenors and for placement in the studio
- preparing the annual Membership Application Form, in consultation with the Secretary
- convening the annual ComConE (Convenor meeting), in consultation with the Committee
- preparing the annual membership questionnaire, in consultation with the Committee, including distributing, analysing and reporting results to the Committee
- maintaining an updated list of models including checking the mail for new applicants.

NOTE: The Membership Liaison will also be a Convenor, if possible.

7.6 Communications Liaison (Team)

All Committee Members and Art group Comms Liaison Officers will be responsible for providing items for CAW News, including details of forthcoming events, photos from the Art Groups to the Member Liaison Representative for distribution to CAW public information channels.

Overview

- Implementation of the CAW's internal and external communications, marketing and advocacy strategy, including Social Media sites, in consultation with the Committee.
- Prepare written material to assist Committee members to implement CAW communications.

- Communicate with members, potential members, the arts industry and community generally.

Responsible for:

- maintaining the currency and integrity of the CAW's social media sites
- liaising with the Events Team and Art Group Communications Liaison officers to ensure a stream of new images depicting current activities
- selection of images and text to keep CAW's Social Media sites up-to-date with interesting information
- liaising with the web manager to ensure the CAW's website is continually updated with topical information which is attractive to members and the general public.
- developing written and photographic content, including proofing and editing, of core member information, including:
 - annual reports
 - monthly newsletters
 - brochures
 - proposals, such as for grant requests and fundraising programs
 - proposals for exhibition venues
 - scripts for presentations and videos
 - media briefings and engagements

8.7 Exhibitions Liaison (Team)

Overview

- The efficient management of the Exhibition program (generally 2 per year)

Responsible for:

- managing the annual exhibition calendar
- booking exhibition venues, curator and professional hanger
- preparing exhibition budget including determining entry fee (based on breakeven result)
- producing exhibition entry forms
- producing and proofing posters for printing
- promoting the program through displayed posters in CAW studio; CAW website and newsletters

- managing the registration process including maintenance of entrant data base, relevant correspondence and monitoring payments
- liaising with the venue re arrangements, such as the opening etc
- managing the opening including the presentation, merit awards and refreshments
- managing the exhibition, including acceptance and installation of works, preparation and oversight of rosters, de-installation and pickup of works
- reconciling payments, including venue/curator/hanger fee etc
- writing thank you emails where appropriate
- preparing and posting a calendar for Art Groups' display on CAW Studio walls.

8.8 Events Liaison (Team)

Overview

- The efficient management of the tutored workshop program (generally 10 per year).

Responsible for:

- managing the annual workshop calendar
- selecting tutors and confirming all details in the Tutor Agreement and the Program, including contact details, fees, title and scope of the workshop etc. (generally undertaken in 2 6-month tranches)
- organising the tutor to provide information for promotional material (website and poster):
 - short workshop title (approx. 20 characters)
 - description of workshop (approx. 120 words) including participant level
 - a high resolution image of artist's work with title
 - artist bio (approx. 120 words)
 - materials list.
- preparing workshop budgets including determining participant fee (based on breakeven at 50% of expected participants)
- producing and proofing posters for printing
- promoting the program through displayed posters in CAW studio, CAW website, CAW social media sites and newsletters
- managing the registration process including maintenance of participant data base/ waiting lists, relevant correspondence (as per the correspondence schedule) and monitoring payments
- liaising with the tutor re arrangements, last minute queries etc

- managing the workshop including welcoming tutor and participants, organising refreshments, assisting with setup/clean-up, photography for communication channels
- reconciling payments, including tutor fee etc
- writing thankyou emails to tutor and send Survey Monkey Feedback survey to participants.

8. PUBLIC OFFICER (INDEPENDENT FROM THE ROLE OF A COMMITTEE MEMBER)

Overview

- Responsible for lodgement of the annual return, any amendments to the Constitution and any change of Committee membership with the ACT Corporate Registry (Access Canberra).

Responsible for:

- filing amendments to the Constitution and bylaws and other incorporating documents with the ACT Corporate Registry
- filing the annual return with the ACT Corporate Registry within six months of the end of the financial year including:
 - the reviewed or audited statement of the association's accounts
 - a copy of the report for those accounts, and
 - the annual return signed by two current members of the committee and the public officer that the association has complied with the Act
- notifying the ACT Corporate Registry within one month whenever the committee or public officer changes, including change to committee membership or to a committee member's name and/or residential address.

NOTE: If annual returns are not lodged for two years, Access Canberra may cancel the association's incorporation and seize the assets of the association.

9 ART GROUP CONVENORS

Overview

- As agents or delegates of the Committee, a Convenor is responsible for the administration and management of their Art Group, including collection of term and model fees.
- The Committee recognises the Convenor as the first point of contact for communications and information with members.

Responsible for:

Art Group

- ensuring the Art Group adheres to its advertised activity and that all advertised details are accurate (web, newsletters, application form etc)
- advising the Committee if any change occurs, including a change of Convenor
- informing the Committee of maximum Art Group numbers (20 members) and the need to maintain a waiting list if numbers exceed 20; or if numbers are low or unsustainable
- appointing a Comms Liaison Officer (see 8.9 above)

Participants

- maintaining a list of Art Group participants in consultation with the Treasurer and Member Liaison Officer
- ensuring all Art Group participants are financial members of CAW (participants are permitted one free trial before joining CAW and/or paying term fees)
- maintaining session attendance records for the purposes of insurance and monetary control
- welcoming new members regardless of disability, race or other characteristic, and showing them around the studio and M16 premises (as Convenors are often the first contact)
- using discretion to accept visitors to an Art Group and if they are likely to join as a result.

Fees

- ensuring participants have paid membership fees, term fees and, where relevant, model fees
- setting up a system for shared payment of refreshments
- ensuring that all collected moneys are deposited in the CAW Bank Account including advising the treasurer of the amount and reason for each deposit.

NOTE: Any surplus at the end of the term can be paid to the CAW or used for the Art Group at the Convenor's discretion.

Models

- paying the agreed model fee at each session:
Portrait and Life Drawing model fees: \$40 per hour over whole session (eg \$120 for 3 hours) (revised January 2020)
- accessing the list of models prepared by the Secretary and Member Liaison Officer

- providing adequate privacy for life model
- ensuring all members treat the model with respect including dealing with any offensive behaviour as appropriate (an apology, reporting etc)
- ensuring there is no photography of life models and that permission of a portrait model be obtained before taking a photo.

Studio

- ensuring all studio activities are carried out with due and reasonable care and not negligently
- ensuring the studio is left clean and tidy after each Art Group (required by the M16 rental agreement).

Work Health and Safety

- reporting any accident as soon as practicable to the President and/or Secretary including addressing concerns or questions to them.

ComConE

- attending the annual ComConE (get-together) with the Committee to share information and to better inform the Committee of issues and requirements.

Access to M16

- The sliding doors at the main entrance are set to open automatically between 9am and 5pm Monday to Friday.
- Convenors can have access to swipe cards which provide 24 hour access.
- Convenors also have a CAW Studio key and are responsible for ensuring access for all participants if outside opening hours; a doorbell has been installed for this purpose.
- The CAW studio door must be locked and all external doors operated by CAW must be closed at the end of the session.
- Convenors are accountable for swipe cards and studio keys.