

WORKSHOP TUTORS FEES POLICY	
Authority	Content
<p>Clause 3</p> <p><i>Handweavers, Spinners and Dyers Guild Constitution 2021</i></p> <p><i>Committee approval 10 October 2019</i></p> <p><i>Reviewed by Committee and Tabled AGM: 14/03/2023</i></p> <p><i>Committee review of fee structure 21 Sept 2023. Approval of changes to tutor assistant payment 8 February 2024</i></p> <p><i>Reviewed by Committee and Tabled at AGM: 23 March 2024</i></p>	<p>Introduction</p> <p>In order to encourage learning and the development of new skills for members, the HWSGD offers workshops for members and non-members, subject to availability. Learning can occur through informal attendance on meeting days or through planned workshops, tutorials and groups.</p> <p>HWSGD Groups</p> <p>Currently, there are regular meeting days for Guild members throughout the state. In addition, there are special interest groups, e.g. weaving, felting, spinning, discussion groups etc. Experienced members who share their skills and facilitate these sessions are not paid for their time or expertise. This includes assisting new members to develop skills associated with HWSGD. Members can attend at any time and no enrolment is required. There is a nominal charge to cover tea, coffee and insurance.</p> <p>Standard Payments to Presenters</p> <p>There is a need to respect the expertise of all tutors whether they are experienced Guild members or outside tutors.</p> <p>The Guild acknowledges the preparation time required for each workshop. In the past some Guild members have conducted workshops and classes and have not been paid. The Committee agreed that all tutors should be paid per face-to-face teaching hour that includes acknowledgement of preparation time.</p> <p>The fees for HWSGD Tasmania Inc. tutors have been set at:</p> <ul style="list-style-type: none"> • Tutors: \$50 per hour for agreed contracted time • Tutor Assistant: \$50 per workshop • Participants: \$10 per hour (members); and \$15 per hour (non-members) <p>Workshops of longer than four hours duration, will have a designated meal break and morning/afternoon tea breaks, equivalent to 1 hour. This will not be paid time for tutors or charged to participants. For example – a workshop runs from 10:00am to 4:00pm (6 hours) the time paid/charged is 5 hours to allow for the breaks.</p> <p>The Workshop Coordinator is responsible for sending an invoice requesting payment of tutors and tutor’s assistants to treasurer@hwsdguilddtasmania.org</p> <p>A materials fee may be applied to workshops depending on the cost of the raw materials.</p>



POLICY REGISTER

Handweavers, Spinners and Dyers Guild of Tasmania Inc.

	<p>Most workshops will have a minimum of 5-6 participants depending on duration, and maximum of 10-12 according to the preference of the tutor and the space available in the location used.</p> <p>Fees for external tutors</p> <p>The fees for external tutors will be set at \$50 per hour unless otherwise agreed with the tutor. This may include the committee approving payment of travel/accommodation for the visiting tutor.</p> <p>Review</p> <p>The fee structure will be reviewed every year in the September Committee meeting.</p>
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