



# Operational Policy & Guidelines 2016-2017

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NB: This document will be reviewed annually to reflect the changing requirements of The Makers Studio Central Coast Association Inc. and will be available online, at the studio premises or on request.

## **1. Introduction**

This document contains the operational policy & guidelines that will inform the work of the TMS. It provides the framework for the Committee to conduct Association business and the processes informing TMS membership accessing the TMS facility located at 8 Russell Drysdale St East Gosford.

This document will be reviewed on an annual basis & revised where necessary to reflect the changing needs of the membership and facility requirements.

## 2. Code of Conduct

All programs and interactions undertaken by The Makers Studio Central Coast Inc. are underpinned by fairness, respect, integrity & responsibility.

These values will be demonstrated by Committee, the membership and facilitators working with The Makers Studio (TMS) by:

- Being consistently honest;
- Being trustworthy & accountable;
- Being courteous & respectful;
- Making decisions which are fair, transparent and consistent;
- Maintaining collegial & professional relationships;
- Working collaboratively with colleagues, the community and other stakeholders
- Work collaboratively to develop and deliver on our goals
- Maintaining currency as it relates to contemporary culture, government policy, industry, and community needs;
- Seeking to provide an environment of inclusivity;
- Respecting Aboriginal people and their right to cultural ownership and more generally the diversity of opinion and knowledge.

### 2.1 What is the Intention of the Code?

The aim of the code is to provide an ethical framework for decisions and actions and to provide a common understanding of the standards of behaviour that are required to demonstrate and maintain the high standing and effectiveness of TMS respected as a community based association.

It also demonstrates the commitment of the membership to work together in studio facilities that are effective, safe and respectful for all.

### 2.2 Who does it apply to?

The code applies to all members of the association and its management Committee. The TMS also requires all facilitators and workshop participants working with members & the community to demonstrate the same values.

### 2.3 Studio Facility Culture

TMS seeks to provide studio facilities based on fairness and transparency free of discrimination, harassment or vilification.

Behaving with empathy, dignity and respect focuses and builds positive interactions and helps to promote the interests of TMS.

### 2.4 Duty of Care

TMS has a legal obligation to provide an environment that is safe.

TMS maintains a public liability insurance with Local Community Insurance Services as part of its obligations.

Facilitators responsible for conducting workshops will take reasonable care when undertaking tasks to provide appropriate supervision as part of the training process.

## **2.5 Complaints**

TMS encourages all members to settle internal concerns directly and through a process of discussion and negotiation with the persons concerned. The next step if a resolution cannot be achieved is to seek the support of the Committee.

Complaints or grievances relating to the Committee should be addressed in writing to The Secretary. All complaints received by the Committee will be confidential, fair or impartial, and timely.

Complaints or grievances regarding the management of TMS can be raised with the Department of Fair Trading where there is a belief that the Committee is not acting in accordance with the *Incorporation Associations Act 2009*.

## **2.6 Conflict of Interest**

TMS will maintain a 'Register of Pecuniary Interest' as it relates to current Committee members and will be available to any financial members on request.

Conflict of interest, either perceived or real, should be entered onto the register. When such a conflict of interest is declared occurs the individual(s) will be required to remove her/himself from the decision making process.

## **2.7 Electronic Communications**

TMS will maintain electronic communications and social networking sites for the benefit of its membership and followers. These sites and the sharing of any information by members must be used in a manner that reflects the good standing of the association.

## **2.8 Gifts or Benefits**

From time to time Committee members may be offered a gift or benefit. Gifts or benefits with little commercial value (e.g. calendar, bottle of wine) and are of a personal nature may be retained for personal use without declaration.

All other gifts must be declared and lodged with the Committee for discussion at the next meeting and inclusion on the assets register and marked as a donation.

It is important that the acceptance of gifts does not influence the decision making of the TMS away from achieving its stated goals.

## **2.9 Fair Use of Resources**

It is understood that Committee, members and workshop facilitators and participants will use the resources of TMS from time to time. Using these resources must be balanced against the following considerations ensuring the usage does not:

- Interfere with the efficient operations of the association;
- Negatively impact on the users work or participation;
- Contravene any TMS policies;
- Impose any noticeable additional costs to TMS.

## 2.10 Consequences

Depending upon the circumstances, non-compliance with this code of conduct may constitute a breach of membership and lead to disciplinary action or termination of membership.

### **3. Role & Responsibilities of the TMS Management Committee**

#### **Committee Positions and Role Descriptions**

The Makers Studio Central Coast Inc. Management Committee structure has been established and based on the Model Constitution (provided by Department of Fair Trading) and includes the following positions:

- President (Chair);
- Vice President (Deputy Chair);
- Treasurer;
- Secretary; and
- Four or five General Committee members

The success of any Committee is dependent on its members' commitment and willingness to participate in the activities identified in its 'business plan'. Effective committees are strong collaborative teams who focus on achieving outcomes.

