**Terms of Reference**

**(Updated 20.1.18)**

**Who are we?**

* A group of local arts and crafts producers living within 20 miles of Ross-on-Wye.

**Our Objectives**

* To provide a space for local artists and crafts people to display and sell their work.
* To share our arts and crafts knowledge and skills with the local community.
* To be a focal point for the town.

**Our Market**

* Sales to date indicate that we have two distinct markets:-

High end sales – occasional sales of high value items – typical profile – tourists and visitors to Ross

Middle to low end sales – frequent sales of lower value items – typical profile – local and return customers.

Both markets are Important and we encourage all artists to try to cater for both. The former market clearly demonstrates the quality of the skills and techniques of Made in Ross members, the later allows our work to be affordable and widely appreciated.

* All items will be locally made and original, with the aim of selling to a wide market.
* Quality will be continuously monitored informally. Any issues to be raised with the committee.

**Joining the Collective**

* Members will be recruited based on their proficiency in their field and their willingness to take an active role in the co-operative.
* Members will pay £1 share and £120.00 annual membership or (to be reviewed at the AGM)
* The £1 share will be relinquished on leaving the collective.
* £15 will be needed as a deposit for the keys to the Market House. Keys and the deposit will be returned at the end of membership.
* All members should be aware that other costs may arise during their membership. These could include things like advertising costs, H Art membership or website costs.
* The Collective **does not** take any responsibility for theft, loss or personal liability. We recommend exhibitors get their own insurance.
* There will be a probationary period of three months during which dismissal can occur at any point. A formal review will be carried out at the end of this period.
* Selection for the collective will be by selection committee (The management committee)
* Aim for 15 members initially but this may increase in the future.
* Data Protection – Personal details are only for use by the Collective.
* Membership of the Collective implies your details provided can be used for all promotional activities.
* Collective members should only present work in the gallery that they were appointed to produce. If they wish to dabble in other fields they should present their work and get approval from the committee.
* If there is a clash in the items exhibited between a potential fee paying member and a represented member, the fee paying member will have priority.

**Obligations of members**

* Members will act professionally at all times and always promote the collective in a positive manner.
* Fulfil their rota commitments.
* Honesty and to raise concerns as soon as they arise.
* Commitment and maintain a high quality of work
* Follow stewarding policy.
* All artwork for sale must be clearly labelled by the artist either handwritten or in Arial font with – name of artist, name of work, medium of work, price and unique reference code for sale identification. Small items may only need the unique code.

**Leaving the Collective**

* Three months’ notice will be given by all parties.
* Dismissal due to unprofessionalism or poor attitude and demeanour, will be immediate.
* Decisions will be made by the Management Committee.
* A leave of absence may be requested with a month’s notice. This will be reviewed on a case by case basis.

**Meetings**

* There will be an AGM annually
* Members’ meetings will be held every 3 months. Decisions made on a majority vote.
* Management meetings will be held monthly to start with. A quorum will be 4 members plus the chair.
* Extraordinary meetings can be called by 3 or more members.

**Grievances**

* Level 1- issues to be raised with the Chair or a member of the Management Committee
* Level 2 – Issues taken to a members’ meeting and a majority vote used to decide outcome.

**Relationship with Courtyard**

* Payments will be made monthly to members – 1 month in arrears.
* Monthly sales figures will be issued

**Managing the Collective**

* A management committee will be elected annually consisting of:-

Chair – chairs meetings and contacts press

Secretary – minutes and appointments

Treasurer

Stewarding Rota

Guest Artist Organiser

Exhibition organisers (x3) – comparative pricing

Social Media

Marketing and communication co-ordinator

Recruitment and membership co-ordinator

Tourist Information co-ordinator

Banking

(External exhibit organiser – role for the future)

* All members of the Management Committee make up the Selection Committee – concerned with variety and quality
* All roles have a maximum term of 3 years

**Chairing and Minute taking**

This is the responsibility of the Management Committee