

Esperance Community Arts (Inc)



Board of Management

CALL FOR NOMINATIONS

Information and Application Pack for Nominees



Department of Local Government, Sport and Cultural Industries
Department of Primary Industries and Regional Development



Esperance Community Arts (Inc)

BOARD OF MANAGEMENT

INFORMATION AND APPLICATION PACK FOR NOMINEES

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INTRODUCTION

Esperance Community Arts (Inc) (ECA) is an independent, not-for-profit community-focussed organisation first incorporated in 1973 as the Esperance Arts Council and re-named in 1998. ECA exists because we believe that arts are an integral part of our community.

ECA receives core funding from Regional Arts WA and from the Shire of Esperance and seeks supplementary funding from other sources. ECA works with individuals, community groups, organisations and businesses to develop and promote inclusive arts-based activities that create opportunities for participation, and for the sharing and development of knowledge and skills. Our members include individuals and organisations who want to support and see a broad range of art forms practiced in our community. We aim to inspire, connect and inform members by providing relevant and timely information about events and funding opportunities, local, state-wide and national networking and collective advocacy for arts in this region.

As a Board Member of Esperance Community Arts (Inc) you would be investing in a vision where the arts are recognised, supported and celebrated as a significant contributor to creative and economic well-being in this region, helping to create a vibrant and culturally diverse community.

***Our Vision:** Access to arts and culture for everyone.*

***Our Mission:** We build community resilience through partnerships that support increased and inclusive participation in arts and cultural activities.*

GOVERNANCE STRUCTURE

In recent years, the scope of activities and the amount of funding sourced and managed by ECA have increased significantly. In order to adapt to this changing environment, ECA moved from a Management Committee structure to a formal Board in 2017.

THE BOARD

Under the constitution, the Board must consist of a minimum of 6 and a maximum of 12 members. There are 4 categories of Board member and ECA uses a skills-based approach as part of the process of filling Board vacancies. Half of the Board positions become vacant at each AGM, with the members whose term has been completed being eligible to nominate for a further term.

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BOARD MEMBER CATEGORIES

The ECA Rules state:

Rule 28(1): The Board members are the persons who, as the management committee of the Association, have the power to manage the affairs of the Association.

Rule 29(1): The Board members consist of —

- (a) up to three persons with skills and experience in business management relevant to the needs of the Association; and*
- (b) up to one persons nominated by member associations from among their own membership;*
- (c) up to four persons who are active participants in any branch of the arts;*
- (d) up to four other persons who are personal members of the association.*

Rule 37: Board Member appointments are for a term of up to two (2) years with subsequent reappointment permitted.

Rule 84.: The terms of half the Board Members expire at each AGM.

BOARD MEMBER POSITION DESCRIPTION

While the ECA Rules state that the Board must meet a minimum of three (3) times a year in addition to the AGM, dealing with the ongoing business of the organisation generally requires monthly or bi-monthly meetings. Board meetings are generally expected to be of up to two hours duration, although longer, special purpose meetings may be scheduled by negotiation between members. Board Members are required to have read all relevant Board papers prior to each meeting, and to actively contribute to discussions and decision making.

Board Members should:

1. be accessible for personal contact in between Board meetings;
2. prepare in advance for decision-making and policy formation at Board meetings and prepare for any major issues before the Board;
3. responsibly review and act upon committee recommendations brought to the Board for action;
4. participate in the annual Board self-review process;
5. in general, utilise personal and professional skills, relationships and knowledge, for the advancement of ECA;
6. serve as an active, ongoing member of at least one committee. This will require a number of meetings per year plus individual committee task completion time; and
7. possess an ability to articulate a clear direction for the organisation and should have the highest standards of professional and personal integrity.

ELIGIBILITY

Nominations must comply with Clause 34 of the Constitution. Board Members must be an ordinary member or a life member of Esperance Community Arts (Inc). If not a current member, nominees need to apply for membership **no later than 20th June 2022**. Membership of the Association is open to all residents, artists, interested persons, groups, agencies and organisations who have identified an interest in the Arts in the Esperance region. Applications for membership must be formally approved by the Board.

Membership applications can be made online at <https://esperancecommunityarts.org.au/join/>

For membership enquiries contact Executive Officer, Jane Mulcock on (08) 9072 1158 or Email: admin@esperancecommunityarts.org.au

Any person who has been convicted of a corporate-related offence under the Criminal Code Act 1995 or is disqualified from holding a Board Membership under the provisions set out in the Associations Incorporation Act 2015 or Section 853A of the Corporations Act 2001 is ineligible to be elected to the Board.

RESPONSIBILITIES OF THE BOARD

The Board has the overall responsibility for setting the strategic direction of the organisation and also has the responsibility for ensuring that the organisation remains financially viable. All Board Members are required to act in

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accordance with the Constitution, Code of Conduct and all relevant ECA policies as well as the Associations Incorporation Act 2015.