#### **The President (Chair)**

Charged with providing leadership and direction to the Committee, the President is responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of TMS. S/he also works to optimize the relationship between the Committee, volunteers and other members, and to achieve TMS's agreed goals. The President is generally the spokesperson for TMS and should work to maintain key relationships within and outside of the Association.

#### **The Vice President (Vice Chair)**

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's role where needed.

The Vice President is responsible for assisting the President to fulfil her/his responsibilities for the governance and success of TMS. This may mean chairing meetings at short notice. At times the Vice President will need to work with the President to help her/him understand concerns and alternative points of view within the membership.

#### **The Treasurer**

The Treasurer is responsible for the financial supervision of TMS to allow the Committee to provide good governance of the Association. The Treasurer provides a statement of the annual budget, including management of grant funds & micro loans, financial planning for organisational projects, and monitoring the organisations revenue and expenditure. It is desirable that the Treasurer is well organized and possesses a reasonable level of financial expertise.

## **The Secretary**

The Secretary is responsible for the documentation and communication of the activities of the Committee. The Secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Amongst the Secretary's tasks are to prepare agendas, prepare and distribute minutes, receive and disseminate correspondence to and from TMS.

This role can be split into two roles (i.e. Minutes Secretary & Correspondence Secretary) to support the management of communications and the potential volume of work.

## **The Public Officer**

The Public Officer is appointed by the Committee and is not elected by the members of an incorporated association.

Generally this person needs to be a resident of the state and over the age of 18. In short, the Public Officer provides the liaison between the organisation and the Department of Fair Trading, Australian Business Register & the Australian Taxation Office.

## **General Committee Member**

The role of a General Committee member is to support the goals of TMS and actively participate in any projects identified and agreed by the Committee.

Portfolio responsibilities may be appointed from time to time based on the volume of activities taken on by the TMS (e.g. membership co-ordinator, newsletter co-ordinator, media officer, trade account manager).

A portfolio role and responsibility will be discussed and determined by Committee as required.

Refer to **Annexure A** for details on these roles.

### 3.1 TMS Management Committee Executive

The TMS Management Committee Executive is made up of four key positions – the President, the Vice President, the Treasurer and the Secretary.

The Executive is responsible for managing the Lease Agreement with the Gosford City & Narara Lions Club.

There are occasions when decisions need to be made more immediately and therefore cannot wait until the next Committee meeting, in these circumstances an Executive member must inform the other Executive members of the issue to enable a discussion and determination to be made.

At no times can one member of the Committee whether s/he is an Executive member or general committee member make a decision on behalf of TMS and its membership.

Decision making by the Executive must be communicated to the Committee at the earliest possible time or at the next Committee meeting.

The types of occasions that may require the TMS Executive to make immediate and pragmatic decisions could include expenditure, determining new sponsors, partnerships, grants applications, project opportunities and expenditure.

### 3.2 Financial Management

The TMS funds will be managed by the elected Treasurer in accordance with the Constitution.

The Treasurer will be responsible for preparing a monthly report for presentation at Committee meetings.

The TMS funds will be banked with the Bendigo Bank East Gosford. Three members of the Executive will act as signatories for the account with two required to sign off on expenditure (e.g. purchase of goods and or services).

Any expenditure undertaken via the Bendigo Bank Accounts will require prior authorization by the Committee or in the case of an urgent request the President (or Vice President) and the Treasurer may approve. In the event that the latter occurs approval for expenditure must be tabled at the next Committee meeting on the approved TMS Petty Cash Reimbursement Form (refer to **Annexure D**) and be accompanied by receipts. If a member does not provide receipts with the petty cash reimbursement form no payment can occur.

Petty Cash claims must be submitted within three months of expenditure to ensure the appropriate management of TMS funds. If an individual member is unable to arrange for submission within the prescribed timeframe they should endeavor to have another member submit the form on their behalf.

Purchases (e.g. workshop fees, new memberships or renewals) made online from the TMS website must be communicated to the Treasurer as soon as practicable.

TMS will maintain an EFTPOS facility to expedite membership applications, workshop fee payments, & potential donations.

The Treasurer will be responsible for the maintenance of the TMS Membership list to ensure currency throughout the financial year.

The President and Vice President will initiate and or manage crowd-funding campaigns where there is Committee approval.

The President will initiate any grants application and second members from the Committee to assist in this process. Any successful grants applications will be deposited into a separate account to enable the Treasurer to manage these funds separate from the general revenue account.

### **3.3 Committee Meetings**

TMS Committee meetings will be held on the second Thursday of the month at 6:00pm.

The Secretary will manage the monthly agenda, recording and circulation of the minutes and any papers required for distribution.

