

General Committee Member – Volunteer Coordinator

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:

General Committee Members 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. The Volunteer manages volunteer rostering on a monthly basis, and provides recommendations and guidance to the committee on the improvement of the volunteer program. There is therefore a large amount of staff and volunteer interface to undertake the role, however all staff management sits with the Chair.

Key Responsibilities:

1. Manage the volunteer program, including incentives, onboarding and offboarding of volunteers, volunteer code of conduct and behaviour, disciplinary/appeals process as required. To be done in conjunction with the committee and staff based on recommendations to the committee.
2. 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.
3. Contribute to the development, implementation, and monitoring of the OEC's strategic plans, policies, and procedures.
4. Ensure the OEC's compliance with relevant laws, regulations, and the ACNC's Governance Standards, in collaboration with the Committee and Artistic Director.
5. Serve on sub-committees or working groups as required, providing expertise and support in specific areas of governance or operations.
6. Assist in the recruitment, induction, and development of new Committee members, promoting diversity and skill development within the organisation.
7. Act as an ambassador for the OEC, promoting its mission, programs, and activities to external stakeholders and the wider community.
8. Support the Committee in ensuring the OEC's financial stability and sustainability, including contributing to the development and monitoring of the annual budget.
9. Support delivery of OEC events, exhibitions, and programs, as a representative of the Committee of Management.

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 governance, 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 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 and volunteers.
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. Excellent interpersonal skills to liaise with volunteers and staff.
9. Well organised to create rosters according to agreed requirements and event plans, including use of phone and email communication.
10. Ability to self-manage and deliver on commitments made in a timely manner.
11. 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 Volunteer Coordinator will receive a comprehensive induction to the role by the outgoing Volunteer Coordinator, 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.

Prepared: 13 August 2024

Approved by Committee: 13 August 2024

To be Reviewed: Annually or as needed.

4. Regular check-ins with the staff, volunteers and Committee members to discuss progress, challenges, and opportunities for growth.

Time Commitment:

The Volunteer Coordinator is expected to dedicate an average of 20-30 hours per month to their role, including attending monthly Committee meetings, reviewing documentation, liaising with staff and the volunteers to ensure the OEC maintains reliable and consistent opening hours, and representing the OEC at various events and engagements.

Term:

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

Conflict of Interest:

The Volunteer Coordinator 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.