



## Applications Now Open (Monday 10 March 2019)

### Arts OutWest is seeking new board members

Arts OutWest (AOW) seeks applications from people interested in becoming board members. Arts OutWest is a not-for-profit incorporated association and the board positions are voluntary, unpaid positions with a two-year term.

We are looking for some specific skills as well as ensuring that the board has diversity across gender, location, age and cultural background. Applicants must be based in the Arts OutWest region.

This call for board member applicants will complete the process of moving to a skills-based board which commenced in 2018. Each year several positions become open as board members complete their two-year term. Board members are able to do up to 3 terms so applicants this year will probably include a mix of existing board members applying for a new term and new board applicants.

Applications for board membership must be received by **Friday 3 May 2019**. Applicants are asked to:

1. Address the skills listed at the end of this document by filling out a separate skills form
2. Submit a description of your strengths, what you would bring to the board and why you are interested in the position (around 1 page long)
3. A short CV showing any qualifications and a brief work history

#### Time frame

Monday 10 March 2019	Applications for board positions open. 4 positions available
Friday 3 May 2019	Applications close
Tuesday 21 May 2019 (tbc)	Applications for board membership are assessed by the selection committee.
Friday 24 May 2019	Applicants are informed of outcome of assessment meeting
Sunday 2 June 2019	New board members are confirmed at the Arts OutWest Annual General Meeting

#### **Arts OutWest Background**

Arts OutWest is the organisation responsible for arts and cultural development in the communities of the NSW central west, covering the council areas of Bathurst, Blayney, Cabonne, Cowra, Forbes, Lachlan, Lithgow, Oberon, Orange, Parkes and Weddin and is supported by Charles Sturt University (CSU). Arts OutWest receives core funding from the NSW Government through Create NSW and through the Federal Government through the Department of Communication and the Arts and their Indigenous Visual Arts Industry Support program as well as contributions from the 11 councils. Additional project funding is gained through a variety of sources and the organisation manages



around \$500-\$650K each year. The organisation was established in 1974. In 2016 Arts OutWest has 6 staff members (3.8 FTE). The current strategic plan names four priority areas: Arts and Health; Aboriginal art development; Cultural tourism; Lifelong Learning.

### **The Arts OutWest Board**

The board (or technically, committee of management) is responsible for overseeing the governance of the organisation and makes decisions about the strategic direction and ways of achieving the best outcomes for arts in the region. The Board meets four times a year in February, May, August and November, currently on the second Tuesday of the month at 5.00pm; twice in Bathurst and twice in Orange. There is also an Annual General Meeting, usually held on a weekend in May each year.

The skills based board model established in 2018 involves a two-tier structure consisting of a board and an advisory council.

The **Advisory Council** will work on a representational basis, consisting of a member for each contributing council and one for CSU.

The **Board**, when the changeover process is completed in 2019, will be made up of:

- 7 members appointed on a skills and diversity basis, selected through an application and assessment process
- 1 Advisory Council member (the Chair of the Advisory Council)
- Up to 2 co-opted members (optional) if additional skills are required

Board members complete a 2 year term. At the end of the 2 year term the board member may either retire from the board or apply for another term. A board member may complete no more than 3 consecutive terms (6 years), but does have the right to re-apply after a break of two years.

### **Selection process**

It is possible that some of the applicants may be existing board members. While the experience and knowledge of the existing board members will be highly regarded, Arts OutWest would like to make it clear that we are definitely looking for new members as well.

Applications must show how the applicant is able to demonstrate strengths in at least one skill area. Applications will be assessed by a panel that will consist of 2 current board members, one Advisory Council member, the Executive Director of Arts OutWest and an external panel member.

### **Application process**

#### Skills and attributes being sought

Applicants are asked to submit three documents:

1. A filled out AOW Skills Form
2. A submission about your strengths
3. A short CV

#### 1. Skills Form:

You will need to go to the separate attachment *Arts OutWest Individual Skills Form* and fill the form out, self-assessing yourself on the skills listed. Below are the four tables from the Arts OutWest Skills Matrix. We will collate the information from existing board members and applicants to ensure



that we are covering the range of skills needed. Below are the skills and competencies that you will be asked to address when you fill out the *Arts OutWest Individual Skills Form*.

1: Skills. You should be able to rate yourself as good or expert in at least one of the listed skill areas. It is absolutely okay to have no skills in many of these areas, providing that you can show that you know something about **one** of them.

- Accounting
- Finance
- Law
- Marketing
- Human resources
- Arts industry knowledge
- Management (CEO or similar) experience
- Strategy development
- Experience as an arts practitioner
- Experience as an arts manager
- Fundraising
- Community work
- Aboriginal cultural awareness
- Local government knowledge

2: If you are new to going on a board you may not have some of these skills, while if you experienced you may be able to show expertise in all of them. It doesn't matter if you can't do all of these things, but you must show a willingness to develop skills in some of the areas that you are not experienced in.

- Experience as a board member on a not-for-profit
- Financial literacy – ability to read and understand a balance sheet
- Strategic thinking from a governance perspective
- Governance related risk management experience
- Staff performance management experience
- Profile / reputation in your field

3: We are interested in attracting people to the board who have strengths in several of these fields.

- Team player / collaborative
- Ability / willingness to challenge and probe
- Common sense and sound judgement
- Integrity and high standards
- Mentoring abilities
- Interpersonal relations
- Listening skills
- Verbal communication skills
- Understanding of effective decision making skills
- Willingness and ability to devote time and energy to the role



4: We need to understand who you are in relation to gender, location, age and background. You won't be assessed on these points but it could affect the final decision because we want to ensure that the board does have diversity.

- What gender do you identify as?
- Geographic location: which council area (LGA) are you located in?
- Geographic location: do you live in a regional city / town / village / country?
- Age range (20s / 30s / 40s / 50s/ 60+
- Cultural background: do you identify as being Aboriginal or from a particular CaLD (culturally and linguistically diverse) background?

## 2. Submission about your strengths

Please select one strength from Table 1, one from Table 2 and one from Table 3 and provide a paragraph showing how you demonstrate skills and experience in each of those areas.

You may also provide a fourth paragraph that covers any other strengths that you would like us to know about. Other brief notes can be filled out in the comments section of the form.

## 3. Short CV

We would prefer this to be only one or two pages and relevant to being on the board of an arts organisation.

**Please submit by email to:**

**[artsoutwest@csu.edu.au](mailto:artsoutwest@csu.edu.au) by Friday 3 May 2019**

If you would like to discuss the process or have further questions, please contact the Executive Director, Tracey Callinan ([tcallinan@csu.edu.au](mailto:tcallinan@csu.edu.au) / 02 6338 4657)