

*Albany Art Group* INC.

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**ALBANY ART GROUP**

**BY-LAWS**

**August 2023**

# ALBANY ART GROUP (Inc.) – BY-LAWS

## 1/ GOVERNANCE

- i. The Albany Art Group is registered as a TIER 1 ASSOCIATION under the ACT (Incorporations Associations Act 2015)
- ii. The Albany Art Group is required to comply with the provisions of the ACT, and the Management Committee shall use the provisions and powers of the ACT and the AAG Constitution and By-Laws to manage and control the Business and Finances of Albany Art Group.
- iii. The Albany Art Group Management Committee shall observe the Albany Art Group Aims and Objectives, By-laws, and Code of Conduct, in order to fulfill the Albany Art Group's purpose.
- iv. The Financial Year runs 1<sup>st</sup> May to 30<sup>th</sup> April – the Membership Year is 1<sup>st</sup> November to 31<sup>st</sup> October.

## 2/ MEMBERSHIP *(see Constitution, Part 3 - Divisions 1, 2 and 3)*

- i. Annual Membership fees shall be decided by the Management Committee, and announced prior to the end of the AAG Financial Year (30th April). Fees will be confirmed at the following AGM, with any proposed increase coming into effect the following membership year (1<sup>st</sup> November).
- ii. Membership is dependent on acceptance of the AAG Code of Conduct. Breaches of the Code of Conduct are taken very seriously, and may lead to disciplinary action.
- iii. Membership Fees must be current prior to voting at the AGM, or entering AAG exhibitions.
- i. A members right to exhibit works at AAG exhibitions is contingent upon their attendance at not less than THREE (3) AAG activities (i.e. attending a Group or workshop, Meetings, assisting with AAG tasks and exhibitions, etc.) in the previous 12 months (subject to special circumstances, as approved by the Management Committee on reasonable grounds).

## 3/ MEETINGS *(see Constitution, Part 6)*

- i. The Agenda for all Albany Art Group General and Committee meetings shall be compiled by the Secretary, in consultation with the Chairperson and Management Committee.
- ii. The Agenda for sub-committee meetings shall be compiled by the Coordinator.
- iii. Minutes of the previous meeting shall be taken as read, and only read out to members on request.
- iv. All Motions must be clearly formulated, and proposed and seconded by eligible members.
- v. Any significant proposal must be properly formulated as a Motion and placed on the Committee and/or General Meeting Agenda, before a vote can be called for at that meeting. A decision on any such proposal presented at Committee or General Meetings and not on that Agenda, will be carried forward by the Chairperson for voting at the next meeting.
- vi. Voting shall be by a show of hands, unless a secret ballot is called for.
- vii. An Attendance Register shall be completed at every Albany Art Group meeting or other session, in order to comply with the Rules (Constitution) and for insurance purposes.

### a/ AGM *(see Constitution, Part 5 - Division 3, 32 to 34; and Part 6, 50)*

- i. The Albany Art Group Annual General meeting (AGM) must be held in the **first 6 months** of the Financial Year (1<sup>st</sup> May to 31<sup>st</sup> October).
- ii. Notice of AGM, date/time/place, must be sent by the Secretary to all AAG Members, with the Committee and Position/Groups Nomination forms - at least **42 days** before AGM.
- iii. The Albany Art Group Officers and Management Committee shall be elected at the AGM.
- iv. If two or more candidates apply for a position, the vote shall be by secret ballot.
- v. **Committee** - Nomination is for **ONE** Office Bearers position (Chairperson, Vice- Chairperson, Treasurer, Secretary), **or** for **ONE** other specified position, **or** as an Ordinary Committee Member. A nominee must be proposed by another member, and the form countersigned by the nominee.
- vi. **Other Positions** – may self-nominate, using the Nomination Form supplied by the Secretary.
- vii. All completed and signed Nomination Forms must be returned to the Secretary at least **28 days before the AGM**, in person or by email.
- viii. Any proposed Special Resolutions or Motions for the AGM Agenda should be received by the Secretary for Committee consideration at least **21 days** before the AGM.
- ix. The Secretary must inform Members of the Nominees, the Agenda, and all other matters for the AGM, at least **14 days** before AGM.
- x. The quorum for the Annual General Meeting shall be **15** of the financial members.

