

4/25/17

Pocahontas County Artisan Co-op Full Member Checklist

_____ I understand my commitment as outlined in the Membership Information.

_____ I have obtained a WV Business License/Registration and understand that all sales tax on items sold through the Co-op will be submitted to the WV State Tax Department by the Sales Treasurer.

_____ I agree not to copy, in any way, any item being sold by fellow Members. I further understand that to do so may be grounds for termination of my membership.

_____ I understand that I will be trained in gallery operations and that this training will be provided until I am comfortable and confident in running the gallery on my own.

_____ I agree to clerk at each gallery where my works are displayed a minimum of **one day per month**. I understand that, based on the number of Full Members at any given time, this work obligation could increase. I understand that failure to meet this work obligation may result in termination of my membership.

_____ I understand that if I am unable to fulfill my clerk obligation at any time, it is my responsibility to find another Co-op Member to work in my place, and that said arrangements will be worked out directly between my replacement and me.

_____ I agree to pay monthly dues in the amount of \$30. I understand that the Membership Treasurer may hold my sales check(s) until my dues obligation is met. I further understand that failure to pay dues in a timely manner may result in termination of my membership.

_____ I agree to work with the Gallery Manager in displaying and maintaining inventory. I further agree to refrain from moving or rearranging my or any other member's work without the Gallery Manager's approval.

_____ I understand that if I encounter any problems that I am unable to resolve on my own, I will contact the Member-At-Large who will help find a resolution.

Member(s) Signature(s): _____ **Date:** _____

_____ **Date:** _____