



## Mission

The Macleay Valley Arts Council Inc (MVAC) is a not-for-profit, community-based organization whose aim is "to maintain an association to support and develop the arts and culture of the Macleay Valley".

MVAC provides incorporation status, allowing arts and culture-based sub-committees to make applications for local, state and federal government grants; provide annual audits; and provide public liability insurance.

MVAC does not carry any particular artistic or cultural banner; rather it creates the conditions for anyone with energy and enthusiasm to carry their own artistic and/or cultural banner successfully. MVAC is affiliated with Regional Arts NSW.

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## Sub-Committee Agreement

This agreement is between the Macleay Valley Arts Council Inc executive committee (hereafter referred to as "MVAC")

and

A group of MVAC members who have formed a sub-committee to promote artistic and cultural activities in the Macleay Valley and which shall be known as the (*insert sub-committee name*) (hereafter referred to as "SC").

### 1) Introduction

- a) Membership of the Macleay Valley Arts Council costs the regular annual fee set at its AGM. Currently this is \$40 per Family, \$25 per Single and \$10 per Junior (under-18).
- b) For accounting purposes the MVAC fiscal year is January 1 through December 31.
- c) Sub-committees are groups of like-minded people who are MVAC members and have banded together to pursue their particular artform within the framework of MVAC.
- d) A sub-committee steering committee of at least chairperson, president and secretary must be elected, and names of the office bearers forwarded to the MVAC secretary.
- e) Sub-committee steering committee meetings shall be minuted and record all decisions made, including financial commitments.
- f) Steering committee meetings require a quorum of three members to attend, and may be held in person, via conference call or video chat. At least one meeting per year must be held, to elect new office bearers. MVAC recommends at least monthly meetings but this not a requirement.

### 2) Advantages

- a) Sub-committees are covered for Public Broadform Liability (\$20m), Association Indemnity and Volunteers Insurance by the insurance paid for by MVAC Inc. When a new sub-committee joins MVAC, a reassessment of insurance costs will be submitted to our insurers and the SC may be required to make a small contribution to the cost of such insurance if there is an increase to MVAC of more than 20% annually over the previous fees.
- b) A copy of MVAC's certificate of currency of insurance will be made available on request to the SC when required. Annual renewal is in April each year.
- c) MVAC operates a membership-driven website for the benefit of all members and sub-committees. Each SC is provided with access to the website for events and ticketing, and also information pages on the website which can optionally be managed by the SC.
- d) MVAC has several Facebook pages and sub-committees are encouraged to have their own pages and Instagram, Twitter accounts as deemed appropriate, which will be linked to the MVAC pages to assist with publicity.



- e) Meetings and events can be held in the Oddfellows Hall by any SC and preferential booking is provided over requests from the general public. Hall hire fees are currently \$5 per hour.

### 3) Conditions

- a) SC shall pay a commission to MVAC equal to fifteen percent (15%) of the **net** profit (if any) for an event at which entry fees are collected, at the conclusion of the event.
- b) SC may operate its own bank/credit union account; in which case the finances shall be the responsibility of SC in accordance with the following conditions;
  - All incoming monies shall be receipted and banked without deduction.
  - All expenditure **MUST** be paid by cheque or EFT.
  - **NO ACCOUNTS SHALL BE PAID BY CASH**
  - **No payment is to be issued without first obtaining a tax invoice, or invoice and statement by supplier. There are no exceptions.**
  - **No invoice = no payment.**
  - All receipt books, cheque books, up to date bank/credit union statements, tax invoices and/or invoices plus statements by suppliers **MUST** be presented to the MVAC Treasurer at the beginning of January each year as soon as practical after the accounts for December and the previous year have been completed. Additionally, the MVAC Treasurer may request the books of account during the year at a mutually convenient time to reduce the January workload. The MVAC Treasurer shall, if requested, assist SC in setting up their accounting records.
- c) If SC purchases an asset greater in value than \$1000 they shall advise the MVAC executive committee. SC shall also provide copies of all pertinent documents so that the item may be adequately and correctly identified on the MVAC Asset Register.
- d) If SC is disbanded or the members cease to be members of MVAC the following actions shall take place;
  - i) All books of account as detailed above shall be passed to the MVAC, Treasurer in the first instance.
  - ii) The existing bank/credit union account shall be closed and all monies transferred to MVAC account.
  - iii) All assets acquired while a sub-committee of MVAC Inc. and recorded by MVAC as such, shall be surrendered to MVAC.

### 4) Responsibilities

- a) The responsibility of getting the books of account to the MVAC Treasurer is the full and sole responsibility of SC.
- b) The MVAC Treasurer shall endeavour to hold the books for as little time as necessary, excepting January, when the books shall be held for such period of time as required by the auditor.

Signed for and on behalf of MVAC

Signed for and on behalf of SC

Signature.....

Signature.....

Name.....

Name.....

Position.....

Position.....

Witness.....

Witness.....

Name.....

Name.....

Date.....

Date.....