



Visual Art at the heart of Shropshire, Telford and Wrekin

Visual Art Network (VAN) – Payments Policy

The Visual Art Network (VAN) charges commission on all items sold within the VAN Gallery. If a member is contacted personally because their work has been seen in the gallery, but the actual sale is not processed through VAN, VAN will not seek commission on the sale as it was handled privately.

Commission rates on items sold directly through VAN are stated below:

Standard commission rate (SCR) = 30% of item price

Volunteer commission rate (VCR) = 20% of item price

Members who do not volunteer, or who volunteer too infrequently to qualify for the VCR, will automatically be charged commission on all items at the SCR. Members who are on the exempt from volunteering list qualify for the VCR.

Members who volunteer in the gallery, behind the scenes, or who volunteer a professional service, will qualify for the VCR as detailed below.

Each act of volunteering earns the member a Volunteer Point (VP) value which varies depending on the type of volunteering (see table below). Members must achieve a minimum of 4 VPs in a rolling 7-month period preceding the month of sale to qualify for the VCR on that sale.

Volunteer Points (VP)	
Volunteering Type	VP value
Gallery Steward (GS)	1
Gallery Changeover & Maintenance (GCM)	2
Organisational Duties (OD)	0.5-1
Professional Services (PS)	4

Each stewarding session at the gallery, completion of an organisational duty, or gallery changeover/maintenance session is considered a **regular action** and is logged in the relevant tab on the Volunteer Tracker (location on drive) under the month the action was performed. GS, GCM and OD points expire 8 months after they are accrued.

Each contribution of a professional service is logged on the Volunteer Tracker in the relevant tab under the month the action was performed. An action is considered a 'Professional Service' if it is an **exceptional action**, pre-agreed by the Trustees, and saves VAN money by negating the need to hire and pay a professional to complete the work. One act of professional service entitles the member to the VCR for four months following the service provided.

New Member Commission Entitlement

New members commission will be set at the SCR unless the following conditions are met:

- They register their intention to volunteer.
- Their volunteer induction is completed. (Earning 1 VP)
- They have earned at least 1 additional VP within 2 months of their induction.

Once these conditions are met, the new member will be provisionally put on the VCR for 5 months, until they accrue the required VPs for the rolling period. If at the end of this period they have not earned the required VPs their commission will revert to the SCR.

New member volunteering is tracked manually using the Volunteer Tracker (location on drive).

Donating Volunteer Points to another Member

Members who exceed 8 GS volunteer points in the rolling period can donate excess GS points to one designated member, who is unable to personally volunteer, to allow the other member to qualify for the 20% commission rate.

The member who is donating their points must notify the trustees in advance that they wish to do this. Points cannot be donated retrospectively and the VCR will only apply to the recipient from the month after the trustees are notified.

If the donating member's VPs drop below 8 within the rolling period, only they will receive the VCR. Their recipient will revert to the SCR until the donor's VPs exceed 8 within the period.

Donating VPs is tracked manually using the Volunteer Tracker (located in 03 Gallery Accounts on the Drive).

Friends of VAN

Friends of VAN earn Gallery Steward points for stewarding in the gallery. They may donate these points to one full VAN member so the designated member benefits from the reduced commission rate on their sales if the combined point value earned by them and/or their 'Friend' is sufficient within the period. The 'Friend' must designate which full VAN member they will donate their GS points to when they complete the membership registration.

Last review date: February 2025

Next review date: February 2026