

POSITION DESCRIPTION

REGIONAL DIRECTOR - RANSW BOARD

Composition

The Regional Arts NSW 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 Expression of Interest form. Visit regionalartsnsw.com.au/join-the-board.
3. If regionally-based, obtain signature of Chair, Executive Officer or Office Bearer of **your local Regional Arts Board**.
4. Submit your Expression of Interest before by **5:00 PM, Monday 5 May, 2025**.
5. For enquires, contact Tracey Callinan, CEO, Regional Arts NSW.
Email: tracey@regionalartsnsw.com.au