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# CHARTER

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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

#### 4.1 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.

## 4.2 Disclosure of Interests – Potential, Perceived & Real

**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.

## 4.3 Model Payments to Convenors

Money is transferred to the bank accounts of Art Group Convenors where payment of a model is relevant. The amount is calculated on the basis of an hourly fee for portrait and life models (currently \$40). The payments are made in advance to cover all art group sessions within the payment period. Accurate records of the payments are maintained by the Treasurer.

At all times, Convenors will:

- use the money solely for payment of a model engaged to sit for the whole session
- advise the Treasurer if the model does not show up for the session, so that the next payment can be adjusted accordingly
- not pay art group attendees sitting casually if, for example, the model does not show up.

## 5. 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.

## 6. Role Descriptions

### 6.1 President

#### Responsible for:

- providing sound governance and leadership
- serving as primary spokesperson to promote CAW including maintaining relationships with other arts organisations
- ensuring the Committee adheres to CAW's constitution and bylaws
- chairing meetings of the Committee and broader membership
- keeping the Committee's activities focused on CAW's business and mission
- encouraging Committee members to participate in all activities

- signing Committee minutes to attest to their accuracy
- evaluating the effectiveness of the Committee's decision-making process;
- attending team meetings as appropriate in an ex-officio capacity
- ensuring the resolution of internal disputes
- acting as one of the signing officers for all documents
- playing a leading role in supporting fundraising activities
- serving on the Mavis Hall Trust

## **6.2 Vice-President**

### **Responsible for:**

- acting in the absence of the President
- keeping informed on key issues and working closely as advisor to the President
- attending team meetings as appropriate in an ex-officio capacity
- acting as one of the signing officers for all documents
- serving as the studio manager, ensuring maintenance and cleanliness;

## **6.3 Secretary & Assistant Secretary**

### **Overview**

#### ***Governance***

- ensuring good governance and effective administration of CAW's operations
- ensuring compliance with all legislation, regulations, lease conditions and the Constitution, including maintaining copies of the CAW's Constitution, bylaws and policy statements and keeping accurate records of all minutes
- developing the annual operational plan with a view to providing a range of programs
- arranging Committee meetings and communicating information necessary for the Committee to make informed decisions
- dealing with general correspondence (PO Box, studio box and g-mail) and keeping appropriate records
- preparing the Annual Report and conducting the AGM and the annual Committee elections; notifying all members of the AGM including making agendas and papers available to all members at least 14 days in advance
- engaging with CAW's Convenors, teams and other volunteers
- acting as one of the signing officers for all documents
- orientating new Committee members

## 6.4 Treasurer

### Responsible for:

- overseeing, in conjunction with the Bookkeeper, the financial functions of the CAW and providing reports on its financial state at all Committee meetings and the AGM
- preparing the annual budget and reporting results regularly at Committee meetings
- making all payments and keeping accurate accounts of all receipts and disbursements, including ensuring the Association's insurance policies are current
- ensuring all necessary financial reports are filed
- maintaining the database of members to ensure it is up-to-date at all times
- reviewing the annual membership fee and making recommendations to the Committee
- directing, in conjunction with the Bookkeeper, an independent audit from an approved auditor and ensuring presentation at the AGM of the statement of accounts
- reviewing and implementing contracts for services after consultation with the Committee
- acting as one of the signing officers for all documents
- checking relevant correspondence (PO Box, studio box and g-mail) regularly relevant mail
- serving on the Mavis Hall Trust.

