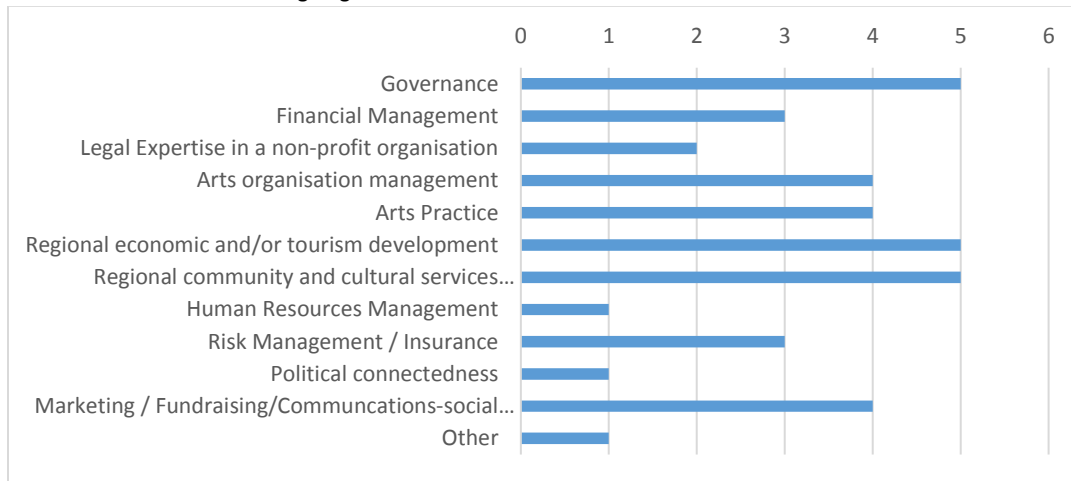


## RANSW seeking people with specific skills to fill two upcoming board positions

- Regional Arts NSW has a board skills matrix to ensure a comprehensive set of skills.
- At the 2023 AGM in early May we will be seeking to appoint two new board members (replacing Nick Pickard in a co-opted position and Dr Sally Blackwood in an elected position)
- The chart below shows how the seven ongoing board fulfil the RANSW Board Skills Matrix.

Assessment of skills across the ongoing RANSW Board members:



This indicates that RANSW will benefit from finding people to join the Board in 2023 who have strengths in at least one of the following areas:

1. Human Resources Management
2. Political connectedness
3. Legal expertise in a non-profit organisation

Fundraising skills would also be of value to RANSW

RANSW's Board Matrix lists attributes that we value in all of our Board members:

|  |   |
|--|---|
| Ability to commit time to board business             | Critical thinking and decision making                   |
| Open-minded  | Willingness to advocate for RANSW                       |
| Passion for the arts                                 | Willing to continue learning                            |
| Strategic thinker                                    | Passion for regional services                           |
| Able to contribute to a collective collegial process | An independent mind and ability to stand up for beliefs |

RANSW values diversity and welcomes the opportunity to increase our board's diversity. Analysis shows that with the exception of one Aboriginal board member, our ongoing members identify as predominantly Australian with no cultural and linguistic diversity. 5 are women and two are men. Six of the seven live in Regional NSW, the average age is in the early 50s and both disability and LGBTQI+ are not represented amongst the 7 ongoing members. Broadening the diversity would increase our board's ability to bring a range of perspectives to our decision making.

# POSITION DESCRIPTION

## REGIONAL DIRECTOR - RANSW BOARD

### Composition

The Board of Directors is a skills-based board and is composed of nine Directors, a minimum of five Directors who reside in regional NSW, and up to four co-opted members. The Directors from regional NSW will be appointed, by resolution, by the Regional Arts NSW Advisory Council, following assessment of relevant skills. Directors will comply with all responsibilities applicable under the laws governing a Company Limited by Guarantee.

### Function

The Board's function is to optimise the performance of Regional Arts NSW (RANSW) and to ensure that the organisation complies with its legal and financial requirements.

### Remuneration

As RANSW is a non-profit company, Directorships are voluntary, unpaid positions. However, reasonable travel expenses and other out of pocket costs will be reimbursed.

### Responsibilities

#### 1. Planning

- Annually consult with the RANSW Advisory Council regarding regional priorities, advocacy needs;
- Annually review, in consultation with the RANSW Advisory Council, and approve RANSW's **mission and values**;
- Annually review, in consultation with the RANSW Advisory Council, and approve the **RANSW Strategic Plan**;
- Annually review and approve the **RANSW budget**;
- Approve major organisational policies.

#### 2. Organisational

- Co-opt, as determined by the RANSW Constitution, additional Directors with skills which complement those of existing Board members;
- Contribute to effective Board recruitment and succession planning;
- Appoint, monitor, appraise, advise support, reward, and when necessary change, the Chief Executive Officer (CEO) of RANSW;



- Be assured that management succession is being properly planned and provided;
- Be assured that the status of organisational strength and human resources planning is equal to the requirements of the long term goals of RANSW;
- Approve appropriate salary packaging for the CEO.
- Annually approve the performance review of the CEO and establish their remuneration based on recommendations of the Performance Review Committee;
- Contribute to an annual review of the performance of the Board and take steps to improve its performance.

### 3. Operations

- Review the results achieved by staff of RANSW as compared with RANSW's philosophy, annual and long term goals and the performance of similar organisations;
- Be certain that the financial structure of the organisation is adequate for its current needs and its long term strategy;
- Provide candid and constructive criticism, advice and comments on the operations of RANSW;
- Approve major actions of the organisation, such as capital expenditure and major program and service changes.