The Committee encourages any financial member who is interested to attend the meetings if they would like to contribute to ideas.

The Committee also requests that any members who do attend these meetings are respectful of the information discussed and the need for confidentiality. The Committee will advise if an issue to be discussed is of a sensitive or controversial nature and may ask members to leave the meeting for this agenda item.

While members are encouraged to attend they will not be able to participate in decision-making as this is the responsibility of the Committee in accordance with the Association's Constitution.

### **3.4 Advertising & Promotion**

The President and Vice President will be responsible for overseeing or delegating any media, promotion or information published about TMS.

The TMS Executive members may be appointed administrators to support the management of various media outlets. For example:

- The Makers Studio website <http://www.themakersstudio.org.au> - members may elect to have our profiles on this site.
- The Makers Studio Central Coast Inc (closed group – members only) Facebook page <https://www.facebook.com/groups/415599861883736/>
- The Makers Studio Central Coast Inc (open group) Facebook page <https://www.facebook.com/themakersstudio/>

- The Makers Studio Newsletter – a quarterly newsletter ‘Make It Happen’ will be prepared for distribution to the membership and community members who have elected to be on our mailing list. This will provide an avenue for promoting workshops and other activities, profiling members and their work and updates on our developments. Two committee members will have responsibility for the management of the newsletter.
  - ✓ If a member wishes to promote her/himself and workshops they may be running a small advertising fee of \$10.00 for each occasion this occurs (e.g. quarterly newsletter with promotion for twelve months would attract a \$40.00 fee).
  - ✓ A non-member who wishes to utilize the quarterly newsletter to promote workshops may do so with Committee approval from an advertising fee of \$20 per newsletter.

### **3.4.1 Branding & Signature Product Development**

All promotional material will bear The Makers Studio branding (logo) and be approved by the TMS Committee Executive.

The TMS Committee will develop a signature range of items (e.g. cushion covers, aprons, t-towels, carry bags) to promote the TMS at various events (e.g. fair days, conferences).

## **3.5 Assets Register & Consumables Inventory**

The TMS Committee will from time to time undertake a full audit of equipment and supplies to effect best practices in managing the Associations resources.

The first audit has been conducted as part of the move to the Lions Club Hall 8 Russell Drysdale St East Gosford. An initial register & inventory has been compiled.

Two Committee members will be responsible for the ongoing management of developing an asset register and an inventory for consumables. A system will be established to manage the ongoing use of current stock and re-ordering requirements.

All assets owned by TMS will be recorded in the register and engraved with the letters TMS and year of purchase (e.g. TMS 2015).

All TMS members are responsible for ensuring the appropriate use of Association assets and consumables for the benefit of the membership.

## **3.6 Risk & Safety Management**

The TMS Committee will appoint a Risk & Safety Sub-Committee who will have responsibilities for the ongoing management of studio/workplace safety.

A risk assessment will occur when TMS purchases new equipment or utilizes new facilities or working spaces.

All members will be required to undergo a workplace safety induction prior to accessing studio space.

The Risk & Safety Sub-Committee will apply the TMS Risk & Safety template designed for this purpose (refer **Annexure B**). The outcomes of any assessment will be communicated to the Committee at the next meeting to determine any required action and held in the Committee records at TMS premises.

TMS will have available fact sheets regarding equipment and materials outlining the requirements for safe usage as a reference guide for members and users of the facility.

Members will be required to sign into and out of TMS facility in accordance with risk and safety requirements.

### 3.7 Public Liability Insurance

TMS will maintain public liability insurance in accordance with the Association Constitution. The TMS Treasurer is responsible for maintaining the currency of this insurance.

It is important that all members are respectful of their obligations under this insurance and do not at any time place themselves at risk of injury when utilizing TMS facilities, equipment & materials.

Public Liability Insurance will be required by members and non-members (e.g. local artisans, paid tutors) seeking to run art classes at the TMS facility. A certificate of currency will be required when making an application (also refer to Section 6.6 Member & Non-Member Hiring TMS Facilities).

TMS will also maintain contents insurance to protect the assets of its members.

### 3.8 Copyright

The TMS will follow the information provided by the Arts Law Centre of Australia [www.artslaw.com.au](http://www.artslaw.com.au) in relation to copyright of creative works by its membership.

In general, an **author** of a literary, dramatic, musical or artistic work owns copyright in the work. For more details regarding copyright and members work please refer to the Information Sheets available on <http://www.artslaw.com.au/info-sheets/info-sheet/copyright/>.

All members are encouraged to read through this information particularly as it relates to ideas that have not been materialised.

### **3.9 Resource Management**

For TMS to be cost effective it is necessary that the Association manages its consumable resources and assets with due diligence. (Also refer to 3.5 Asset Register and Consumables Inventory).

