

Secretary – Committee of Management

About the Orbost Exhibition Centre on the Snowy River Inc:

The Orbost Exhibition Centre on the Snowy River Inc (OEC) is a vibrant hub for artistic expression, located in the heart of the beautiful town of Orbost. The centre hosts a diverse range of exhibitions, showcasing local and international artists, along with educational programs, workshops, and community events that align with our mission. The OEC strives to create an inclusive space that encourages creativity, cultural exchange, and lifelong learning.

Position Purpose:

The Secretary of the Committee of Management is responsible for ensuring that the Orbost Exhibition Centre on the Snowy River Inc's administrative and governance processes are efficient, transparent, and compliant with relevant laws and regulations. The Secretary works closely with the Committee, Artistic Director, and staff to maintain accurate records, facilitate effective communication, and support the organisation's overall governance.

Key Responsibilities:

1. Ensure that the OEC complies with its legal and regulatory obligations, including the ACNC's Governance Standards, by maintaining accurate and up-to-date records of the organisation's activities and decisions.
2. Prepare and distribute Annual Governance Calendar, agendas, minutes, and other relevant documents for Committee meetings, Annual General Meetings (AGMs), and Special General Meetings (SGMs). Actively prepare document packs, and make time to review and read them before meetings, distribute 7 days prior to meeting. Distribute draft minutes within 2 days of meeting.
3. Maintain the OEC's membership register, ensuring it is accurate and up-to-date.
4. Manage the OEC's correspondence, including receiving, recording, and responding to incoming communications, and preparing and sending outgoing communications on behalf of the Committee.
5. Maintain and update the OEC's policies, procedures, and other governance documents, ensuring they are readily accessible to Committee members and staff.
6. Assist the Chair in preparing and submitting reports, manage ACNC Annual Information Statements and Annual Financial Reports (in conjunction with the Treasurer), updates to Responsible Peoples, returns, and other required documents to relevant regulatory bodies, such as the ACNC, the ATO and Consumer Affairs Victoria.
7. Provide advice and support to the Committee on governance matters, including compliance with the OEC's constitution and relevant legislation.
8. Work with the Chair to ensure that the OEC's record-keeping and information management systems are effective and secure and being used properly by staff.
9. Support the Committee in the planning and execution of AGMs, SGMs, and other governance-related events.

Prepared: 13 August 2024

Approved by Committee: 13 August 2024

To be Reviewed: Annually or as needed.

10. Serve on sub-committees or working groups as required, providing expertise and support in specific areas of governance or operations.
11. Assist in the recruitment, induction, and development of new Committee members, promoting diversity and skill development within the organisation.

Recommended Skills and Qualifications:

1. Demonstrated experience in an administrative or governance role, preferably within the not-for-profit or arts sector.
2. Strong understanding of governance principles and best practices, including the structures and processes for ACNC registered charities, DGR status and incorporated associations.
3. Excellent organisational, record-keeping, and time-management skills.
4. Strong written and verbal communication skills, with the ability to prepare clear and concise reports, minutes, and correspondence.
5. Proficiency in Google Docs suite, or with Microsoft Office applications, particularly Word and Excel and ability to transfer to Google Docs environment.
6. Familiarity with relevant laws and regulations, including the Associations Incorporation Reform Act 2012 (Vic) and the Australian Charities and Not-for-profits Commission Act 2012 (Cth).
7. Attention to detail and a commitment to maintaining accurate and up-to-date records.
8. Be a "suitable and responsible person" as outlined by the ACNC, and discharge the duties of a responsible person according to ACNC guidelines.
9. Ability to work collaboratively in Google Docs.

Credentials viewed favourably:

1. Police Check
2. Working with Children Check
3. Responsible Service of Alcohol (when volunteering at events)
4. First Aid/CPR

Induction, Training, Mentoring, and Support:

The elected Secretary will receive a comprehensive induction to the role by the outgoing Secretary, including an overview of the OEC's history, mission, and strategic objectives. Reasonable endeavours will be made to facilitate access to the following training, mentoring, and support:

1. Governance training, focusing on the roles and responsibilities of the Committee of Management, legal obligations, and best practices in not-for-profit governance.
2. Mentoring from an experienced Committee member or external mentor to provide guidance and support in navigating the challenges of the role.

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3. Access to professional development opportunities, such as workshops, conferences, and networking events, to enhance leadership skills and stay informed about industry trends.
4. Regular check-ins with the Committee members to discuss progress, challenges, and opportunities for growth.

Time Commitment:

The Secretary is expected to dedicate an average of 20-30. hours per month to their role, including preparing (and reading) documentation meetings, managing regulatory requirements, delivering on any commitments accepted within the role, attending monthly Committee meeting and representing the OEC at various events and engagements.

Term:

The Secretary is elected by the organisation membership at the Annual General Meeting (AGM) for a term of one year, with the option to stand for re-election for additional terms.

Confidentiality:

The Secretary must maintain confidentiality regarding sensitive information related to the OEC, its staff, volunteers, and stakeholders.

Conflict of Interest:

The Secretary must declare any potential conflicts of interest and recuse themselves from decisions where a conflict exists.

How to Apply:

Interested candidates must be a paid member of the organisation for at least 2-weeks prior to the AGM and submit a conforming nomination form by the required date. They must attend the AGM online or in-person for election.

The Orbost Exhibition Centre on the Snowy River Inc is committed to creating an inclusive and diverse environment and welcomes applications from all backgrounds. Join us in delivering our mission for and on behalf of the community, creating memorable experiences for our visitors and supporting the growth of the local arts community.