**b/ GENERAL MEETINGS (see Constitution Part 6 - 52 to 60)**

- i. The Committee will convene regular General Meetings to consult with members and conduct general business of the AAG.
- ii. The quorum for a General Meeting shall be a minimum of FIFTEEN (15) financial members.

**c/ MANAGEMENT COMMITTEE MEETINGS (see Constitution, Part 5 - Division 4)**

- i. Management Committee Meetings shall be called by the Chairperson, or by any 2 Committee members, as needed.
- ii. The quorum for the Management Committee Meeting shall be a minimum of FOUR (4) members of the Management Committee.

**4/ ALBANY ART GROUP Inc. MANAGEMENT COMMITTEE: (see Constitution, Part 5)**

The Management Committee is legally responsible for ensuring the smooth running of the Association, and the observance of its Rules, Bylaws, and Code of Conduct.

**a/ Structure**

The Management Committee is currently comprised of the following SEVEN (7) elected Officers:

- i. Chairperson
- ii. Vice Chairperson
- iii. Secretary
- iv. Treasurer
- v. Exhibitions Officer
- vi. Committee Member
- vii. Committee Member

**Assistants** - *For Succession Planning, an Assistant Treasurer, Assistant Secretary, and Assistant Exhibition Officer should be elected at the AGM, and kept updated by the relevant Committee member.*

**b/ Responsibilities of the Albany Art Group Management Committee:**

- i. The Albany Art Group (AAG) Management Committee members shall familiarise themselves with the Act and the AAG Constitution and By-laws, and govern the Association according to these rules.
- ii. The Management Committee shall employ Succession Planning in order to ensure continuity.
- iii. Each year, prior to Nominations being sent out for the AGM, the current Management Committee shall determine the structure of the Committee (and the AAG Officers) for the following year.
- iv. The Management Committee shall ensure that all Albany Art Group Members are kept informed of AAG activities through General Meetings and the Albany Art Group email and Social Media.
- v. The Management Committee should ensure that all official Albany Art Group correspondence is sent via the official AAG email for transparency and AAG records, and not using personal email.
- vi. All content on the AAG email is confidential, and is the property of the Association.
- vii. The Management Committee shall set fees for subscriptions, workshops, exhibitions and the like.
- viii. The Management Committee shall be responsible for organising and/or approving activities undertaken in the name of the Albany Art Group.
- ix. The Management Committee will undertake an annual review of the Risk Management Schedule (Risk Identification and Treatment) including Safety and Health.
- x. The Management Committee will undertake an annual review of the Governance Schedule and action any required items.

## 5/ ALBANY ART GROUP OFFICERS / GROUP COORDINATORS / OTHER POSITIONS

(see Constitution, Part 5 – Division 5, 48 and 49 – Sub-Committees)

N.B. these are not Management Committee positions, but they are vital to the success of the AAG.

Under the current Albany Art Group By-laws, the Committee will be assisted by the following members:

### a/ Structure

- i. Social Media Officer
- ii. Workshops Officer
- iii. PR / Publicity Officer
- iv. Life Drawing Group Coordinator
- v. Pastel Group Coordinator
- vi. Portraits Group Coordinator
- vii. Plein Air Oils Group Coordinator
- viii. Botanical Art Group Coordinator
- ix. Printmaking Group Coordinator
- x. Assistant Treasurer
- xi. Assistant Secretary
- xii. Assistant Exhibition Officer
- xiii. Assistant Social Media Officer
- xiv. Assistant Workshops Officer
- xv. Assistant PR / Publicity Officer
- xvi. Art Room Officers

And the Coordinators of any other groups etc which may be formed during the year.