The TMS will purchase consumables for the purposes of providing appropriate resources for workshops conducted throughout the year. Purchases will be made at the best possible prices available at the time. TMS will also make the sale of some consumable items to the membership.

For example, consumables such as paper will be purchased and be available for use for fee paying workshops with a limit on the number of sheets per participant. Members may seek to purchase paper from TMS. This rate for member purchase per sheet would be lower than retail prices but higher than the TMS purchased price (e.g. TMS purchased price of \$6 per sheet could be sold at \$7 per sheet retail may be \$8).

## 4. Security Management

The TMS Committee will have management responsibilities for the ongoing access and usage of the Lions Club Hall and its security.

### 4.1 Facility Keys

The TMS Committee will have eight keys available for accessing the rooms leased at the rear of the Lions Club Hall.

A Committee member will be required to pay a fee of \$10.00 to hold a facility key. A register of who has a key and the key number will be maintained and stored securely.

Committee members do not have authority to lend the facility key to any person who is not a member of TMS unless approved by the Executive. All members holding a key will be responsible for its safe-keeping. If a key is lost the Committee member must inform the Committee at the earliest possible time.

General members seeking access to the space for booked studio sessions will need to either:

- collect a key from the nearest Committee member; or
- request a Committee member come to the facility to allow access.

When a member concludes their studio session, the facility must be secured and the key returned to the Committee member from whom it was received.

A Committee member must open up and close the facility when a non-member is hiring the studio space for security management purposes.

### 4.2 Use of Amenities

The leasing agreement with the Lions Club allows TMS members and its guests access the large hall to use the kitchen facilities and the toilets.

Noise when accessing the large hall needs to be kept to a minimum when occupied by other users of the Lion's Club Hall.

The kitchen will be used for access to food and drink. It will not be used for cleaning any printmaking materials.

Toilet facilities must be left in a clean & tidy manner for the benefit of all users.

TMS have access to water via a hose that connects to a tap on the rear right hand corner of the building. The hose is stored in a barrow to minimize lifting in the press room. If the hose is taken out for water connection it should be returned to the storage area on completion.

If alternative water connection is required you will need to discuss the requirements with the Committee.

The water at the facility is suitable and safe for drinking.

The facilities available to TMS will be maintained in a manner that will be beneficial to all users.

## 5. Membership

The TMS maintains three types of membership:

- **Full (\$100 pa);**
- **Concession (\$76 pa);** and
- **Associate (\$48 pa).**

Concession membership would be available to Students or a person receiving a government assistance/benefit. New applicants will be required to provide their Student No. as well as the name of the Institution they attend, and those applicants on benefits would need to provide their Pension Number.

The commencement of the annual financial period will be 1 October each calendar year.

Membership fee payment is determined by the quarter a new member has joined. For example, if a new member joined on 5 April the fee would be half the rate of a full annual subscription (refer Fee Payment Structure below).

Membership benefits and fees will be reviewed annually based on the Association achieving outcomes as addressed in its Business Plan.

The first tables below outlines the benefits for the different types of membership followed by a second table addressing the fee payment structure:

<b>Membership Benefits</b>		
<b>Full (\$100)</b>	<b>Concession (\$76)</b>	<b>Associate (\$48)</b>
Access to Trade Account	Access to Trade Account	Not available
Discount on workshops, classes, demonstrations & lectures	Discount on workshops, classes, demonstrations & lectures	5% discount on workshops, classes, demonstrations & lectures
Participate in Creative Development Sessions (nominal fee)	Participate in Creative Development Sessions (nominal fee)	Participate in Creative Development Sessions additional surcharge
Eligible for One on One Sessions (nominal fee)	Eligible for One on One Sessions (nominal fee)	Not available
Member Studio Days for \$20 per day	Member Studio Days for \$20 per day	Member Studio Days for \$20 per hour
Regular Newsletter	Regular Newsletter	Regular Newsletter
Invitation to attend field trips	Invitation to attend field trips	Not available
Right to be elected as a Committee Member	Right to be elected as a Committee Member	Not available
Voting rights	Voting rights	Not available
Right to be considered for exhibitions & projects organized by the Association	Right to be considered for exhibitions & projects organized by the Association	Not available
Invitation to opening nights of studio exhibitions	Invitation to opening nights of studio exhibitions	Invitation to opening nights of studio exhibitions
Participation in Creative Development Sessions for a nominal fee.	Participation in Creative Development Sessions for a nominal fee.	Not available

## Fee Payment Structure

The TMS fee payment structure has been divided into quarterly periods with the fee calculated on what quarter a new member joins. Renewal will fall on 1 October each year.

