

## **INTERESTED IN BECOMING A MEMBER OF ISLAND GALLERY WEST?**

*Here are answers to some of your questions*

- We use a jury process to select new members.
- Prospective members should send or bring the completed application form, a current resume, and 6-10 photos of their work to the gallery.
- The Membership committee will review applications on an ongoing basis.
- When a space becomes available selected artists are invited to bring 4 to 5 pieces of original work for the general membership to view and judge.

### **SPACE SIZE AND FEES:** *(subject to change)*

- A single wall space is 4 feet wide by 8 feet high with monthly dues of \$60.
- A double space is 8 feet by 8 feet for \$100 per month. These are limited and assigned by seniority.
- There is a 15% commission on any sales.
- There may be an occasional fee assessment for special expenses such as advertising and receptions. These assessments are voted on by the members at meetings.

### **INITIAL MEMBERSHIP:**

- Initial membership is for one year with no written contract. New members must pay the first and 12th month's dues when you join. The 12th month is forfeited if a new member leaves the gallery before the end of the year. When the first year is up that 12th month may be used as a credit toward a month's dues.
- There is a one-time \$20 fee (non-refundable) for the expenses involved with having the credit card service available.
- We require that all members put their work on our website for a one-time fee of \$75 (changes extra). The gallery takes no profit from this fee. It is paid by the gallery to our website manager at her billing time.

### **GALLERY SITTING DUTY AND MEETINGS:**

- We do not have any paid employees.
- Members are required to serve gallery duty at least one full day per month. No exceptions.
- Members are expected to attend the meetings, which are held at the gallery at 6:00 PM, the first Thursday of the month, bi-monthly starting with January. These meetings last from one-to-two hours, depending on how much needs to be discussed.

### **VOLUNTEER RESPONSIBILITIES:**

- Expect to volunteer as host or hostess at open house receptions that may be held at the gallery.
- We also feature free demonstrations during the season and encourage members to participate in the opportunity to display their talent and draw customers through related advertising.
- We have several committees that are responsible for various aspects of running the business, and members are expected to serve on a committee. This is an artists' cooperative, and members should expect to participate fully in all phases of operation.

Form Revised Aug. 2010