



## HISTORY

On the [20th July, 1996](#), Mrs. Fraulein Rudder formed The Women In Art Organisation of Trinidad and Tobago with just twenty members. Among these pioneers are **Former First Lady, Mrs Zalayhar Hassanali**, Hetty De Gannes, Valerie Belgrave (now deceased), Karen Sylvester, Lisa O'Connor, Maryse Rostant, Gillian Bishop and Sarah Beckett. The organisation now boasts an increasing number of over one hundred and twenty members, comprised of art teachers, professionals, amateurs and aspiring artists in Trinidad and Tobago, with women artists from other Caribbean islands indicating their desire to join and participate in the Women in Art Organisation's grand, annual exhibition. Since its inception, the group stages its Members Exhibition annually but in **2013**, upon the invitation of **Martin Superville**, WIA held its premier exhibition at the **Tobago Art Gallery**, Lowlands in Tobago. This has also become an annual event.

As another initiative **Mrs Rudder**, once a teacher, partnered with the Ministry of Education to introduce **The WIA Biennial Art Competition and Exhibition among Fifth and Sixth Form Students** in Trinidad and Tobago. On [March 6th, 2017](#), the **tenth Biennial** was held, with wide participation from many schools including St Augustine Girls' High School, Stephens College, San Fernando and SpeySide Secondary School, Tobago, which produced notably creative and excellent work. Under the direction of Mrs. Rudder, WIA has continued to be **pioneers** in the local art industry.

## Achievements

In **2000 WIA** launched its first book, which featured the work of 36 local women artists, the first of its kind.

Guardian General Ltd. selected the paintings of two fellow artists for its 2003 Calendar. They are Ms. Alison Wells and Mrs. Fraulein Rudder.

- Colonial Life Insurance Ltd. (CLICO) also selected a printing of fellow artists, Ann Stapleton, for its 2003 calendar.
- The Women in Art Organisation with its founder and president, Fraulein Rudder, as the curator, assisted in launching the Top of the Mount Art Gallery. The women's art works filled the gallery to welcome the Miss Universe delegates of 1999 to their first official function at Mount Saint Benedict.
- There are nine paintings donated by nine artists from the Women in Art Organisation adorning the walls of the building acquired by the Coalition Against Domestic Violence. These were; **Carol Lewis, Cynthia Ellis, Michelle Tappin, Ann Stapleton, Anasha Ali, Roslyn Haynes, Fraulein Rudder, Krimhilde Johnson, Shakuntala Mohamme**

In **2012** WIA became **registered** as an **NGO**. This paved the way for the organisation to qualify for sponsorship and to position itself as a bonafide association for prospective members. It was also the same year that our founder and mentor, **Mrs Rudder**, retired as President, due to failing health.

Since then, WIA has elected four Presidents, the incumbent, **Michelle Tappin-Davis**, being the fourth, having been elected in **2016** and then re-elected in **2017**.

In **July 2016** WIA held its first **Art Workshop** for CSEC/CAPE students. The group also hosted the President of the Guyana Women Artists Group, participated in joint ventures with other art groups locally and engaged in many plein air events.

On **July 8th, 2017** WIA held its **First AGM**. This was an momentous milestone for the group, as stakeholders were able to **define the profiles** of the members of

the executive team. The members were also able to properly articulate the **Constitution, Vision and Mission Statements and Core Values** of the group.

Although the Organisation is committed to the development of aspiring artists of the new millennium, **WIA** will always pay **tribute** to its **Founder, Mrs Fraulein Rudder** and to the cadre of **seasoned artists**, who have been mentors to their colleagues . The current Management Team is also determined to provide its members with ample opportunities to hone their skills. This ethos is reflected in some of the plans of **WIA** for the near future.