Quarterly period	Full	Concession	Associate
1 October	\$100.00	\$76.00	\$48.00
1 January	\$75.00	\$57.00	\$36.00
1 April	\$50.00	\$38.00	\$24.00
1 July	\$25.00	\$19.00	\$12.00

New applicants will receive a membership pack:

- Newsletter;
- TMS Business Plan;
- TMS Policy & Guidelines;
- Notice of Events (e.g. creative development sessions, fund raisers, demonstrations);
- Invitation to FB Closed Group page
- Information regarding workshops – TMS & others (e.g. APW, Annie Day etc)
- Member responsibilities (e.g. studio days, securing the premises etc)

Membership Renewal:

- A reminder email will be sent to a member 1 month prior to the due date for annual membership renewal (e.g. 1 September);
- A second reminder will be sent 2 weeks prior to annual membership renewal (e.g. 15 September);
- A notice advising that membership is no longer current will be communicated 2 weeks after the due date (1 October) inviting renewal or advice of desire to terminate membership (15 October)

### 5.1 Working with Children Checks

The TMS Committee requires that members, providing training services as part of the schools program, have a current 'Working with Children Check'.

All members in these circumstances will be required to provide a copy of the WWCC certificate number for verification purposes to the 'Committee Secretary'.

For more information regarding making application you can click on the attached link NSW Government Working with Children Checks <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply>

### 5.2 Privacy Policy

The Makers Studio Central Coast Inc (TMSCC) will only collect personal information from you with your prior knowledge and consent.

TMS only stores the contact information you supply ( e.g. email, phone) in accordance with legislation that guides the responsibilities of an incorporated association.

You can browse our websites without disclosing personal information. We will not sell or pass your information on to any third party.

If you have joined the mailing list and wish to stop receiving emails at any time. Please just send an email title "STOP" and we will remove you from the database. You can rejoin at any time.

### **5.3 Membership Induction**

All TMS members must attend an induction session before they can book a member studio session.

### **5.4 Creative Development Sessions**

Creative Development Sessions will be conducted regularly to support new and current members familiarize themselves with various forms of the creative practices of TMS.

Committee members or current members may elect to conduct a session (e.g. introduction to preparing & printing a collograph plate) to support the membership. The number of participants for these sessions will be determined by the facilitator, with a maximum set at eight.

Members electing to conduct such a workshop would facilitate a session free of charge to TMS and will be covered by public liability insurance.

A fee will be charged for all consumables for these sessions based on the nature of the session (e.g. collograph will be cheaper than intaglio on aluminium).

A Creative Development Session and will be advertised & promoted to the membership.

### **5.5 Member Studio Sessions**

Full & concession membership will entitle the member to book studio sessions at the TMS facility at a nominal rate.

A studio session will allow access to the equipment such as the press, light tables, and work-benches, however, consumables such as paper, inks, tissue paper must be supplied by the member when working in the TMS studio.

The only exception to the rule on consumables applies when the member is attending an annual fee-paying workshop as consumables are factored into these costs.

A studio session will be available to members seeking to work on projects of their own. These sessions will be at a cost of \$20 per session (e.g. 8 hour period) with a maximum of three members working in the studio at any one time. A studio session can be taken up over any twenty-four hour period (for example, a member may wish to work in the facility from 13:00hrs to 19:00hrs or 17:00 hrs to 24:00hrs). This will allow each member a full workbench while the inking area will be shared. It will also allow members appropriate access and time at the press.

Associate members may also wish to book the studio but the studio access fee will be \$20 per hour.

All members must leave the studio facilities clean & tidy following their use.

At no time will non-members of The Makers Studio have access to the TMS studio facilities without Committee approval. If a request is made by a non-member an application must be made to the Committee in writing for consideration.

## **5.6 One on One Support**

The TMS offers opportunities to assist members develop their practice particularly in the early stages of development.

Unfortunately 'one on one sessions' are not available across all areas. Current availability is in printmaking. Please enquire about cost as it is kept to a minimum to support our members.

## **5.7 TMS Member Exhibitions**

The TMS will attempt to arrange two exhibitions per year.

Full and concession members will be able to enter work into the exhibitions for a nominal fee. Associate members will be required to pay an additional fee for entry into these exhibitions. The participation fees for these exhibitions will be determined by the Committee and may vary with each exhibition.

For each separate exhibition, specifications will be prepared to guide members in the development of their artwork. This information will include size, framing requirements and maximum number of works for submission. This information will be provided to members for their consideration regarding participation.

TMS will attempt to work in partnership with other arts groups to present collaborative exhibitions (e.g. Coastlines Exhibition – Central Coast Poets & TMS).

TMS will endeavor to book an appropriate facility for these exhibitions.

## 6. TMS Events

The TMS will arrange events each month for member participation and to raise revenue for the sustainability of the Association. These events may vary and include:

### 6.1 Field Trips

A field trip may involve travel to a location to:

- undertake sketches for a body of work or preparation for a planned exhibition;
- a trip to an exhibition at the Art Gallery of NSW to view the historical collection of print;
- attend a specialized workshop not possible in TMS facilities.

