



FERNTREE GULLY ARTS SOCIETY INC.
157 UNDERWOOD ROAD, FERNTREE GULLY 3156
E: info@thehutgallery.com.au W: thehutgallery.com.au

2022 FTGAS MEMBERSHIP APPLICATION (Calendar Year)

Fill in and return your signed form together with payment (if by cheque or cash) or proof of bank transfer

FIRST NAME: (please print all)	SURNAME:	
ADDRESS:	SUBURB:	POSTCODE:
CONTACT NUMBER:	EMAIL ADDRESS:	
Emergency Contact: Name & Phone No:		

NB. The bi-monthly FTGAS newsletter will be emailed to members who supply an email address.
 Tick the box if you would (also) like a printed copy provided for you at the Hut Gallery. OR Tick the box if you would (also) like a printed copy mailed as unable to attend Hut.

**AMOUNT DUE: ~~\$60 for full year adult membership / \$100 for family* / \$30 for student~~ [Under 25 with ID]
 From 1 July 2022 a half year membership is available: \$30 for adult / \$50 for family* / \$15 for student**
 * Family is up to two adults and two children under 18. Please attach document listing name of each family member.

PAYMENT can be made in various ways: *Please tick method utilised*

1. **By cheque or cash.** Cheques to be made out to 'Ferntree Gully Arts Society'.
In person: At the Hut Gallery on weekends from 11.00 am to 4.00 pm (from February onwards), or during workshops, or place in the mailbox at The Hut Gallery, 157 Underwood Road.
By mail: Address envelope to 'The Treasurer, PO Box 8167, Ferntree Gully 3156'.
2. **Direct transfer to FTGAS Bank Account:**
 BSB: 633 000 Account Number: 112304159
 Description to state: "2022 Sub + [Initial & Surname]". eg. 2022 Sub J Citizen

VOLUNTEER DUTIES

Members are expected to perform gallery duty and attend working bees at least once a year and be a volunteer within a work-team. [See back of form for details] *Unable to perform voluntary work*

Please select three work-teams of the nine others listed below and number in order of preference [1, 2, 3].

Group 1: Gallery		
Weekend Gallery Duty (Sat or Sun 11am - 4pm)		ALL
1A	Exhibition Administration	
1B	Exhibitions/Demonstrations/Venue Hire	
1C	Catering/Fund Raising/Promotions	
Group 3: Media		
3	Various Duties – see back of form	

Group 2: Maintenance		
Working Bees (Jan and Jul)		ALL
2A	Building Maintenance	
2B	Cleaning: Interior	
2C	Gardening	
2D	Supplies/Purchasing	
&	Assisting at Kids Art Classes *	

* Requires a Working with Children check (no cost for volunteers)

SIGNED ACKNOWLEDGEMENTS:

1. I agree to abide by the Society's Constitution (available on request) and to assist in the running of the Society
2. I meet the Society's conditions regarding COVID status and COVID Safe principles

Signature:	Date:	Amount Paid: \$
------------	-------	-----------------

Membership card and receipt will be provided after the membership form and dues are received

GALLERY DUTY AND WORK-TEAM DUTY DESCRIPTIONS

GROUP 1: GALLERY (Gallery Duty and 3 work-teams)

GALLERY DUTY [All members to perform where able]

Attend the Hut Gallery on Saturday or Sunday during the year between the hours of 11.00 am to 4.00 pm.

(To 5.00 pm on the last Sunday of an exhibition due to artists collecting works between 4.00 pm and 5.00 pm).

Duties include liaising with the public - mainly supplying information; taking cash payments for gallery sales and providing receipts; collecting visitor statistics. Two members are on duty at the one time.

NOTE: *Members who exhibit artworks are expected to perform gallery duty during the exhibition*

1A: MONTHLY EXHIBITION ADMINISTRATION

Updating and sending out monthly exhibition entry forms. On Handing-In day: receiving entry forms and art work for exhibitions, recording and receipting entry fees, checking gallery duty circled, creating information tags, hanging works. Organising and advising the monthly gallery duty roster, co-ordinating the unlocking /locking of the premises.

1B: DEMONSTRATIONS/EXHIBITIONS/VENUE HIRE ORGANISATION

Sourcing and liaising with judges and guests to open exhibitions; organise their visit for judging purposes.

Source artists to demonstrate varying media. Liaise and follow-up with bookings, register venue hire, advise committee members. Organise and administer special exhibitions eg. Young@Art, Street Art, and liaise with associated external bodies. Provide information to members on upcoming/current exhibitions and events eg. send email, put posters in work room and foyer, update white boards

1C: CATERING/FUND RAISING/PROMOTIONS

Purchase and present foodstuffs - nibbles and wine for exhibition openings and cemetery tours, pizzas for social evenings. Help with Solstice and Christmas dinners. Clear up and wash dishes during and at end of function.

Arrange and liaise with fund raising event organisers regarding location, equipment supplied etc, procure foodstuffs. Attend event/fairs/markets to promote the FTGAS eg. Knox Festival, FTG Seed of Life monthly market

GROUP 2: MAINTENANCE (Working Bees and 4 work-teams)

WORKING BEES [All members to perform where able]

Minimum of two are held during the year - one in January as we prepare for the start of the year, another is scheduled in Spring. Normally 3 hours in the morning. General clean-up of property, both internal and external.

2A: BUILDING MAINTENANCE

Upkeep of building, both internal and external. Basic repair and maintenance duties, small jobs such as changing light globes etc. Source and liaise with tradesmen when required. Purchase of maintenance items.

2B: CLEANING *

Weekly: Clean toilets and kitchen/lounge area including surfaces, stove, fridge and units; vacuum floor and mats, empty all bins in kitchen, studio and foyer.

Monthly: Mop gallery, foyer, kitchen & studio. Dust and clean all areas excluding toilets and kitchen.

Liaise with supplies/purchasing volunteers.

(Major cleaning works including windows and fixtures – undertaken within working bees.)

** Where one person performs duty all year their membership fee is reimbursed, if two+ people, mem. fee is halved*

2C: GARDENING

Maintain garden including watering, weeding, new planting, and garden design. Includes car park weed control.

2D: SUPPLIES/PURCHASING

Check weekly and/or purchase as needed: Kitchen and bathroom supplies eg. tea, coffee, sugar, paper towels, hand soap, toilet rolls; cleaning items; printer supplies; office supplies; artist supplies. Liaise with cleaning volunteers.

GROUP 3: MEDIA Work-team (incorporates the 4 aspects)

Newsletter: Editing and distribution, writing articles, interviewing, taking photos for inclusion, researching

External publicity: Contacting local and other newspapers, local radio station, distribution of flyers and brochures

Social media: eg Facebook. Update immediately as required (must have experience)

Website: Update immediately as required. Liaise with Newsletter volunteer. (must have experience)

All work-teams require a liaison person who also reports to and consults with the FTGAS Committee, or may themselves be a committee member. FTGAS Committee members are deemed to be a volunteer within the 'Committee' work-team.