## **Goals**

Annual Members' Exhibition: August 28<sup>th</sup> 2017

WIA Fourth Annual Tobago Exhibition : October 20<sup>th</sup> 2017

WIA Family and Friends Exhibition : Carnival 2018

WIA Southern Showcase: TBA

WIA Pioneers Exhibition : TBA

Workshops: TBA

Plein Air Sessions: TBA

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Women in Art Basic Rules revised at AGM 8.7.2017

## **CONSTITUTION OF THE WOMEN IN ART ORGANIZATION OF TRINIDAD AND TOBAGO**

### **WOMEN IN ART BASIC RULES-REVISED AT AGM 2017**

#### **VISION STATEMENT**

**Working towards the advancement of female artists, to promote, celebrate and inspire art and culture both regionally and internationally.**

#### **MISSION STATEMENT**

The **Mission** of the Women In Art Organisation Of Trinidad and Tobago (**WIA**) is to :

- develop the skills and promote the work of women artists in Trinidad and Tobago through annual group exhibitions of its members' works,, annual retreats, workshops, en plein air sessions and affiliations with other women art groups locally and internationally, through social media, cultural exchanges and other means.

- foster the pursuit of careers within the art industry among secondary school students, boys as well as girls, throughout Trinidad and Tobago by means of The Women In Art Organisation of Trinidad and Tobago Biennial Art Competition and Exhibition For Fifth and Sixth Form Students, mentorship, workshops and apprenticeships.

## CORE VALUES

The members of The Women In Art Organisation of Trinidad and Tobago shall:

- be committed to the collective vision and mission
- be charitable to those in need
- aspire towards excellence in their artistic expression.
- Demonstrate respect for themselves and for one another

## General

1)The group will be known as “**The Women in Art Organization of Trinidad and Tobago**” (A new logo will be adopted.)

2)Membership will be open to all women artists, professional or amateur, resident in Trinidad and Tobago. Spouses and family members under 18 years may also become Associate members. They will have **not** voting rights and will pay a lower fee, spouse \$100 and family members \$50. This is subject to change.

**3)All decisions made by the group shall be made by the Management Committee. No member/s may make decisions independently or speak on behalf of the group without the prior consent of the President.**

4)Members may be called upon to contribute to any group activity e.g. Christmas party, Dinner, Anniversary etc.

5)The Management Committee reserves the right to review the membership of any member who breaks the rules to the detriment of the group.

6)There shall be no amendment of these rules unless authorized by a majority of financial members at a Special General Meeting.

## Fees

- 7) Registration, membership and Website fees are payable at the time of registration. Registration fee will be raise from **\$25 to \$50 and put into an interest account**. These fees are non-refundable.
- 8) Annual membership fees are due and payable on **30<sup>th</sup> June**. The fee for the year or any part thereof will be **\$200**, but fees will be prorated if applicant joins a quarter of the year before.
- 9) Only financial members are eligible to vote at the AGM.

## The Annual Exhibition

- 10) Only financial members of at least three months duration are eligible to take part in the Annual Exhibition at the discretion of the Management Committee.
- 11) Submission fees are non-refundable.
- 12) **The jury panel is the sole authority as regards the acceptance or rejection of work submitted for exhibition.**
- 13) The placing of exhibits in the exhibition is the responsibility of the gallery authorities but the Management Committee also reserves the right to curate at the WIA exhibitions.
- 14) Sales at the exhibition are conducted by the gallery. The management Committee cannot undertake to negotiate with buyers.
- 15) Unsold items must be collected promptly at the close of the exhibition.
- 16) Each work must be professionally mounted and framed.

## Meetings

- 17) The Management Committee will meet on the **first Saturday of the month**. However, should the first Saturday be a holiday, the meeting shall take place on the following Saturday or at any other convenient time. **Meetings can be held on Skype and Whats App. (ie.Internet).**
- 18) The Management Committee shall be the sole administrative authority of the group and shall comprise a President, a Vice-President, a Secretary, Assistant Secretary, a Treasurer, a Public Relations Officer and two committee members.
- 19) There will no longer be quarterly meetings, just **one Annual General Meeting by 31<sup>st</sup> July**.

- 20) **The AGM should be held annually in the month of July, before 31<sup>st</sup> July.** Members will be given no less than 14 days, notice and reports should be sent to the membership for review before the meeting.
- 21) **All meetings shall have a set agenda and minutes kept.**
- 22) The Management Committee may call meetings at its discretion.
- 23) **Any member of the Management Committee who is unable to attend meetings should tender a verbal or written excuse.**
- 24) Any member of the Management Committee who is absent for more than three (3) consecutive meetings without a reasonable excuse can have her seat declared vacant and be replaced. If there is no candidate for a post for 3 months the Committee may nominate a volunteer.
- 25) The terms of the President and Management Committee will be 2 years and the other Committee Members will serve for 1 year.

