

## Chair – Committee of Management

### About the Orbost Exhibition Centre on the Snowy River Inc:

The Orbost Exhibition Centre on the Snowy River Inc (OEC) is a vibrant hub for artistic expression, located in the heart of the beautiful town of Orbost. The centre hosts a diverse range of exhibitions, showcasing local and international artists, along with educational programs, workshops, and community events that align with our mission. The OEC strives to create an inclusive space that encourages creativity, cultural exchange, and lifelong learning.

### Position Purpose:

The Chair of the Committee of Management provides strategic leadership and governance to the Orbost Exhibition Centre on the Snowy River Inc, ensuring that the organisation operates effectively and efficiently in pursuing its mission and objectives. The Chair works closely with the Committee, Artistic Director, and key stakeholders to drive the centre's growth and success.

### Key Responsibilities:

1. Provide strategic direction and leadership to the Committee of Management, ensuring that the OEC's activities align with its vision, mission, and values.
2. Chair Committee meetings, engage in agenda setting, ensuring effective decision-making, time management, and adherence to governance best practices. Actively review documents before meetings as needed.
3. Develop and maintain positive relationships with key stakeholders, including funding bodies, community partners, and local government.
4. Serve as a primary spokesperson for the OEC, representing the organisation at public events and in media interactions.
5. Ensure the Committee fulfills its legal and fiduciary responsibilities, including compliance with relevant laws, regulations, the centre's constitution, and the ACNC's Governance Standards and DGR requirements.
6. Oversee the performance and development of the Artistic Director, providing support, guidance, and regular feedback.
7. Work with the Committee to develop and implement strategic plans, policies, and procedures that guide the OEC's operations and growth.
8. Encourage a culture of transparency, accountability, and continuous improvement within the Committee and the organisation as a whole.
9. Participate in the recruitment, induction, and development of key staff and Committee members, fostering a diverse and skilled organisation.
10. Serve on sub-committees or working groups as required, providing expertise and support in specific areas of governance or operations.

---

Prepared: 13 August 2024

Approved by Committee: 13 August 2024

To be Reviewed: Annually or as needed.

## Recommended Skills and Qualifications:

1. Demonstrated experience in a leadership role, preferably within the not-for-profit or arts sector.
2. Strong understanding of governance principles and best practices, including the structures and processes for ACNC and DGR registered charities and incorporated associations.
3. Excellent communication, interpersonal, and public speaking skills.
4. Strategic thinking and problem-solving abilities.
5. Passion for the arts and a commitment to supporting the growth and development of the local creative community.
6. Knowledge of financial management and experience in overseeing budgets.
7. Ability to build and maintain positive relationships with diverse stakeholders.
8. Be a "suitable and responsible person" as outlined by the ACNC, and discharge the duties of a responsible person according to ACNC guidelines.
9. Ability to work collaboratively in Google Docs.

## Credentials viewed favourably:

1. Police Check
2. Working with Children Check
3. Responsible Service of Alcohol (when volunteering at events)
4. First Aid/CPR

## Induction, Training, Mentoring, and Support:

The elected Chair will receive a comprehensive induction to the role by the outgoing Chair, including an overview of the OEC's history, mission, and strategic objectives. Reasonable endeavours will be made to facilitate access to the following training, mentoring, and support:

1. Governance training, focusing on the roles and responsibilities of the Committee of Management, legal obligations, and best practices in not-for-profit governance.
2. Mentoring from an experienced Committee member or external mentor to provide guidance and support in navigating the challenges of the role.
3. Access to professional development opportunities, such as workshops, conferences, and networking events, to enhance leadership skills and stay informed about industry trends.
4. Regular check-ins with the Artistic Director and Committee members to discuss progress, challenges, and opportunities for growth.

---

Prepared: 13 August 2024

Approved by Committee: 13 August 2024

To be Reviewed: Annually or as needed.

### Time Commitment:

The Chair is expected to dedicate an average of 40 hours per month to their role, including attending monthly Committee meetings, regular meetings with the Artistic Director, and representing the OEC at various events and engagements.

### Term:

The Chair is elected by the organisation membership at the Annual General Meeting (AGM) for a term of one year, with the option to stand for re-election for additional terms.

### Confidentiality:

The Chair must maintain confidentiality regarding sensitive information related to the OEC, its staff, volunteers, and stakeholders.

### Conflict of Interest:

The Chair must declare any potential conflicts of interest and recuse themselves from decisions where a conflict exists.

### How to Apply:

Interested candidates must be a paid member of the organisation for at least 2-weeks prior to the AGM and submit a conforming nomination form by the required date. They must attend the AGM online or in-person for election.

---

The Orbost Exhibition Centre on the Snowy River Inc is committed to creating an inclusive and diverse environment and welcomes applications from all backgrounds. Join us in delivering our mission for and on behalf of the community, creating memorable experiences for our visitors and supporting the growth of the local arts community.

---

Prepared: 13 August 2024

Approved by Committee: 13 August 2024

To be Reviewed: Annually or as needed.