

Creativity Australia Ltd

POSITION DESCRIPTION

POSITIONS AVAILABLE:

Board Secretary and Non-Executive Director roles

PURPOSE

- We are seeking General Directors to oversee the governance, strategy and support the growth of the organization.
- We are also seeking a Board Secretary which is a critical role in fostering the communications for Creativity Australia and ensuring management and utilisation of organizational records and regulatory requirements.

KEY REQUIREMENTS

Governance – Ensuring that the organisation has good governance practices so that donor funds are properly protected, the organisation is run efficiently, regulatory requirements are satisfied and any potential conflicts are properly managed.

Strategy – Assisting management in developing the strategic agenda of the organisation to ensure it can be as successful as possible

Networks – Actively engaging their networks to promote the organisation and its work, build its profile, contact base, funding capability (see below) and influence

Advocacy – Willingness to promote the organisation and speak and share information about its work wherever and whenever possible

Fundraising – Directly helping the organisation raise funds to ensure that it can meet its objectives and build financial sustainability. The expectation is that Board members will give and/or get significant donations from other donors

Board Meetings – Attendance and engagement in Board Meetings (normally a maximum of 4 per year), other Board strategy days/workshops as necessary and to be available for consultation and meetings between Board Meetings.

It is also expected that Directors will assist in ensuring the effectiveness of Board Meetings and Board papers. The organization will always respect the professional and other commitments of Directors and will use their time as efficiently as possible.



Patrons

The Late Dame Elisabeth

Murdoch AC DBE

Lady Marigold Southey AC

Professor Allan Fels AO

Hugh Morgan AC

Emeritus Professor John Hay AC

Founder

Tania de Jong AM

Creativity Australia

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SECRETARY ROLE (in addition to above)

Attendance to Scheduling, Notice and Materials

Scheduling of Quarterly Board Meetings and Annual General Meeting

Timely distribution of materials such as agendas, discussion papers and meeting minutes.

Minutes of Meetings

Taking of, preparation and distribution of Board Minutes

Maintenance of Corporate Records

Maintain a record of governing documents, key governance policies, ensure all legislative requirements are up to date, minutes of board meetings, and written consents

- Draft, implement and maintain relevant policies
- Undertake tasks at the request of and provide advice and guidance to the Chair or Board on governance matters and assist other Board members in their duties as required.

ATTRIBUTES

- Personal commitment and passion to the cause
- High level of personal and professional ethics
- Strong business, organizational and/or entrepreneurial skills and understanding.
- Tertiary qualified with strong interest in lifelong learning
- Strong professional networks and an ability to introduce Creativity Australia to those networks
- Experience in the not-for-profit and community sector
- Experience with fund raising is desirable.
- Experience in scaling businesses, building partnerships, start-ups and franchises an asset

OTHER REQUIREMENTS

- Board members are required to become familiar with, and follow, the Board Charter and its requirements.
- Board members are required to become active supporters of the organisation and, where possible, to participate in one of the *With One Voice* choirs and key events, host and/or attend fundraising lunches and dinners and bring along other potential donors and supporters



ABOUT CREATIVITY AUSTRALIA

Creativity Australia (www.creativityaustralia.org.au) is building a happier, healthier, more inclusive nation through the life-changing *With One Voice* program. We bridge the gap between people experiencing disadvantage and those more fortunate through the neuro-scientific benefits of community singing.

We build supportive networks that help people connect to brighter futures. Creativity Australia is delighted to offer a suite of *With One Voice* "how to" guide videos, resources and mentoring for individuals, groups and communities looking to start new, inclusive *With One Voice* choirs using our innovative social franchise model.

Together, we can change the world... one voice at a time.

APPLICATION PROCESS

These roles are available now. We will consider applications in order of receipt so don't miss out on this excellent opportunity to get involved, make a difference and build valuable networks, skills and experience.

Please send us a cover letter indicating 3 to 5 reasons that make you an ideal candidate for consideration and your relevant CV to andrea@creativityaustralia.org.au

WITH
ONE.
VOICE

