

# Woodford Community Art Group (WCAG)

PO Box 1090 Woodford 4514

woodfordart@gmail.com

## Friends of Woodford Art (FOWA)

### Application Form

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact No \_\_\_\_\_

Email \_\_\_\_\_

Annual \$5.00 Cash/Eftpos

I am interested in assisting WCAG by (please tick)

- Volunteering at the front desk  
(Wednesday's, Saturday's and some Sunday's 10am to 2pm)
- Computer skills
- Assist with gallery
- Fund raising
- Helping with functions
- Public relations
- Children's art
- Tutoring workshops

Signed \_\_\_\_\_ Date \_\_\_\_\_ Receipt No \_\_\_\_\_

Nominated by \_\_\_\_\_ Second by \_\_\_\_\_

Note: Nominator and Seconder must be full paid members of WCAG Inc.

Friends of Woodford Art can:

- To join all activities organised by WCAG
- Attend workshops for a nominated fee
- Receive newsletters and notifications of WCAG events
- Volunteer on rostered days
- Assist with fundraising, events and administration etc
- To attend meetings but do not have the right to vote

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*Office Use Only*

Receipt \_\_\_\_\_ Date \_\_\_\_\_

*Please note memberships are annual and are renewed in February each year.*

*Details attended to email list data base*

## Woodford Historical Society & Woodford Community Art Group Members Codes of Conduct

### Purpose

The purpose of this document is to set out the standards of behavior expected of Members of both groups within the Community Museum and Arts Centre. In agreeing to be part of the Committee's, each member must also agree to adhere to these codes at all times.

Woodford Community Art Group (WCAG)

Woodford Historical Society (WHS)

Community Museum and Arts Centre (Centre)

Members must:

- Be diligent in their role
- Attend Committee meetings or forward their apology prior to the meeting
- Treat all people associated with the WHS & WCAG, including members, volunteers, partners, external stakeholders, and other Committee Members with respect
- Attend to their fiduciary responsibility and make decisions based on what is best for the WHS & WCAG, not for individual interest or gain
- Not take advantage of their position on the Committee in any way
- Declare any Conflicts of Interest as they arise and act to ensure that these conflicts do not pose a risk to the organisation
- Be open to feedback from members and respond appropriately
- Be honest at all times
- Act as a positive role model with respect to good sporting behaviour
- Refrain from smoking outside of designated areas and excessive use of alcohol at Centre.
- Adhere to the policies and procedures established by the WHS & WCAG
- Adhere to the legislative requirements of the WHS & WCAG
- Respect the equipment and resources of the WHS & WCAG and only use these in WHS & WCAG related business
- Not receive gifts that result in personal financial benefit
- Always look for opportunities for improved performance of the WHS & WCAG operations and Committee functions
- Always represent the WHS & WCAG in a professional manner
- Refrain from using bad language at the Centre
- Not speak to the media about any aspect of the WHS & WCAG that could damage the groups or their reputations.
- Bullying is unacceptable. WHS & WCAG are committed to providing a safe and healthy workplace free from bullying. WHS & WCAG will treat reports of bullying seriously and will respond promptly, impartially and confidentially.
- Follow all Covid-19 requirements set out by WHS & WCAG executive

Signed on this day 19-12-21 WHS President  
Ron Trim

WCAG President  
Shirley Armstrong

I (print name) \_\_\_\_\_ agree to follow the Code of Conduct. Signed \_\_\_\_\_

\*Signing this Code of Conduct is a necessity for your membership.

\*Members will receive 3 warnings, in writing, if their conduct goes against the code. On the 3<sup>rd</sup> warning, their membership will be revoked.