

# MEMBERS' HANDBOOK

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Our Handbook provides members with all they need to know about how Lacock Art Group operates. Elsewhere on the site you can find information about the Group's constitution and our GDPR policy.

## Lacock Art Group Committee Members:

Margaret Gray, President

Mark Peskett, Chairperson

Stephen Simpkins, Treasurer

Joy Tickell, Membership Secretary

Elsbeth Wales, Website

John Harris, Committee Member

Ken Baldy, Exhibition organiser

Chris Crosby, Committee Member

## Additional roles are undertaken by:

Mark Peskett - Representative for the Group on the Lacock Village Hall Committee.

## Lacock Art Group meetings:

Lacock art group (LAG) meets in the Village Hall, East Street, Lacock. Sessions are every Thursday 7-9pm from early January through to the 2nd Thursday in December.

Parking is limited in Lacock. Please note LAG has agreed with the Lacock Village Hall committee not to park in East Street, so use the public car park at the Red Lion pub or outside the school in the High Street. Please respect the householders who park their vehicles outside their homes.

All members are asked to take their turn in opening and locking up the Village Hall on two consecutive sessions, this usually works out at 2 or 3 times per year/per person. There is a rota on the noticeboard, which is displayed every Thursday; please check your availability and add your name to the rota. When it's your turn you will need to bring some milk but you can claim this back from the treasurer.

## Monthly Newsletter

The newsletter contains information on forthcoming exhibitions, demonstrations, workshops, art tips etc. It is emailed out to members as a PDF document. Other than the website this is the primary source of all club related activities.

Please contact Mark Peskett ([hello@lacockartgroup.co.uk](mailto:hello@lacockartgroup.co.uk)) if you have anything to be included.

## Membership Fees:

All members of Lacock Art Group must pay the full fee which at present is £125 per year and can be paid in five instalments, or £100 if paid as one payment at the start of the year. Fees are paid in January for nine weeks - £25.00 and then every 10 weeks - £25.00 for four terms (i.e. payments are needed in March, May, July and September). Payment can be made by cash, BACS transfer, card or cheque; cheques may be posted to Stephen Simpkins, Treasurer.

Members will not be able to display their artwork on the Group's web site or at exhibitions run by the Group, unless they are up to date with the payment of fees.

Guests and non-members who attend demonstrations etc will be required to pay an attendance fee on the evening.

People aged 16 and under are welcome to attend (weekly meetings and/or demonstrations) but must be accompanied by a responsible adult.

Members who are absent for any period of time will be expected to pay any outstanding fees still owed to the Group on their return.

We expect members to attend weekly meetings at least 50% of the time in order to keep their membership. Should a member have a reason not to attend for an extended period this must first be agreed by the committee.

### Where your money goes:

- Hiring the Village Hall for weekly sessions and annual exhibitions.
- Cost of demonstrations/workshops and other exhibition fees.
- Refreshments, stationery, advertising, group membership of the Society of All Artists, and website related costs.

## Demonstrations/workshops

Approximately once per quarter there will be a demonstration by an invited artist. When a demonstration is planned please arrive early so that the demonstration can start promptly at 7pm.

Workshops are held on an occasional basis and can include still life, life drawing with a professional model and demonstrations by our members.

If you do not wish to participate in, or watch, a demonstration you are welcome to continue with your own work but please do so quietly so as not to disturb the demonstrator or those taking part.

## Membership List:

As a new member your contact details will be added to the Membership List - this is only distributed to members of the Committee.

We have a public Facebook group and a Whatsapp group which members are welcome to join. We use these to share our art and promote the work of the Group.

## Society of All Artists:

Our group membership number is: 072973

This entitles you to discounted art materials, an opportunity to advertise yourself with photographs of your art work, and 3rd party insurance.

## LAG Website:

Our web address is [www.lacockartgroup.co.uk](http://www.lacockartgroup.co.uk) You are welcome to provide photographs of your paintings to be added to the online gallery, please email them to Elspeth Wales. You can also check there for information about our forthcoming events.

## Communication by members to the Committee:

If you are not going to be able to attend Group meetings or take part in exhibition stewarding or attend demonstrations etc due to holidays, ill health etc, let a member of the Committee know – from time to time we have guests and non-members who wish to attend our activities and this will help us determine how much spare space we may have to accommodate them.

If a member wishes to make a complaint concerning any part of the Group or its activities, that complaint should be addressed to the Chairperson or a member of the Committee directly (face to face) or by letter and must not be made by email.