## 7. Public Officer

(independent from the role of a committee member)

### Responsible for:

- lodging the annual return with the ACT Corporate Registry (Access Canberra) within six months of the end of the financial year including
  - the reviewed or audited statement of the association's accounts signed by two current members of the committee and the public officer that the association has complied with the Act
  - amendments to the Constitution
  - changes to Committee membership whenever the committee or public officer changes, including change to committee membership or to a committee member's name and/or residential address (within 1 month)

**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.

## 8. Other Volunteer Roles

### 8.1 Membership Liaison

#### Responsible for:

- maintaining, in conjunction with the Treasurer, an up-to-date list of the General Membership in compliance with the Constitution
- corresponding with members and potential members (canberraartworkshop@gmail.com)
- preparing the annual membership survey, in consultation with the Committee, including distributing, analysing and reporting results to the Committee

### 8.2 Model Liaison

#### Responsible for

- maintaining an updated list of models
- corresponding with existing and potential models
- convening a bi-annual training workshop for models

### 8.3 Communications Team

#### Responsible for:

- developing CAW's internal and external communications, marketing and advocacy strategies, including Social Media sites (including annual reports, newsletters, brochures, grant requests, proposal for exhibition venues, media briefings)
- ensuring a stream of new images depicting current activities to keep CAW's Social Media sites up-to-date, including liaising with the Events Team and Art Groups to select images and text
- 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.

NB: All Committee Members and Art group Comms Liaison Officers will be responsible for providing items for the CAW Blog, including details of forthcoming events, photos from the Art Groups etc.

### 8.4 Exhibitions Team

#### Responsible for:

- managing the annual exhibition calendar (2-3 years in advance)
- booking and liaising with exhibition venues, curators and professional hangers and managing venue re arrangements, such as the opening etc
- preparing the annual exhibition budget, in consultation with the Treasurer, and reconciling revenue/expenditure

- managing the registration process including creation of forms (in consultation with the web manager), maintaining relevant data bases and correspondence
- promoting the program through posters, website, social media and newsletters
- managing the exhibition, including acceptance and installation of works, the opening, preparation and oversight of rosters, de-installation and pickup of works
- writing thank you emails where appropriate
- providing images to the web manager for the Online Gallery
- preparing and posting a calendar for Art Groups' Studio Gallery

## 8.5 Events Team

### Responsible for:

- managing the annual workshop, tutored classes and art group programs (including the Studio Gallery Wall rotating exhibition roster)
- selecting and liaising with tutors including managing the Tutor Agreements and all other relevant information
- preparing the workshop/tutored classes program budget, in consultation with the Treasurer, and reconciling revenue/expenditure
- managing the art group bookings
- convening the annual ComConE get-together between convenors and committee members
- promoting the programs through posters, website, social media and newsletters
- managing the registration processes including maintenance of participant data base/waiting lists, relevant correspondence and monitoring payments
- managing the events
- writing thankyou emails to tutor and seeking feedback from participants

## 8.6 Art Group Convenors

### Responsible for:

#### *Art Group*

- managing their Art Group including attendances
- acting as the first point of contact with new members
- ensuring COVID-19 regulations are adhered to according to the CAW COVID-19 Plan
- ensuring all advertised details are accurate (web, newsletters, booking forms etc)
- advising the Committee if any change occurs including a change of Convenor

#### *Participants*

- maintaining a list of Art Group attendees in consultation with the Treasurer and Member Liaison Officer

- ensuring all Art Group attendees are financial members of CAW (NB: booking is only open to CAW members)
- maintaining session attendance records
- welcoming new members regardless of disability, race or other characteristic

### ***Fees***

- ensuring participants have paid membership fees, art group fees and, where relevant, model fees, in consultation with the Treasurer (NB: booking is online and required prospective payment for each session)

### ***Models***

- paying the agreed model fee at each session (see para 4.3 above re policy)
- accessing the list of models prepared by the Model Liaison Officer
- providing adequate privacy for life model
- ensuring all members treat the model with respect including dealing with any offensive behaviour as appropriate
- 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
- ensuring the studio is left clean and tidy after each Art Group

### **Work Health and Safety**

- reporting any accident as soon as practicable to the President and/or Secretary

### ***ComConE***

- attending the annual ComConE with the Committee to share information

### ***Access to M16***

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