### **Assets**

- 26) All assets of the organization, however obtained, shall be deemed its property.

### **Dissolution**

- 27) In the event of dissolution all sums thereby accrued shall be distributed to homes of the needy.

### **Resignation**

- 28) A member may resign at any time providing that she gives three (3) days notice to the group in writing. If however she is a member of the Management Committee her notice period should be ( 30) days.

### **Facilities of the Organization**

- 28) Only financial members are eligible to use its resources.

## **Aims and Objectives**

- 1) Opportunities to explore, develop and master skills and techniques, and also offer moral support to new artists.
- 2) Marketing
- 3) Exhibitions, local and international.
- 4) Hosting Seminars and Workshops
- 5) Contacting Women in Art Groups and Art Galleries internationally through the internet.
- 6) Field trips to locations of interest e.g. Asa Wright Nature Centre.

- 7) A Bi-annual Art Competition for six formers.
- 8) Women in Art Annual Exhibition

## **Roles of The Executive**

- **The President**
- **SKILLS**



A bachelor's degree

- Transparent and high integrity leadership
- Senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of WIA's strategic future to members, Executive, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate **Management**, members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with Management Team •  
Strong public speaking ability

- The role of the President is a high standard of duty that prohibits self-dealing or holding any interests that conflict with those of the nonprofit entity and its stakeholders.
- The President is also responsible for overall supervision and control of all functions of the organization.
- **GENERAL DUTIES**

- Responsible for leading the members of **WIA** in a manner that supports and guides the Organization's mission as defined by the membership.

- Responsible for communicating effectively with the **Management Team** and providing, in a timely and accurate manner, all information necessary for the **Executive** to function properly and to make informed decisions.
- Responsible for implementation of WIA's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that **WIA** can successfully fulfill its Mission into the future.
- Responsible for the enhancement of WIA's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Responsible for the effective administration of WIA's operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

- **ACTUAL DUTIES**

- Planning and operation of annual budget.
- Establishing administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serving as WIA's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations throughout the country and utilize those relationships to strategically enhance WIA's Mission.
- Report to and work closely with the **ManagementTeam** to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Organisation throughout the nation.
- Collaborate with members.
- Strategic planning and implementation.
- Oversee Management and Annual General Meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Management Team

- **The Treasurer**
- **Skill**
- The **Treasurer** must understand the basics - it is about **money coming in, and money going out**. It's a big job - while you may be able to delegate some duties, you can't delegate the responsibility.
- **The main duties of a treasurer are to oversee the financial administration of the organisation, review procedures and financial reporting, advise the Executive on financial strategy, and advise on fundraising.**

## THE ROLE OF THE TREASURER

The role of the Treasurer is to manage the financial affairs of the Association

The following are the Treasurer's responsibilities:-

1. Ensures that budget is adequately implemented and maintained
2. Collects funds and disburses expenses. (Cash collected should not be used to disburse expenses. This is to ensure a clear paper trail of transactions. Also all disbursements must have an invoice, and all bank deposits should have a copy of the deposit slip)
3. Reconciles bank account against vouchers and cheque stubs
4. Regular accounting to Management committee
5. Is a signatory on Bank account
6. Ensures that annual tax returns are filed on time
7. Works with Auditor for annual audit of Association's records
8. Ensures safe custody

- **Checklist of all the things you need to do as soon as you get the job:**

- Check details of all bank accounts and all signatories.
- Swap signatories straight away. Get the forms from the bank and take them to the annual meeting.
- Check details of credit card or spending authorisations and organise for the return of outstanding chequebooks or cards.
- Check who has the financial files and get all documents and budget information, including special events budgets and details of purchases.

- Organise for a briefing from the outgoing treasurer detailing any spending commitments or incomings not included in budget papers.
- Prepare a timeline of upcoming payments and dates when bills (insurance/rent/car) are due.
- Once you have done your first budget statement, see if you can check with the outgoing treasurer that nothing is missing.