### b/ Responsibilities of the Albany Art Group Officers and Group Coordinators:

- i. Positions and Groups shall be formed at the discretion of the Management Committee, to enable the smooth and efficient running of the Association, and to facilitate AAG Aims and Objectives.
- ii. **Officers** nominate to run a particular facet of AAG activities, and shall be elected at the AGM.
- iii. Officers duties involve organising activities, following current health and safety regulations, keeping the AAG Chairperson informed, and presenting reports to Committee and General meetings.
- iv. For Succession Planning, each Officer should have an Assistant.
- v. **Group Coordinators** - One member of each Group shall be nominated as Coordinator from within that Group, and shall be elected by members at the AGM.
- vi. The Coordinators duties involve organising Group activities, following current health & safety regulations, keeping the AAG Chairperson informed, and presenting a report to Committee and General meetings.
- vii. For Succession Planning and efficiency, the Group Coordinator will choose an Assistant Coordinator from within the Group.
- viii. Group Coordinators shall provide and complete an Attendance Register at every Group session, in order to comply with the Rules (Constitution) and for insurance purposes.
- ix. Where money is payable for participation in the group activities, the Coordinator (or appointee) will maintain the records of attendance, payment and expenses, and transfer the money to the Treasurer in a timely manner.

## **6/ JOB DESCRIPTIONS FOR THE COMMITTEE OF THE ALBANY ART GROUP**

*(see Constitution: Division 2 — Composition of Committee and duties of members)*

The Committee Members will make every effort to comply with the Job Descriptions provided below, as amended from time to time and as agreed by the Management Committee.

### **ALL MANAGEMENT COMMITTEE MEMBERS:**

- i. Will attend regular Committee Meetings, and work as a management team.
- ii. Will undertake the specific duties documented below.
- iii. Will participate in Albany Art Group planning.
- iv. Will contribute to addressing the overall risk management and safety and health plans.
- v. Will contribute ideas and suggestions for addressing specific issues, and work to improve Albany Art Group offerings and procedures.
- vi. Will abide by and promote our Code of Conduct at all times.

### **a/ CHAIRPERSONS POSITION: *(see Constitution, Part 5 – Division 2, 28)***

**The Chairperson is responsible for Chairing AAG meetings, and supporting the Management Committee, Office Bearers, and other members, to ensure the smooth running of the group.**

**The Chairperson will undertake the duties as specified in the Act. In addition:**

- i. The Chairperson will be the principle external liaison person for the Albany Art Group, and will build networks and affiliations with relevant parties.
- ii. After the AGM the outgoing Chairperson must attend a handover with the incoming Chairperson, to ensure that they understand the workings of the Albany Art Group; and both must be available for any signature changes to bank accounts, at the instruction of the Treasurer.
- iii. The Chairperson, in consultation with the Exhibition Officers and Committee, shall ensure a suitable person is organised to officially open all AAG exhibitions.
- iv. The Chairperson shall make a short speech on behalf of the group at AAG exhibitions.
- v. The Chairperson shall liaise with the Patron of the AAG regarding group interactions.
- vi. The Chairperson shall encourage the organisation of social events, e.g. the AAG Xmas party.
- vii. The Chairperson will ensure that an up to date Membership Register is maintained by a nominated member according to the requirements of the Act, and that a regular update is emailed to Committee.
- viii. The Chairperson will ensure that this nominated member emails the Rules, Bylaws, Code of Conduct, and welcome letter to new members.
- ix. The Chairperson will ensure that the AAG email contact lists are kept current.
- x. The Chairperson will ensure that regular Induction Meetings are organised, to explain to new members how AAG functions, and to involve them as part of the group.

### **b/ VICE-CHAIRPERSONS POSITION:**

**The Vice-Chairperson is responsible for supporting the Chairperson and Committee.**

- i. The Vice-Chairperson takes the Chair at meetings in the absence of the Chairperson.
- ii. The Vice-Chairperson assists the Chairperson and Committee, as requested.
- iii. The Vice-Chairperson will assume the role of Chairperson during the absence of the Chairperson.
- iv. Undertakes the role of Governance Officer.
- v. Undertakes the role of Health and Safety Officer.

