# Position Description

**Position Title**: Board of Management, member

**Employment Type:** Five board meetings through the year, plus additional sub-committee meetings or engagements as required

**Remuneration:** Volunteer position

**Reports To:** Chair, Amanda Lawrie-Jones

## Purpose Of Position

The Arts Access Victoria (AAV) Vision is for cultural equity for Deaf and Disabled people. Driven by the belief that art can lead change, we want to develop a vibrant arts sector that reflects our society and where Deaf and Disabled people are expected at every level of the artistic landscape.

AAV’s Board of Management operates according to the following principles of governance:

* that the AAV vision is the central motivation and purpose for all organisational activities
* that governance of the organisation is the responsibility of the Board of Management

For the purpose of this document, “governance of the organisation” includes the following Board responsibilities:

* legal and financial obligations
* planning, policy development and strategic direction of the organisation
* monitoring and reporting on organisational resourcing and performance
* recruitment, support and review of the Executive Director
* recruitment and induction of new Board members
* review of Board performance

It is expected that members of the Arts Access Board of Management will bring to their role the following qualities:

* Dedication to the mission and work of Arts Access
* Ethical attitude to Arts Access policy and operations
* Demonstrated financial knowledge
* Established and relevant networking capacities
* Support for, and recognition of, the valuable contribution made by Arts Access staff and volunteers.

**Terms Of Employment**

This position is a volunteer role.

**location**

The position is primarily based in Arts Access Victoria’s offices (currently located at 222 Bank Street South Melbourne) or working from home when we are unable to attend office.

## About Arts Access Victoria

Established in 1974, Arts Access Victoria (AAV) has since become the state’s leading arts and disability organization. AAV’s work diversifies the bodies, thinking and ways of being usually experienced in arts and cultural spaces. New aesthetics are on view and experienced, the stories offered are often unfamiliar or regularly told by others. Our stories are authentic and ours to tell.

The organisation achieves this vision through: disability led advocacy; the delivery of outstanding community arts and cultural development programs for Deaf and Disabled artists; professional development programs for Deaf and Disabled artists and artsworkers aimed at securing employment outcomes and best practice industry development initiatives that drive the engagement of organisations across the creative, disability and community sectors. Information about the organisation can be found at [www.artsaccess.com.au](http://www.artsaccess.com.au) .

## Environment

Arts Access Victoria is committed to a disability-led, friendly, relaxed and open workplace.

All Arts Access Victoria board members are expected to embrace our vision, and work towards best practice in regard to increasing access to the arts for all Victorians.

The Board embraces access and equity through the essential roles of governance and leadership that are underpinned by a comprehensive set of policies, procedures, and delegated authority.

Arts Access Victoria is committed to a policy of equal opportunity in employment and accepts that it has a responsibility to create an environment free from discrimination. The principle of merit is highly valued, and we aim to provide affirmative action in the employment of people with disability. We will act to ensure that our structures are free from direct or indirect discrimination on the grounds of sex, marital status, race, age, disability, religious or sexual orientation.

**Safety Screening**

Please note that safety screening is undertaken for all positions within the organisation as part of its contractual arrangements with government. All volunteers are obliged to fully disclose relevant information and screening is undertaken as part of recruitment procedures.

## Reporting Relationships:

This position reports directly to the CEO/AD but works closely with all teams within the organisation. It has a small team of part-time and casual direct reports.

**Major Tasks:**

The primary role of the Board is to ensure that the management of the organisation continuously and effectively strives to meet the vision and purpose of the organisation, including its responsibilities to its funding bodies and all other stakeholders. More particularly, the role of the Board is to:

* Set the goals and objectives of the organisation
* Appoint and support the AAV CEO, regularly review their performance
* Contribute to the development, and ensure the implementation of, adequate plans and effective strategies for the acquisition and organisation of financial and human resources to advance AAV’s vision and purpose
* Ensure that AAV complies with all laws but in particular those relating to incorporated associations laws, employment, financial reporting, occupation health and safety, disability discrimination and other discrimination.
* Review, at regular intervals, the organisation's progress towards its vision and purpose
* Report to AAV’s stakeholders (members, funding bodies, sponsors, etc) on the activities and operations of the organisation.

## Selection Criteria

Mandatory:

* Understanding of the Social Model of Disability and its impact on access in the arts
* A philosophy that demonstrates a commitment to the rights of people with disability
* Demonstrated experience in arts &culture and/or inclusive arts projects
* Existing networks across the Victorian arts and cultural sector

Desirable:

* Personal experience of disability
* Previous experience working with Deaf and Disabled artists in an inclusive practice framework
* Understanding and commitment of access and inclusion in the arts
* Capacity to build dynamic and effective partnerships
* High level written and verbal communication

## Entitlements

* To gain satisfaction from their involvement with AAV
* To be supported and respected by staff and other AAV members
* Have clearly defined responsibilities
* Receive adequate and clear information pertaining to their role and initial induction and on-going training relevant to their role
* Be reimbursed for any out of pocket expenses including childcare, access and travel for AAV meetings

Signed:

<Date DD/MM/YYYY>

<Your Name>

Arts Access Victoria is committed to equity and inclusion. We strongly encourage Deaf and Disabled, First Nations, LGBTIQ+ and/or CALD people to apply. If you require assistance with your application, please contact us. A position description is available in alternate formats if required, including Braille, Large Print and Plain English.