- **Public Relations Officer**

- **SKILLS**

- The **PRO** must:
- Have a warm and engaging personality

- Be articulate
- Have a working knowledge of the local art industry
- Have a working knowledge of the history of WIA
- Have a working knowledge of digital media
  
- **DUTIES**
- Liase with the President of WIA and Managers of Exhibition spaces, to co-ordinate exhibitions.
- Liase with the Secretary to collate a mailing list of ambassadors, dignitaries, prospective clients and art lovers
- Secure a digital copy of the **WIA logo**
- Delegate and oversee the mailing of invitations to WIA exhibitions
- Secure and send out Press Releases (you may delegate here)
- Recruit a photographer for main WIA events
- Target General Public, Schools ( to recruit new members), and Donors
- Prepare members for interviews
- Seek connections with Women Artists internationally.
- Highlight the achievements of WIA members
- Liase with Web-Master and President to promote WIA via social media as well as on the Web

### ○ **The Secretary**

- **SKILLS**
- The secretary should :

- be well-equipped to record **accurate minutes** and be aware and sensitive to any special or confidential information discussed at a meeting.
- must have an excellent command of the mechanics of Standard English, an expansive lexicon and a working knowledge of various written formats.
- Have a working knowledge of Microsoft Word.

- **DUTIES**

- The **role of the Secretary** is to :
- give proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.
- be knowledgeable of the organization's records and related materials
- be able to provide advice and resources to the board on relevant topics at issue, such as particular governance matters being addressed at a meeting or a new amendment to state corporate law, for example.
- distribute a **Calendar of Events** before the start of each year
- understand what to record and what not to record when taking minutes
- maintain a file containing the **bye-laws of WIA**, key governance policies, minutes of **management meetings**, and written consents
- use appropriately secured electronic storage of key documents as a backup
- ensure adequate comparability data is attached to board actions which rely on such information (e.g., the standard rates for gallery rentals, manning exhibitions, commissions paid to art dealers etc.)

## **General Members**

- **SKILLS**

- Amateur/ professional engagement in artistic expression/endeavour
- Basic communication skills
- A knowledge of the history of The Women In Art Organisation of Trinidad and Tobago

### **DUTIES**

The role of the general member is to :

maintain an active artistic practice

invite at least one other woman artist to join the WIA

annually be committed to the vision and mission of WIA

support the scheduled events of the WIA pay

membership dues by June 30th annually

assist with specific duties from time as required by the Executive

### **Perks Of Membership**



**Sisterhood:** We will support you in times of personal crisis as far as our resources permit. We will work with you literally side by side to help you to create your work.

**Familial Support:** Family and Friends ( **male/female**) may become Associate members and may participate in most of our activities (**with the exception if our AGM and Annual Members' Exhibition**) at a rate of **\$100 for adults** and **\$50** for those **under 18 yrs.**

**Financial Support:** As an **artists' collective** we diminish the **financial risks** associated with solo exhibitions.

**Data Base:** Our website is a repository of information on the skills of local women artists of various backgrounds, with a wide range of skill sets in various expressive forms. We also provide access to other art groups/ entities and stakeholders within the industry, locally and internationally.

**\*\*\*Partnership:** Our network of skilled artists and artisans is open to joint business ventures with our members.

**Wider Market Base:** Members have many opportunities to expand their clientele through our exhibitions, social projects and data base.

**Professional Development:** We provide opportunities for our members to upgrade their skills through retreats, workshops, plein air sessions, our Facebook page, mentorship etc

**Free Promotion of Your Work:** We promote the work/ business/ achievements of our members **free of charge** on our Facebook page, as well as on other Social Media Platforms. Promotion on our **website** costs a **one-time fee of \$100 TT**

**Discounts:** Members receive discounts on **art supplies** at most local art retailers.

As we continue to grow as Women In Art so will you. Therefore we look forward to **your contributing** to this wonderful organisation. Please contact the **President** or **PRO** to **volunteer your services.**

**\*\*\* If the collaborating members wish to use the Women In Art brand for their venture, they must first seek the permission of the Executive and pay a 30% commission on all sales.**