The Committee will be responsible for the management of these trips and appoint a different Committee member to co-ordinate each field trip and share the workload.

### 6.2 Studio Open Days

Studio open days are designed to give individuals an opportunity to participate in their chosen artistic medium in an interactive environment. Attendees are encouraged to explore and develop new creative skills through collaboration with other creatives and their specialties.

Participants will need to bring a project to work on including all necessary consumables for the project. Some consumables can be purchased from TMS.

A fee will be charged to participate in a Studio Open Day with members paying \$10 and non-members paying \$20.

The Studio Open Day will be held in the studio rooms or the hall depending on participant numbers. TMS Committee member requirements include the following actions:

- Promotion of the Studio Open Day via Facebook;
- Open the rooms or hall at 9.30am;
- Take and receipt money and keep records;
- Provide access to the supplies cupboard;
- Set up tables and floor covering (if the open day is being held in the hall);
- Organise tea/coffee/milk; and
- Oversee the end of day clean-up and hall security.

Studio Open Days will be activated when the Committee is better placed to manage the event. It is anticipated that a Studio Open Day will be held on the last Saturday of each month at the Lions Club Hall 8 Russell Drysdale Street, East Gosford from 10-4.

Committee members will be rostered across the course of an open day to share the workload (including set up and clean up).

Members will be asked to bring a plate to share with the group over the course of the day.

### **6.3 Annual (Fee Paying) Workshop Program**

An annual workshop program will be established for the purposes of promoting the diverse nature of screen-printing, printmaking and fibre arts.

The Committee may elect to coordinate four major fee paying workshops in any calendar year. This will enable TMS to showcase the work of master printmakers, graphic designers and fibre artists to name a few and to act as a draw card to the Central Coast. These types of workshops will also support TMS promote home grown talents.

Full & concession membership entitles the member to a discount on fee paying workshops (e.g. fee for workshop is set at \$280.00 - non-members would pay the full amount, full & concession membership pay \$250.00).

An online booking system will be available to support the efficient operations of TMS workshops.

In the event that a TMS fee paying workshop is cancelled registrants will be immediately advised and receive a full refund of the fees paid.

Where resources allow TMS will maintain a participant waiting list based on the popularity of the various workshop programs.

TMS public liability extends to members operating in the studio (e.g. creative development sessions, members studio days), participants attending fee paying workshops and visitors attending open days or other open access events.

Workshop facilitators will require their own public liability insurance. A certificate of currency must be provided along with an application to the Committee.

#### **6.3.1 Workshop Refund Policy**

Before committing to attend a workshop TMS requests that members & non-members carefully consider their commitment to attend.

While TMS recognizes that there are occasions when cancellation is unavoidable, requests for a full refund will be considered but only on a case by case basis and the following conditions apply.

If notice is given:

- <14 days prior to the workshop would attract a fee of \$50 to cover administrative fees and any consumables that would have been purchased as part of the workshop;
- <10 days prior to the workshop would attract a 30% of total fee
- < 5 day no refund of the workshop fee will be paid.
- No attendance at a workshop will result in a forfeiture of fees paid.

- The Committee may consider a registrants written appeal where extenuating circumstances exist.

## **6.4 Workshop Partnerships**

In the spirit of the Associations purpose, the Committee will work in partnership with nominated community groups to engage people who might not otherwise be able to access workshops, artist opportunities, specialist equipment.

## **6.5 Fundraising**

The TMS Committee will be responsible for identifying major fund raising opportunities and undertaking the planning and coordination of these events. For example, the Committee has already approved the participation in a Bunnings BBQ when an allocated timeframe is communicated. A Committee member will take overall responsibility for the management of the fundraiser.

## **6.6 Members & Non-Members Hiring TMS Facilities**

TMS members and local artisans who are not members may apply to conduct fee-paying workshops at the TMS facility. This will be arranged:

- via application (to maintain standard & quality of work & reputation of TMS);
- and attract a fee of \$60 per half day session (4hrs including preparation and clean up) or \$120.00 per day (8hrs including preparation & clean up); and
- have public liability insurance (certificate of currency to be provided with application)

The application form will be available on request and online on the TMS website and applications should be posted to the Committee Secretary for tabling at the next available meeting or an out of session Executive discussion based on the timeframes presented in the application.

Once the application to hire has been approved full payment to TMS will be required to confirm the booking.

Refer to **Annexure C** for the application form.

### **6.6.1 Hiring TMS Studios Refund Policy**

Members & non-members must be aware that a cancellation fee of 50% of the fee paid will apply when a confirmed booking is terminated by the applicant.