**c/ SECRETARY'S POSITION:** *(see Constitution, Part 5 – Division 2, 29 and Part 6 - 60)*

**The Secretary is responsible for Association records, books, documents and securities.**

**The Secretary will undertake the duties as specified in the Act. In addition:**

- i. The Secretary shall obtain and keep copies of all statements and documentation from members of the Management Committee and Sub-Committees e.g. Financial, Workshop, Exhibition and PR progress notes, for Albany Art Group Records.
- ii. The Secretary must advise all AAG Members in writing of the date, time and place of meetings, and email them the Agenda at least two days prior to that meeting.
- iii. The Secretary shall ensure any mail is collected regularly from the AAG inbox at the VAC, and prior to all General and Committee Meetings... Correspondence to be presented at the meeting/s.
- iv. The Secretary shall provide and organise completion of the Attendance Register at all General meetings, obtaining a list of members present, apologies, and visitors.
- v. At Committee and General Meetings, the Secretary shall take accurate notes recording the results of discussions and proposals, points of interest, Motions, members present, apologies and visitors, and the time of commencement and closure of the meeting, for the Minutes.
- vi. The Secretary may digitally record meetings, in order to assist with writing the Minutes.
- vii. The Minutes of the Committee and General meetings should be written up and emailed to the appropriate members as soon as possible after the meeting closes.
- viii. The Secretary will use the official AAG email list to email all members as required. This list should be updated as necessary by the Committee Member responsible for the Membership Register.
- ix. After the AGM the outgoing Secretary must attend a handover with the incoming Secretary, in order to ensure that they understand the workings of the Albany Art Group; and both must be available for any signature changes to bank accounts, at the instruction of the Treasurer.
- x. The Secretary shall keep the Assistant Secretary current with all AAG business.
- xi. The Secretary will ensure digital records are kept current on the AAG laptop, and ensure important documents are copied to USB and the AAG laptop is regularly backed up to the AAG external drive.

**d/ ASSISTANT SECRETARY'S POSITION:**

- i. An Assistant Secretary will be elected at each AGM, to work with the Secretary as required, and shall liaise with the Secretary to ensure he/she is current and able to fill the role as needed.
- ii. The Assistant Secretary will assume the role of Secretary during the absence of the Secretary.

**e/ TREASURERS POSITION:** *(see Constitution, Part 5 – Division 2, 30; and Part 7)*

**The Treasurer is responsible for all monies paid or received on behalf of Albany Art Group.**

**The Treasurer will undertake the duties as specified in the Act. In addition:**

- i. The AAG Treasurer must have at least a basic knowledge of book-keeping.
- ii. All cheques or electronic transactions must be signed/approved by two designated members of the Committee before transactions are processed.
- iii. The Treasurer shall present any significant accounts for payment for approval by Committee.
- iv. The Treasurer shall submit copies of the Albany Art Group accounts to the relevant Committee meetings for approval and to AAG Members for information.
- v. The Treasurer shall organise the lodgement of the Albany Art Groups Annual Information Statement with the Department of Commerce within 6 months of the end of the AAG Financial year (31<sup>st</sup> October).
- vi. The Treasurer shall maintain a record of monies owing, and pursue arrears.
- vii. Art Exhibitions – the Treasurer is responsible for all account records and financials.
- viii. Following every exhibition, the Treasurer shall complete a summary of each exhibition - statistics for art sales, other income and expenditure.
- ix. After the AGM the outgoing Treasurer must attend a handover with the incoming Treasurer, in order to ensure that they understand the workings of the Finances of the Albany Art Group, and are fully equipped to do so.
- x. The Treasurer ensures that the signatories on the AAG bank accounts are kept current.
- v. The Treasurer shall keep the Assistant Treasurer current with all AAG business.

## **f/ ASSISTANT TREASURERS POSITION:**

- i. The Assistant Treasurer must have at least a basic knowledge of book-keeping.
- ii. The Assistant Treasurer shall liaise with the Treasurer to ensure he/she is up to date with AAG financial affairs and able to fill the role as needed.
- iii. The Assistant Treasurer shall present the Treasurers monthly report at AAG meetings in the absence of the Treasurer.
- iv. The Assistant Treasurer shall attend to paying expenses and collection of monies if the Treasurer is absent on leave for an extended period of time.
- v. The Assistant Treasurer shall assist the Treasurer at exhibitions.
- vi. The Assistant Treasurer shall facilitate the counter-signing of online or cheque payments for accounts due or monies payable to exhibiting artists, as required.

