Position Description: Board of Management, Member

At Arts Access Victoria (AAV), we work for cultural equity for Deaf and Disabled people.

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

* AAV’s vision is the central motivation and purpose for all organisational activities
* 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

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

**Reports To**: Chair, Nic Vogelpoel

**Remuneration**: This position is a volunteer role.

**Terms**: This position is for a two-year term. Five board meetings through the year, plus additional sub-committee meetings or engagements as required.

**Benefits**: Gain satisfaction from their involvement with AAV.
Get support and respect from AAV member and staff.
Have clearly defined responsibilities.
Receive clear information for your role, initial induction, and training.
Reimbursed for out-of-pocket expenses including childcare, access and travel for AAV meetings.

**Location:** Arts Access Victoria has physical offices (222 Bank Street South Melbourne). Board members are across Victoria, and we have a mix of in-person and virtual meetings throughout the year.

**How to apply:** Fill in the Expression of Interest (EOI) form and email it to recruitment@artsaccess.com.au By Monday 18 March at 10 am.

**Contact us:** Email recruitment or phone us 03 9699 8299 (voice only)/ 0401 224 864 (text or voice) if you would like more information or have any question.

# Major Tasks and Reporting Roles

## Major Tasks

The primary role of the Board is to ensure that the management of the organisation meet the vision and purpose. This includes its responsibilities to its funding bodies and all other stakeholders.

As a Board member, you will work together to:

* Set goals and objectives for AAV.
* Contribute to the development and ensure the implementation of plans and systems for financial and human resources to advance AAV.
* Ensure AAV complies with all relevant laws.
* Review AAV's progress towards its vision and purpose.
* Report to AAV’s stakeholders on AAV's activities and operations.

## Reporting Relationships:

This position reports directly to the Chair but works closely with the entire Board and executive team.

# Selection Criteria

Mandatory:

* Understand the cultural context of the arts and disability sector.
* Commitment to the rights of Deaf and Disabled people.
* Experience in governance and leadership roles.
* Existing networks across the Victorian arts and cultural sector.

Desirable:

* Identifies as Deaf and/or Disabled person
* Professional experience in Fundraising, Finance, Marketing/PR, or Human Resources
* Commitment to building partnerships across arts and cultural sector
* Interest in strengthening inclusive and accessible governance practices

# Work Culture, safety, and screenings

## AAV Environment

We are committed to making AAV a friendly, relaxed and open workplace.

All AAV board members are expected to embrace our vision, purpose and values. All board members work towards creating equity in the AAV for all Deaf and Disabled people.

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 equity and inclusion. We strongly encourage Deaf and Disabled, First Nations, LGBTIQ+ and/or CALD people to apply. We are the peak body for disability arts in Victoria. Candidates living and working in any part of Victoria are encouraged to apply. If you require assistance with your application, please contact us. A position description is available in alternate formats if required.

## Employment Safety Screening

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

## Privacy And Confidentiality

Ensure that all files of personal information are kept secure at all times

## Occupational Health and Safety

Arts Access Victoria is committed to providing a safe and healthy workplace for employees, participants, members and visitors. This relates to all workplaces of Arts Access Victoria, including the offices at 222 Bank Street and all off-site venues.

All employees have some responsibility in making sure Arts Access Victoria abides by the OHS Act (2006).

In particular, all employees will take reasonable care of their own health and safety and the health and safety of others they work with. All employees will also co-operate with Arts Access Victoria to make sure it remains a safe and healthy place to work.

# About Arts Access Victoria

We started in 1974 and is the peak body for arts and disability in Victoria.

We are a disability-led organisation that plays a vital role in state, national and international Arts and Culture.

We are the leading force behind a more accessible Arts and Culture sector.

We Produce and Platform Deaf and Disabled artists, arts workers and creatives work.

Our Purpose is to lead cultural equity for all Deaf and Disabled people.

At Arts Access Victoria we:

* Raise the profile and participation of Deaf and Disabled people in the creative industries.
* Ensure Deaf and Disabled people are in all creative industries as participants, audiences, artists, cultural innovators, influencers and leaders.
* Transform the way the creative industries engage with Deaf and Disabled people.
* We believe that art can lead to cultural, economic, personal and political change.
* We support the development of a vibrant Arts and Culture sector that reflects our society in every way. Where Deaf and Disabled people are in every part of creative industries.
* We work to create change and increase Deaf and Disabled people’s participation in the Arts and Culture.

You can find out more about [AAV on our website](http://artsaccess.com.au).