## **6.7 School Programs**

School programs will be offered from time to time and upon request, based on availability of members to conduct workshops at schools or at TMS facilities.

TMS Committee will undertake a full assessment of the schools requirements prior to agreeing to conduct workshops.

A workshop proposal will be developed for each area of request for consistency and ongoing management.

School programs will be offered for a fee agreed by the Committee.

**Other Reference Documents: TMS Business Plan & TMS Events Schedule**

### Detail of Committee Roles & Responsibilities

#### President

##### Desirable Attributes:

The President should:

- Be well informed of all organisation activities and able to provide oversight;
- Be person who can develop good relationships internally and externally;
- Be forward thinking and committed to meeting the overall goals of TMS;
- Have a good working knowledge of the Committee Constitution, rules and duties of office bearers;
- Be able to work collaboratively with other Committee Members;
- Be a good listener and attuned to the interests of members and other interest groups;
- Be a good role model and a positive image for the Association in representing the Committee in other forums (e.g. grants programs; partnership opportunities); and
- Be a competent public speaker.

##### Specific duties include but are not limited to:

- Chair Committee meetings ensuring that they are run efficiently & effectively;
- Act as a signatory for TMS in all legal purposes & financial purposes;
- Regularly focus the Committee's attention on matters of Association governance that relate to TMS structure, membership & volunteers;
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution;
- Work with the Committee to ensure:
  1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required; and
  2. Goals and relevant strategic and business plans are developed in order to achieve the goals of TMS.
- Serve as a spokesperson for TMS when required;
- Communicate with the Presidents of other Printmaking Associations;
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, facility users and organisations that are relevant to the goals of TMS.

## Vice President

### Desirable Attributes:

The Vice President should:

- be well informed of all organisation activities and able to provide oversight;
- be a person who can develop good relationships internally and externally;
- be willing to step in for the President where needed including chairing meetings;
- be forward thinking and committed to meeting the overall goals of TMS;
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers;
- be able to work collaboratively with other Committee Members;
- be a good listener and attuned to the interests of members and other interest groups;
- be a good role model and a positive image for the Association in representing the Committee in other forums (e.g. grants programs; partnership opportunities);
- be a competent public speaker; and
- be able to raise concerns with the President where they arise

### Specific duties include but are not limited to:

1. In the event of the President being unable to fulfill her/his duties to step into that role;
2. In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively;
3. Be an alternate signatory for TMS for legal purposes and financial purposes;
4. Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees;
5. Coordinate TMS planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required;
6. Represent TMS at meetings and forums as agreed with by the President;
7. Other duties as nominated by the President and / or Committee.

## Treasurer

### Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated TMS Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

### Specific duties include but are not limited to:

1. Provide advice to the Committee in their management of the TMS finances;

2. Administer all financial affairs of TMS;
3. Prepare the annual budget for the AGM;
4. Manage & report on grant funds;
5. Support financial planning for organisational projects;
6. Lead the development or review of financial policies and procedures;
7. Monitoring the organisations revenue and expenditure, and report on
8. same at Committee meetings;
9. Receipt of all incoming monies, bank all monies received;
10. Pay all accounts and arrange and dispatch invoices for periodical payment;
11. Ensure that all receipts and payments concur with bank deposits and withdrawals;
12. Issue annual membership fee and maintain an accurate record of all membership payments;
13. Be a signatory on TMS account; and
14. Support any required auditing processes

### **Tools Required:**

- Receipt Books
- Petty Cash Forms
- Invoice Template & numbering system
- Receipt details slips
- Computer
- TMS stamp
- Committee financial report template

### **Secretary**

#### **Desirable Attributes:**

The Secretary should:

- be organized
- have computer skills
- be a good communicator
- be able to manage confidential matters appropriately.

#### **Specific duties include but are not limited to:**

- Maintain records of the Committee and ensure effective management of TMS records;
- Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so, and ensuring minutes are distributed to members in a timely manner;
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting;
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements under the Constitution;
- Recording the endorsement of draft minutes appropriately;
- The Secretary ensures that official records are maintained of members of the Association and Committee. S/he ensures that these records are available when required for reports, elections, other votes and any other purposes identified by the Committee;

- Provide an up-to-date copy of the Constitution and bylaws when requested;
- Ensure that proper notification is given of Committee and TMS meetings as specified under the Constitution;
- Manage the general correspondence of the Committee except for such correspondence assigned to others;
- Help and lead the Committee in providing systematic communication from the Committee to TMS members and other relevant stakeholders;
- Provide a summary of Committee Minutes for distribution to all Club members via email and/or website;
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

## Annexure B

### Risk Management Plan Proforma

*Name of workplace:*

*Name of workplace manager:*

*Risk assessment focus:*

Location/Activity	Hazard Identification Type/Cause	Current Controls	Risk Assessment Use matrix	Elimination or Control Measures	Who	When