## **g/ EXHIBITIONS OFFICER**

**The Exhibitions Officer is responsible for all Albany Art Group exhibitions.**

- i. The Exhibitions Officer is responsible for the organisation of exhibition venues, dates and times, coordinating all AAG Exhibition and Southern Art and Craft Trail activities, and for keeping the Management Committee involved and updated throughout.
- ii. The Exhibitions Officer maintains an Exhibition Planning Document detailing duties and tasks involved.
- iii. The Exhibitions Officer shall select and/or train a team of AAG members to assist with the various tasks, as required, and shall oversee their progress – for example:
  - a. Bookings and venue
  - b. Graphics and labelling
  - c. Catering and equipment purchases
  - d. Curating and physically hanging an exhibition
- iv. The Exhibitions Officer shall present a written report to the Committee, for sharing with members at General Meetings, and email a copy of this report to the Secretary for AAG records.
- v. The Exhibitions Officer shall liaise with the Treasurer and Management Committee on any proposed purchases, and maintain a correct and accurate account of all transactions.
- vi. The outgoing Exhibitions Officer must attend a handover with the incoming Exhibitions Officer, in order to ensure that the role and current AAG exhibition status is fully understood.

## **h/ ASSISTANT EXHIBITIONS OFFICER'S POSITION:**

- i. An Assistant Exhibitions Officer will be elected at each AGM, to work with the Exhibitions Officer.
- ii. The Assistant Exhibitions Officer shall work with and support the Exhibitions Officer, and ensure he/she is current with events and able to fill the role as needed.
- iii. The Assistant Exhibitions Officer will assume the role of Exhibitions Officer during the absence of the Exhibitions Officer.

## **7. JOB DESCRIPTIONS FOR OTHER OFFICERS OF THE ALBANY ART GROUP**

**a/ SOCIAL MEDIA:** shall consist of TWO elected officers

### **i. Social Media Coordinator– responsibilities:**

- a) Ensure that all Social Media platforms and postings shall further the progress and fulfil the Aims and Objectives of the Albany Art Group as a whole.
- b) Run the AAG Facebook Pages and Instagram, and ensure the AAG Website is kept current.
- c) Present a written report to the Committee, for sharing with members at General Meetings.
- d) Email a copy of this report to the Secretary for AAG records.
- e) Keep the Management Committee involved and updated throughout.
- f) The Management Committee must be consulted prior to any structural change to the agreed AAG Social Media format.
- g) The outgoing Social Media Officer must attend a handover with the incoming Social Media Officer, in order to ensure that the role and current AAG status is fully understood.

**ii. Social Media Assistant – responsibilities:**

- a) The Assistant shall ensure the AAG social media and website are kept current.
- b) The Assistant shall assist the Social Media Coordinator as requested.
- c) The Social Media Assistant will assume the role of Social Media Coordinator in the absence of the Coordinator.

**b/ WORKSHOPS:** shall consist of TWO elected officers

**i. Workshop Coordinator – responsibilities:**

- a) Aim to organize a minimum of THREE workshops per year.
- b) Inform the members about the pending workshops.
- c) Organize and book venues, open and close the Art Room, and liaise with the Treasurer for the collection of payments.
- d) Present a written report to the Committee, for sharing with members at General Meetings.
- e) Email a copy of this report to the Secretary for AAG records.
- f) Keep the Management Committee involved and updated throughout.
- g) The outgoing Workshops Officer must attend a handover with the incoming Workshops Officer, in order to ensure that the role and current AAG status is fully understood.

**ii. Workshop Assistant – responsibilities:**

- a) The Workshop Assistant will assist the Workshop Coordinator with running workshops.
- b) The Workshop Assistant will assume the role of Workshop Coordinator in the Coordinators absence.

**iii. Preparing for a workshop:**

- a) Consult with the Management Committee and Treasurer about the proposed workshop.
- b) If approved, book the tutor and venue for the workshop.
- c) Update the Social Media Officers with the information, including any fliers, for posting.
- d) Notify all members by email – Tutors Name, Medium, Cost, Venue, Date, Time.
- e) Prepare a list of members attending the workshops, arrange for payment of fees in advance.
- f) Organize morning and/or afternoon teas if required.
- g) Undertake a VAC Building Induction for out of hours access.