### 4. Audit

- Be assured that the Board and its committees are adequately and currently informed – through reports and other methods – of the condition of RANSW and its operations;
- Be assured that published results properly reflect the operating results and financial condition of RANSW;
- Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the organisation, and is diligently administering and enforcing these policies;
- Appoint independent auditors;
- Review compliance with relevant material laws affecting the organisation;
- Ensure appropriate risk management procedures are in place.

### 5. Requirements

1. High level of commitment to the work of the organisation;
2. Knowledge and skills in one or more areas of Regional Arts NSW operations and board governance:
  - Governance
  - Financial Management
  - Legal expertise in a non-profit organisation
  - Arts organisation management
  - Arts Practice
  - Regional Economic and/or Tourism development



- Regional Community and Cultural Services Development
  - Human Resources Management
  - Risk Management / Insurance
  - Political connectedness
  - Marketing / Fundraising/Communications-social media
3. Willingness to serve on at least one subcommittee, if required, and actively participate in achieving its required outcomes;
  4. Attendance at up to five Board meetings per year;
  5. A time commitment that includes reading and reviewing meeting papers, responding to requests for specialised information from the CEO and staff, travel to and from the Sydney RANSW offices for Board meetings and meeting time;
  6. Willingness to prepare for and participate in the discussions and the deliberations of the Board;
  7. A commitment to provide timely advice to the Board and staff of changes in the external environment that may impact on the operation of the Company
  8. A commitment to continually being aware of RANSW's services and publicly supporting them;
  9. An awareness of, and abstention from, conflicts of interest.

## 6. Term

Two years, renewable for a further two terms (a maximum of six years)

## How to apply

1. Please take time to read the **Position Description**
2. Fill and sign the following **Nomination Form**
3. Obtain signature of Chair, Executive Officer or Office Bearer of **your local Regional Arts Board**.
4. Send to Tracey Callinan, CEO, Regional Arts NSW by **COB Friday 28/04/2023**  
Email: **tracey@regionalartsnsw.com.au**



# NOMINATION FORM

REGIONAL DIRECTOR - RANSW BOARD

Please fill out including the following steps:

1. Personal information
2. Write a little about your experience
3. Fill out the Matrix, self-assessing your skills, attributes and diversity
4. Sign the form and get your local RADO to also sign the nomination
5. Submit to RANSW by 28 April 2023 (details at end of this document)

Regional Directors are elected by the Regional Arts NSW Advisory Council prior to the Annual General Meeting on 11 May 2023. One Director position is vacant for 2023 election and another position can be co-opted by the Board.

## Personal Information

|                               |  |
|-------------------------------|--|
| Name                          |  |
| Address                       |  |
| Contact Phone Number(s)       |  |
| Email                         |  |
| Qualifications                |  |
| Current Employment            |  |
| RADO in which you are located |  |



## Experience

Briefly tell us a bit about your experience and how you would be able to contribute to the balance of skills across the RANSW Board



## Skills, attributes, and diversity

| <b>Skill or expertise area</b><br>(You are not expected to be highly proficient in all areas, but we would like to know if you have high level skills area in at least one of these areas)              | <b>Rate 1-5</b><br>(low to high experience) |
|---|---|
| Governance  |   |
| Financial Management  |   |
| Legal Expertise in a non-profit organisation  |   |
| Arts organisation management  |   |
| Arts Practice   |   |
| Regional economic and/or tourism development  |   |
| Regional community and cultural services development  |   |
| Human Resources Management  |   |
| Risk Management / Insurance   |   |
| Political connectedness   |   |
| Marketing / Fundraising/Communications-social media   |   |
| Other   |   |
| <b>Attribute</b>  | <b>Yes or No</b>                            |
| Ability to commit time to board business  |   |
| Open-minded   |   |
| Passion for the arts  |   |
| Passion for regional services   |   |
| Strategic thinker   |   |
| Able to contribute to a collective collegial process  |   |
| An independent mind and ability to stand up for beliefs   |   |
| Critical thinking and decision making   |   |
| Willingness to advocate for RANSW   |   |
| Willing to continue learning  |   |
| <b>Measures of diversity</b><br>(You are not being assessed on your responses to diversity, but it may influence our final decision to ensure that our board represents a range of diverse backgrounds) | <b>Please answer</b>                        |
| <b>a. Cultural and linguistic (CALD)</b>  |   |
| Do you identify as:   |   |
| First Nations background, Aboriginal or Torres Strait Islander  |   |
| Culturally and linguistically diverse background, born in another country   |   |
| Culturally and linguistically diverse background, born in Australia   |   |
| From an Anglo/Celtic or English speaking background, born in another country  |   |
| Born in Australia and identifying culturally as only predominantly Australian   |   |
| <b>b. Where you live</b>  |   |
| Is your main place of residence in:   |   |



|   |  |
|---|--|
| Sydney  |  |
| Regional NSW  |  |
| Other   |  |
| <b>c. Disability</b>  |  |
| Do you identify as a person with disability or a disabled person? |  |
| <b>d. Gender</b>  |  |
| Do you identify as:   |  |
| Male  |  |
| Female  |  |
| Other   |  |
| <b>e. LGBTQI+</b>   |  |
| Do you identify as being LGBTQI+                                  |  |
| <b>f. Age</b>   |  |
| In decades (dg. 40s)  |  |

CANDIDATE:

Signature .....

Date .....

RADO ED or CHAIR:

Signature .....

Date .....