

## General Committee Member

### 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:

A General Committee Member of the Committee of Management contributes to the governance and strategic direction of the Orbost Exhibition Centre on the Snowy River Inc. General Committee Members work collaboratively with the Committee and key stakeholders to ensure the organisation's effective operation, financial stability, and alignment with its mission and values.

### Key Responsibilities:

1. Actively participate in Committee meetings, providing thoughtful input and strategic guidance to support the OEC's decision-making processes. Actively review all documentation prior to meetings.
2. Contribute to the development, implementation, and monitoring of the OEC's strategic plans, policies, and procedures.
3. Ensure the OEC's compliance with relevant laws, regulations, and the ACNC's Governance Standards, in collaboration with the Committee and Artistic Director.
4. Serve on sub-committees or working groups as required, providing expertise and support in specific areas of governance or operations.
5. Assist in the recruitment, induction, and development of new Committee members, promoting diversity and skill development within the organisation.
6. Act as an ambassador for the OEC, promoting its mission, programs, and activities to external stakeholders and the wider community.
7. Support the Committee in ensuring the OEC's financial stability and sustainability, including contributing to the development and monitoring of the annual budget.
8. Participate in the evaluation and performance management of the Artistic Director, providing constructive feedback and support as required.
9. Support delivery of OEC events, exhibitions, and programs, as a representative of the Committee of Management.

### Recommended Skills and Qualifications:

1. Demonstrated experience in a governance, leadership, or management role, preferably within the not-for-profit or arts sector.

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To be Reviewed: Annually or as needed.

2. Understanding of governance principles and best practices, including the structures and processes for ACNC registered charities and incorporated associations.
3. Strong strategic thinking, problem-solving, and decision-making skills.
4. Excellent communication and interpersonal skills, with the ability to work collaboratively with a diverse range of stakeholders.
5. Knowledge of financial management, risk management, or other relevant areas of governance and operations.
6. Passion for the arts and a commitment to supporting the growth and development of the local creative community.
7. Be a "suitable and responsible person" as outlined by the ACNC, and discharge the duties of a responsible person according to ACNC guidelines.
8. Ability to self-manage and deliver on commitments made in a timely manner.
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 General Member will receive a comprehensive induction to the role by the outgoing committee members, including an overview of the OEC's history, mission, and strategic objectives and the volunteer program. 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 staff, volunteers and Committee members to discuss progress, challenges, and opportunities for growth.

### Time Commitment:

The General Member is expected to dedicate an average of 10-20 hours per month to their role, including attending monthly Committee meetings, reviewing documentation and delivering any

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committed actions they have taken on and representing the OEC at various events and engagements.

### Term:

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

### Conflict of Interest:

The General Member 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.

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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.