*Relevant additional information reviewed and attached: **Yes / No***

*Plan prepared by:*

*Position:*

*Date:*

*Prepared in consultation with:*

*Communicated to:*

**Monitor and Review:** Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

## DETERMINE THE RISK RANKING

<b>Risk Assessment Matrix</b>				
<i>How serious could the injury be?</i>	<i>How likely is it to be that serious</i>			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
<b>Severity</b> – is how seriously a person could be harmed			<b>Likelihood</b> – is an estimate of how probable it is for the hazard to cause harm.	
<b>Legend (as a guide only)</b>				
1 Extreme risk; action to rectify the hazard should commence immediately				
2 High risk; action to rectify the hazard should occur within 48 hours				
3 Medium risk, action to rectify hazard should occur within 7 days				
4 Low risk; action to rectify hazard should occur within 14 days				
5 & 6 Minimal risk, action to rectify hazard should occur within 21 days				



Annexure C

INC 1400563 - ABN 56 539 158 459

## Studio Hire

# WORKSHOP TUTOR INFORMATION PACK

### TEACHING WORKSHOPS

The Makers Studio invites submissions from all artists, designers and crafters who wish to teach a workshop at our Studio in East Gosford.

To apply please complete the Workshop Proposal Form and email it to Cheryl McCoy ([info@themakersstudio.org.au](mailto:info@themakersstudio.org.au)) with 'studio hire' in the subject line.

### CLASS SIZES

The studio has two options for workshops. The smaller room at the rear of the building can comfortably fit up to 8 participants and has a permanent workspace set up. In the case where more than 8 participants will be attending then the event can be carried out in the main hall section of the building. Please note that the hall is an empty space and does require complete set up for workshops.

### THE STUDIO

The studio is located at the rear of The Lions Hall situated at 8 Russell Drysdale St East Gosford. The studio space has 4 large bench style tables, ten stools, a printing press and several drying racks. The space is bathed in excellent natural light and includes reverse cycle heating and cooling. The studio is stocked with a large number of artist's supplies available to the participants at a very reasonable price.

The studio also includes shared access to a full size kitchen and bathrooms.

Parking for the studio is situated directly in front of the hall.

### WORKSHOP FEES

The cost payable to The Makers Studio for hosting your workshop is \$60 for 4hrs or \$120 for 8 hrs. The date for your workshop will be secured once payment has been made.

The amount that the tutor charges to the participants is entirely at their discretion and fee collection would be solely managed by the tutor.

## INSURANCE

Tutors will need to have their own public liability insurance. NAVA offers public liability insurance as part of their annual \$250 Premium Plus Membership, along with many other benefits (refer <https://visualarts.net.au/membership/join/>).

If your workshops participants include children then you will also need to hold a Working With Children Check Number (to apply go to: [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)).

## TUTOR RESPONSIBILITIES

It is the responsibility of the tutor to ensure all of the following check points are carried out.

- Contact all of the participants with an attendance confirmation and outline what they need to bring.
- Provide participants with details of the studios location and parking.
- On the day of the workshop arrive with adequate time before commencement to allow for set up.
- Thoroughly clean up at the end workshop and remove all rubbish.
- Provide all necessary consumables for the participants.
- Advise participants of OH & S considerations.

See Application Form next page.



INC 1400563 - ABN 56 539 158 459

## Studio Hire -Workshop Proposal Form

### WORKSHOP DETAILS

Workshop Title:			
Instructors Name:			
Number of Participants:			
Number of Workshops:		Length of Workshop:	
Preferred Date:		Time:	
Alternative Date:		Time:	

### YOUR DETAILS

Name:	
Address:	
Phone:	
Email:	
Public Liability Insurance details (e.g. NAVA)	

Please provide a brief synopsis of your workshop

**Annexure D**

<b>The Makers Studio Central Coast Inc ABN 56 539 158 459</b>			
<b>Petty Cash Reimbursement Form</b>			
Date of Purchase	Item	Amount	Receipt Y/N
<b>Please note that a 'Petty Cash Reimbursement Form' submitted without receipts will not be approved</b>			

<b>The Makers Studio Central Coast Inc ABN 56 539 158 459</b>			
<b>Petty Cash Reimbursement Form</b>			
Date of Purchase	Item	Amount	Receipt Y/N
<b>Please note that a 'Petty Cash Reimbursement Form' submitted without receipts will not be approved</b>			

<b>The Makers Studio Central Coast Inc ABN 56 539 158 459</b>			
<b>Petty Cash Reimbursement Form</b>			
Date of Purchase	Item	Amount	Receipt Y/N
<b>Please note that a 'Petty Cash Reimbursement Form' submitted without receipts will not be approved</b>			