**Ensure arrangements are in place to:**

- h) On the day – unlock the room, assist with preparation of the room.
- i) Introduce the tutor, and assist as needed during the workshop.
- j) Oversee clean-up, close and securely lock the room and store room.
- k) Liaise with the Treasurer re invoicing and payment for the Tutor.

**c/ PUBLIC RELATIONS (PR) OFFICER**

**The PR Officer is responsible for Albany Art Group Public Relations and Marketing.**

- i. The PR Officer shall investigate, propose, and organize advertising for exhibitions, as approved by the Management Committee.
- ii. The PR Officer shall contact local radio stations 2/3 weeks before the exhibition date to book for radio discussion.
- iii. The PR Officer shall contact the Exhibitions Officer to obtain the digital exhibition poster and Opening Night invitation.
- iv. The PR Officer shall ensure that the AAG marketing mailing and email list is kept current.
- v. The PR Officer shall arrange to mail or email the exhibition poster and Opening Night invitation to the current marketing mailing list.
- vi. The PR Officer shall organise for fliers to be printed. If possible, this should be through the free of charge Community Printing scheme.
- vii. The PR Officer shall organise the distribution of printed fliers for members to place in agreed localities, as approved by the Management Committee.



- viii. The PR Officer shall organize exhibiting artists with their paintings for feature photos.
- ix. For Art Trail, the PR Officer shall liaise with newspapers on Art Trail feature articles.
- x. The PR Officer shall present a written report to the Committee, for sharing with members at General Meetings, and email a copy of this report to the Secretary for AAG records.
- xi. The PRO shall keep the Management Committee current with all activities and PR events.
- xii. The outgoing PR Officer must attend a handover with the incoming PR Officer, in order to ensure that the role and current AAG status is fully understood.

## **8/ JOB DESCRIPTION FOR ALL GROUPS / ACTIVITIES / SUB-COMMITTEES:**

**Each Sub-committee shall elect a Coordinator, and Assistant, from within their group - the Group Coordinator will represent their whole Group, and update and liaise with the Management Committee.**

**The Group Coordinators duties for all AAG Groups include the following:**

- a) Ensure satisfactory attendance at group sessions.
- b) Where money is payable for participation in the group activities, the Coordinator (or appointee) will maintain the records of attendance, payment and expenses, and transfer the money to the Treasurer in a timely manner.
- c) Present a written report to the Committee, for sharing with members at General Meetings, and email a copy of this report to the Secretary for AAG records.
- d) Ensure an attendance register is kept, for insurance purposes and Committee information.
- e) Ensure any fees are collected N.B: Visitors session fees shall be greater than member's fees, as determined by the Management Committee. Visitors are to be encouraged to apply to become a full AAG member after 3 visits.
- f) Co-opt other Members to assist, as necessary.
- g) Arrange for occasional visiting artists to interact with or instruct the group, if possible.
- h) Liaise with the Social Media Officers in order to publish Group sessions and other information on the AAG Group Facebook page, Instagram, and website.

**Assistant Coordinators** will organise setting up and clearing away for group sessions, assist the Coordinator as requested, and assume the role of Coordinator in the Coordinators absence.

### **Additional issues for specific AAG Groups:**

#### **a/ LIFE DRAWING GROUP:**

##### **i. Life Drawing Group Coordinator – additional responsibilities:**

- a) Organise and pay Life Drawing Models, at current rates as agreed by Committee.
- b) Ensure models details are kept private, and remain the property of AAG.
- c) Ensure attendees read and sign the current Life Drawing Code of Conduct.
- d) The outgoing Life Drawing Coordinator must attend a handover with the incoming Life Drawing Coordinator, in order to ensure that the role and current AAG status is fully understood and all the models contact details etc. are passed on.

##### **ii. Life Drawing Group Assistant – responsibilities:**

- a) Provide and complete the Drawing Group Attendance Register, and check whether attendees are currently members of the Albany Art Group.
- b) Ensure models sign the Independent Contractor Agreement
- c) Assist the Coordinator to collect the appropriate fees for attendance.

#### **b/ PASTELS GROUP: Pastel Group Coordinator – responsibilities as above.**

##### **Pastel Group Assistant – responsibilities:**

- a) Provide and complete the Pastel Group Attendance Register.
- b) Assist the Coordinator to collect the appropriate fees for attendance.

