

Toowoomba Art Society

Code of Conduct

Introduction

The foundation of Toowoomba Art Society (TAS) is the enjoyment, creation and advancement of art practice and appreciation of art for all members and the wider community.

Toowoomba Art Society has significant assets:

- our human resources – members, staff and volunteers
- financial; and
- property.

It is important that Toowoomba Art Society assets are protected and managed to ensure the long-term sustainability and value of the Toowoomba Art Society. The core values reflect Toowoomba Art Society's vision and objectives and form the foundation of the Toowoomba Art Society Code of Conduct.

The Toowoomba Art Society Code of Conduct clearly defines how all members and staff are to conduct themselves within Toowoomba Art Society and for TAS.

All members of Toowoomba Arts Society shall be bound by this Code of Conduct.

The Toowoomba Art Society is a not-for-profit organisation with the following vision and objectives:

VISION

Toowoomba Arts Society will serve its members and the broader community by providing a facility housing studio and exhibition spaces and facilitating educational programs and activities to advance art practice and appreciation across the Toowoomba region.

OBJECTS

The Constitution of the Toowoomba Art Society states our objectives to be:

- a. providing a stimulating environment for adults and children to make an exhibit their art, and develop their practice of art;
- b. providing ongoing education in, and appreciation of, the visual arts, by means of classes, social groups, workshops, talks, exhibitions, gallery visits and excursions;
- c. engaging with the community through the organisation of public exhibitions in any art gallery owned/operated by the local government and other arts spaces, and through hiring and facilities owned by the Company to community groups for art-related activities;
- d. managing and protect the assets of the Company for the long-term benefits of the members and the community;

and to do all acts and things as may be deemed reasonably necessary or incidental to the achievement of similar objectives.

CORE VALUES:

Creativity

Creativity is at the core of our functions. We develop and enhance creativity through curiosity, expression, critical thinking, self-reflection, practice and mastery of skills in a safe and welcoming environment.

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Support

We support Toowoomba Art Society and its members through the promotion and sharing of our artistic skills both within TAS and in the broader community. Support is mutual as TAS supports members with its provision of art-making facilities and exhibiting spaces in the friendly atmosphere of Culliford House, while members support TAS by using the opportunities provided, the facilities, activities and instruction and by volunteering their time and skills.

Integrity

We know and always attempt to do what is right. We build trust through personal example, responsible actions and honest relationships.

Respect

We treat others the way we want to be treated. Members value everyone and treat people equally with dignity and respect. Members also treat Culliford House, its fittings and equipment with respect. We abide by the house rules by using materials correctly, cleaning up properly after ourselves, and following instructions on using and securing the premises.

Responsibility

Each of us is responsible for our words, our actions, and our results. We act responsibly and ensure we conduct ourselves in a manner which will not harm any person or thing, or the reputation of the TAS.

Friendship

We bring our best to TAS. We are friendly and kind to everyone we encounter and enjoy connecting with other artists.

Collaboration

We recognise the vital link between individual effort and group achievement. We achieve more when we collaborate and all work together.

Service and Leadership

We attempt to serve the common good and freely contribute our time and support to help TAS achieve its aims.

Members rights and responsibilities

Members and staff have a right to:

- Be treated fairly, equally and with respect by the Toowoomba Art Society, its Board of Directors and other members.
- Socialise in an environment free from all forms of bullying, harassment and discrimination.
- Privacy and confidentiality concerning records, documentation and any other communication containing a member's personal information, unless consent is otherwise provided.
- Be informed about and actively involved in Toowoomba Art Society activities and offerings.
- Voice their opinions, requirements and suggestions to the Board.

Members must:

- Be knowledgeable of Toowoomba Art Society's membership requirements
- Uphold the Constitution of Toowoomba Arts Society and abide by the Toowoomba Arts Society by-laws and Code of Conduct, including:
 - Toowoomba Art Society Workplace Bullying Policy
 - Issues and Complaints Procedure; and

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- Conflict of Interest Policy and Procedure
- Treat all people fairly, equally and with respect and courtesy.
- Act responsibly and ensure they conduct themselves in a manner which will not harm any person or thing; or the reputation of the TAS
- Address inappropriate behaviour promptly in accordance with the Toowoomba Art Society *Issues and Complaints procedure*.
- Pay membership and any other fees (e.g. maintenance, exhibition) in relation to an event, or offering which that member has committed to in a timely manner.
- Notify the Toowoomba Arts Society of any changes to address or other details.

Additional responsibilities of Toowoomba Art Society Board of Directors

The Toowoomba Art Society Board of Directors have additional responsibilities. These include:

- Legal duties
- Work Health and safety duties
- Reporting requirements to the Australian Charities and Not-for-profits Commission (ACNC) and Toowoomba Art Society members
- Duty to act with integrity and accountability.

In all dealings with Toowoomba Art Society Directors shall be honest and open and shall not take any advantage of their position on the board.

A Director shall not at any time while acting in their capacity as Director:

- i. place their own interests, or the interests of any other person or body, before the interests of Toowoomba Art Society, or so act as to give the appearance of any such conflict
- ii. enter into any financial relationship with the Toowoomba Art Society without the approval of the board, in whose deliberations on that issue the director shall have not taken any part
- iii. through their own conduct bring the organisation into disrepute.

Breaches of this Code of Conduct:

- Any member not behaving in accordance with the terms of the Code of Conduct will be spoken to and asked to stop the offending behaviour, in the first instance by the person/people affected by the behaviour.
- Any member who persists with not behaving in accordance with the terms of the Code of Conduct after being made aware of the breach, will be managed according to the Toowoomba Art Society Issues and Complaints procedure.

Adopted 2021

Under review 2024