



TEAA Policy and Procedure Sitting the Gallery

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Sitting the Gallery Policy

- All members who joined as Standard Members are required to sit the gallery 10 times during the year.
- Multiple sits per month are allowed.
- Signing up to sit the gallery is allowed on a three-month (including the current month) moving calendar.
- Sitters unable to sit on the date(s) they signed up for cannot just cross out their name on the calendar, **they must find someone to sit for them.**
- Sitters must fill out the *TEAA Sitter's Log* in the *Sitter's Log* binder on the desk to get sitting credit.
- A quarterly report will be published to let sitters know how many of their 10 sits have been completed.
- A fine of \$20 per unfulfilled sit obligation will be assessed at the end of the year.
- Sitter's duties when sitting the gallery are listed in the *Guide to Sitting the Gallery* which is also in the *Sitter's Log* binder.
- How to enter sales transactions is described in the Square user's guide "**Using the Square Point of Sale System**" located in the two-drawer cabinet under the Square POS system.

How to Sign Up to Sit the Gallery Procedure

- Signing up to sit the gallery can be done at the gallery (e.g., when delivering your artwork during monthly art intake, or any other time you are there), or by calling the gallery during published open hours.
- On the desk calendar in the gallery, enter your name and phone number on the dates you want to sit that have not already been selected by another member. If calling in, ask the member on duty to tell you what dates are still available for sign up, make your selection(s) and ask them to enter your name and phone number on this(these) date(s).
- Remember, you are responsible for the date(s) you signed up to sit. If you are unable to sit on this(these) date(s) **you must find someone to sit for you.** It may be possible to switch dates with another sitter, or use the **Membership Directory** to contact other Standard members who have not yet signed up to sit.