

WORKSHOP 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 25/03/2025</i></p> <p><i>Committee review of fee structure 21 Sept 2023. Approval of changes to tutor assistant payment 8 February 2024 (Above was removed February 2025 on recommendation of auditor)</i></p> <p><i>Reviewed by Committee and</i></p>	<p>Introduction</p> <p>The HWSDG offers formal and informal learning opportunities for members to develop new skills, subject to availability. Learning can occur through informal attendance on HWSDG group meeting days or through planned workshops, and tutorials. To take advantage of these opportunities you must be a current financial member of the HWSDG.</p> <p>Informal and ongoing learning</p> <p>Members can engage in informal and ongoing learning through attendance at regular HWSDG Group meeting days or 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 HWSDG. Members can attend at any time and no enrolment is required. There is a nominal charge to cover rent, tea, coffee and insurance.</p> <p>Workshops and other structured learning opportunities</p> <p>The Guild also endeavours to offer a broad range of workshops and other structured learning opportunities to members where possible.</p> <p>These are designed to meet the learning and skills development requests from members and to provide beginner level skills learning opportunities for newer members.</p> <p>Tutors for workshops can be members or others who offer their expertise in a voluntary capacity, or external providers who may charge a fee. External providers will need to have the current public liability insurance.</p> <p>The Guild will charge a fee to participants to cover the costs of conducting the workshop. Costs can include room hire, equipment hire, material fees, fees and costs for outside tutors, any other fees and honoraria.</p> <p>Members can apply for financial assistance to attend a workshop through the Guild’s Financial Assistance Fund and the Bursary Fund in accordance with the requirements of these policies.</p> <p>The Guild acknowledges the expertise of all tutors. It also recognises the significant contribution of time given by tutors who volunteer to prepare and run a workshop. An honorarium may be offered in acknowledgement of the contribution of Member tutors. All Honoraria are subject to budget considerations and are at the discretion of The Committee.</p> <p>External providers will be paid an amount agreed by the Guild prior to the workshop. They will be required to submit an invoice for this amount at the conclusion of the workshop</p>

*Tabled at AGM:
25 March 2025*

The Workshops officer is responsible for timetabling and organising workshops for members.

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.

The Guild reserves the right to cancel a workshop if minimum numbers are not achieved, or for any unforeseen circumstances.

If a member registers and pays for a workshop and is then not able to attend, no refund will be given; however, if a member cancels due to unforeseen and major difficulties, the Committee can decide to refund part or all of the workshop fee to that member.