## **c/ PORTRAITS GROUP:**

### **i. Portraits Group Coordinator – additional responsibilities:**

- a) Organise and pay Portrait Models, at current rates as agreed by Committee.
- b) Ensure models details are kept private, and remain the property of AAG.
- c) Ensure models sign the Independent Contractor Agreement
- d) The outgoing Portraits Coordinator must attend a handover with the incoming Portraits Coordinator, in order to ensure that the role and current AAG status is fully understood and all the models contact details etc. are passed on.

### **ii. Portraits Group Assistant – responsibilities:**

- a) Provide and complete the Portraits Attendance Register, and check whether attendees are currently members of the Albany Art Group.
- b) Assist the Coordinator to collect the appropriate fees for attendance.

## **d/ PRINTMAKING GROUP: Group Coordinator – additional responsibilities:**

- a) Ensure members are trained in the correct use of the VAC printing press.
- b) Ensure members have completed the VAC after-hours induction.
- c) Ensure members understand the AAG Exhibition Guidelines for Printmaking.

### **ii. Printmaking Group Assistant – responsibilities:**

- a) Provide and complete the Printmaking Attendance Register.
- b) Assist the Coordinator to collect the appropriate fees for attendance.
- c) Assist with setting up and clearing away for sessions.

## **e/ PLEIN AIR GROUP: Group Coordinator – additional responsibilities:**

- a) Organise Plein Air Group venues and meeting times, and send a monthly calendar to the Social Media team for publication.
- b) Ensure session participants sign the disclaimer, and return it to Committee.

### **ii. Plein Air Group Assistant – responsibilities:**

- a) Assist the Coordinator as requested.
- b) Provide and complete the Plein Air Group Attendance Register.

## **f/ BOTANIC ART GROUP: Coordinator – responsibilities as above:**

### **Botanic Art Group Assistant – responsibilities:**

- a) Assist the Coordinator as requested.

## **9. OTHER AAG OFFICERS: (see Constitution, Part 5 – Division 5)**

### **i. ROLE OF THE REFRESHMENTS OFFICER:**

- a) Purchase biscuits, tea & coffee etc for use by all members, and present dockets to Treasurer for reimbursement.
- b) Maintain the clean condition of the cups, tea towels and containers, with instructions that all crockery and utensils to be run through the VAC dishwasher.
- c) Make sure the supplies are taken from the cupboard for use on the day, and returned to the storage cupboard at close of day.
- d) In the absence of the Refreshments Officer, attending members are responsible for ensuring these conditions are met.

**ii. ROLE OF THE LIBRARY OFFICER:**

- a) Maintain a true record of the books and A/V materials borrowed.
- b) Ensure all members record items borrowed, and sign a return date in the folder.
- c) Sign new donations in to the library, register and code each entry, and keep a current record of stock.
- d) Use of the Library is free to Members.

**iii. ROLE OF THE ART ROOM OFFICER:**

- a) Ensure the Art Room is maintained in a clean and tidy condition for all users.
- b) Organise members art for the walls, and label works for sale.
- c) Maintain a record of artworks submitted, and organise regular change-overs.

**10. ROLE OF THE PATRON**

- a) The Patron is encouraged to act as advocate on behalf of the group.
- b) The Patron will be invited as a special guest and asked to open exhibitions on occasions.
- c) The AAG Chairperson will liaise with the Patron of the Albany Art Group regarding group interactions.
- d) Matters of the Albany Art Group are the responsibility of the Management Committee, and the Patron has no voting rights and cannot vote on any Albany Art Group decisions.

**11. LIFE MEMBERSHIP**

- a) Existing AAG Life Members shall be exempt from paying annual membership fees.
- b) No further AAG Life Memberships will be awarded, as the practice is seen to be discriminatory.
- c) Committee, at it's discretion and according to due process, may remove the honour of Life Membership from a Member.

**12. VISITORS**

- a) Visitors are welcome at AAG General Meetings
- b) Visitors are welcome to attend a limited number of group sessions, classes, etc, on a trial basis.
- c) Visitors are to pay fees, as determined by the Management Committee from time to time, for attendance at these sessions. Visitors fees shall be greater than any applicable member fees.