FIDUCIARY REQUIREMENTS

It is expected that all members of the ECA Board will make a full contribution to the Board's work and operate as part of a team. Each Board member has a duty to exercise care and diligence and to ensure that ECA meets its financial, legal, contractual and reporting obligations. Board members must act in good faith at all times and in the best interests of ECA.

LODGEMENT OF APPLICATION

A member who wishes to be elected to the Board of Management must complete a Board Member Nomination Form which is included in this Application Pack and is also available from the Executive Officer or the ECA website www.esperancecommunityarts.org.au

Nominations must be received **before 4.00pm – Friday 10th June 2022.**

The nomination process requires each nominee to submit the following completed documents:

- Section 1 – A Nomination for Board Member Form;
- Section 2 – A Nominee Statement*;
- Section 3 – Any supporting documentation (as an attachment);
- Section 4 – A signed Declaration.

*** The nominee should provide a statement (not exceeding one A4 page) giving details of the reasons for nominating for a Board position, particular skills and qualities that would contribute to the Board.**

Nominations should be marked "Confidential"

and submitted either,

by email to admin@esperancecommunityarts.org.au , or

- In person:

Executive Officer,
Esperance Community Arts
67 Dempster Street
ESPERANCE WA 6450

- By post:

Executive Officer,
Esperance Community Arts
PO Box 708
ESPERANCE WA 6450

INFORMATION ON CANDIDATES

Section 2 of each nomination will be published to members in the Notice of Annual General Meeting to assist members in assessing the suitability of nominees for the Board Member category for which the member has nominated

If you have any questions about the process, or Board operation please contact Ken Mills, the current Chair of the ECA Board, on 0427 177 034 or chair@esperancecommunityarts.org.au

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NOMINATION FORM FOR BOARD MEMBER ESPERANCE COMMUNITY ARTS (Inc)

Annual General Meeting on 27th June 2022

SECTION 1:

I, _____

(Please print full name of nominee.)

Being an Ordinary or Life member of Esperance Community Arts (Inc), nominate for a position of Board Member on the ECA Board of Management.

There are 4 categories of ECA Board Member [Rule 29(1)]:

1. Persons with Business Management skills and experience relevant to the needs of ECA (3 positions); or
2. The nominated representative of a member Association (1 position); or
3. A practicing artist (any art form) (4 positions); or
4. A personal member of ECA (4 positions).

I wish to nominate under *(Tick ONE category only. [Rule 34 (5) and (6)])*:

Category 1. _____

Category 2 to represent: _____

[Member Association Name]

Approved by: _____

[Signed by Association President or Secretary]

Category 3. _____

Category 4. _____

SECTION 2: NOMINEE STATEMENT

Provide details of the reasons for nominating for a Board position, particular skills and qualities that would contribute to the Board, and also note any actual, perceived or potential conflicts of interest.

(Statements should be a separate document not exceed 400 words or one A4 page.

The Self Rating skills assessment on page 4 may assist you in preparing this statement.)

SECTION 3: DOCUMENTATION

Please attach separately any documentation you wish to submit in support of your nomination.

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SECTION 4: DECLARATION

NOMINEE DECLARATION

I, _____ confirm that I wish to nominate for appointment to the Esperance Community Arts (Inc) Board and declare that, to my knowledge, I am currently not subject to any legal action in relation to bankruptcy, fraud or any other activity that may impact on my role as a member of the Board.

I hereby confirm that I have the relevant skills required for a Board Member position and meet all requirements of Rule 29(5) of the Esperance Community Arts (Inc) Rules, and am not disqualified from Board membership under Rule 39 of the Act.

Signed by Nominee: _____ Date: _____

SUBMISSION OF NOMINATION

Nominations close at 4.00pm, on Friday June 10th 2022.

Nominations should be marked "Confidential" and submitted by:

- | | |
|--|--------------------------|
| - email to admin@esperancecommunityarts.org.au ; or | |
| - In person: | - By post: |
| Executive Officer, | Executive Officer, |
| Esperance Community Arts | Esperance Community Arts |
| 67 Dempster Street | PO Box 708 |
| ESPERANCE WA 6450 | ESPERANCE WA 6450 |

Rule 29 Board members

- (1) The Board members consist of —
 - (a) up to four persons with skills and experience in business management relevant to the needs of the Association; and
 - (b) up to four persons nominated by member associations from among their own membership;
 - (c) up to two persons who are active participants in any branch of the arts;
 - (d) up to two other persons who are personal members of the association.
- (2) The Board must at all times consist of at least six members.
- (3) The following are the office holders of the Association —
 - (a) the chairperson;
 - (b) the deputy chairperson;
 - (c) the secretary;
 - (d) the treasurer.
- (4) The office holders are appointed by the Board from among the Board members at the first Board meeting following the Annual General Meeting of the Association or the general meeting referred to in rule 79(2).
- (5) A person may be a Board member if the person is —
 - (a) an individual who has reached 18 years of age; and
 - (b) an ordinary member or a life member.