

Vice 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 Vice Chair of the Committee of Management provides support to the Chair and plays a key role in the governance and strategic direction of the Orbost Arts Centre. The Vice Chair assumes the responsibilities of the Chair in their absence and works closely with the Committee, Artistic Director, and key stakeholders to ensure the organisation's effective operation and growth.

Key Responsibilities:

1. Support the Chair in providing strategic leadership and direction to the Committee of Management, ensuring alignment with the OEC's vision, mission, and values.
2. Stand in for the Chair at Committee meetings and other events when the Chair is unavailable.
3. Assist the Chair in developing and maintaining positive relationships with key stakeholders, including funding bodies, community partners, and local government.
4. Serve as a secondary spokesperson for the OEC, representing the organisation at public events and in media interactions when required.
5. Work with the Chair and Committee to ensure compliance with legal and fiduciary responsibilities, including relevant laws, regulations, the centre's constitution, and the ACNC's Governance Standards and DGR requirements.
6. Contribute to the development and implementation of strategic plans, policies, and procedures that guide the OEC's operations and growth.
7. Support the Chair in overseeing the performance and development of the Artistic Director.
8. Actively participate in Committee meetings and agenda setting, providing thoughtful input and strategic guidance, make the time to review documents as needed prior to meetings.
9. Assist in the recruitment, induction, and development of staff and Committee members, promoting diversity and skill development within the organisation.
10. Serve on sub-committees or working groups as required, providing expertise and support in specific areas of governance or operations.
11. Assist in the recruitment, induction, and development of new Committee members, promoting diversity and skill development within the organisation.

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 or management role, preferably within the not-for-profit or arts sector.
2. Understanding of governance principles and best practices, including the structures and processes for ACNC registered charities and incorporated associations.
3. Strong 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 Vice Chair will receive a comprehensive induction to the role by the outgoing Vice 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 Committee members to discuss progress, challenges, and opportunities for growth.

Time Commitment:

The Vice Chair is expected to dedicate an average of 20 hours per month to their role, including attending monthly Committee meetings including reviewing documentation in advance, delivering on any commitments accepted within the role, stand-in activities as agreed with the Chair, and representing the OEC at various events and engagements.

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Term:

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

Conflict of Interest:

The Vice 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.