

Board Member Position Description

CONNECTION ARTS SPACE (CAS)

Connection Arts Space Inc. (CAS) is a not-for-profit arts organisation based in Dandenong. We're run by a diverse group of passionate volunteers. We recognise that art can challenge traditional ways of thinking whilst also allowing for opportunities to connect and collaborate. Through workshops, art exhibitions and events we seek to make the arts **accessible, relevant and sustainable**.

OUR HISTORY

CAS was founded by a group of artists and art lovers who shared a belief in the power of art to connect people, ideas, and stories. The founding member, Mehdi Jaghuri (MJ), came to Australia from Afghanistan. As a young person, MJ found art helped him gain confidence, connect with other people, and share his experience of seeking refuge. While studying fine arts, MJ had a vision to start an art gallery in Dandenong that could provide his community with greater access to the arts. This vision was made a reality when a small group of volunteers established CAS (formerly Connection Gallery) in November 2015 with the support of the City of Greater Dandenong Council.

As CAS has grown, it continues to connect emerging artists and creatives through workshops, art exhibitions and collaborative projects. Acknowledging the barriers that many communities face in accessing the arts, CAS strives to prioritise artists living in Melbourne's south-east and artists of asylum seeker, refugee, migrant, and first nations backgrounds.

Today, the CAS team is made up of past and present volunteers who have dedicated a lot of love, commitment and hard-work to continue the CAS vision and missions. CAS is only as big as its connections and nothing would be possible without the CAS Committee, Team Members, Volunteers, Artists and broader Dandenong community.

Vision and Missions

An organisation that caters for the Greater Dandenong community by fostering creativity, collaboration and leadership through the arts.

Community Accessibility Sustainability

HOW TO APPLY [EOI Form here](#)

<https://forms.gle/ASdvCwQ7Di3irQnW6>

ABOUT THE COMMITTEE AND BOARD

Since Connection Arts Space was founded in late 2015, a Committee of Coordinators have implemented all operations. In practice, this has involved the groundwork (managing projects and team members) and the governance (managing finances, risks, and strategic directions). This structure has been supported by passionate, talented, and hard-working volunteers who have trialled, tested, and refined CAS' offering over the last five years.

In the last two years, CAS received small scale grants (i.e. up to \$15,000) and is now well equipped to secure multi-year funding. For this growth to be possible, the organisation requires a structure that enables greater accountability. **A governing board of Directors is sought to ensure CAS expands with good governance, experience, and clear direction.**

In this new structure, the board of Directors will overlook CAS' major decisions and plan for the medium to long term (i.e. 3 - 6 years). The CAS Committee, who have a deep understanding of the day-to-day working of the organisation, will remain active in implementing the current strategic plan with their respective volunteer teams.

Connection Arts Space Inc. has been a registered Incorporated Association since 2017. Legally, the organisation requires a President, Vice-President, Secretary and Treasurer. The designation of these roles will be determined by the first Board of Directors.

In its first year of operation, we anticipate the Board will focus on the following areas:

- Understanding CAS' current strategic plan and providing leadership for the next plan
- Relationship building with the Committee, including mentorship
- Developing Board Processes (i.e. for minutes, Committee reporting, Annual reports)

Roles on the CAS Executive Team

CAS Committee	Shared	CAS Board
Exhibitions Coordinator	Business Development Manager <i>The person in this role is on both the Committee and the Board. This is a similar role to Director as in other organisational structures.</i>	President (Chairperson)
Workshop Coordinator		Vice President
Human Resources Coordinator		Treasurer
Volunteer Coordinator		Secretary
Marketing Coordinator		General Board Member 1
Secretary		General Board Member 2
Chairperson		
+ Project Leaders		

Who is prioritised? Diversity and Inclusion

Goals for representation across the 7 board members:

- Majority of board members (4+) connected to the south-east region of Melbourne*
- At least half the board (3+) of culturally and linguistically diverse backgrounds
- At least a third of the board (2+) are young people (under the age of 30)
- At least a third of the board (2+) are of refugee / asylum seeker background
- At least half the board (3+) are women and/or people identifying as gender diverse

The above goals are starting points for diversity and this does not seek to identify all marginalised groups who should be included. We are not in the business of ‘ticking a box’ for diversity and have therefore kept the above goals quite broad.



CAS aims to be an accessible space for Aboriginal and Torres Strait Islander peoples; peoples who have a disability; peoples who identify as LGBTIQ+ and all with intersecting identities. We encourage people from underrepresented backgrounds to apply.



**Lives or works in the City of Greater Dandenong or neighbouring Local Government Areas. Alternatively, they have a strong connection to the Dandenong region for at least 5 years.*

Expected Time Commitment

Monthly Activities		Time Commitment
Board Meeting	Expected	3 hours
Mentorship Meeting	Expected	1 hour
Additional tasks in preparation for board meetings (i.e. research, liaising with contacts or committee)	Encouraged	1 hour +
Promoting CAS (i.e. programs) within personal and professional networks	Encouraged	1 hour
Attendance at Exhibition openings and other CAS public events	Welcomed	1 hour
Total Hours Expected:		4 hours / month

All Board Member Roles are **voluntary**. As the first governing board of Connection Arts Space, the term for each Board Member is negotiable; the **minimum term of the role is 1 year**. Board Appointments are subject to Police and Working With Children Checks.

What the CAS Board will do

1. **Plan for the future** | Lead strategically:
 - Have in-depth board meetings that concern how CAS best connects with the broader environment of community organisations in Dandenong, galleries and arts programs in Melbourne, multicultural arts and advocacy. Invite relevant contacts (i.e. local community leaders) to join the discussion with the team.
 - Lead the planning for CAS' long-term direction and goals
 - Keep the Committee accountable to implementing CAS' current strategic plan (2020 - 2023).
 - Review and consult on grant applications written by the Committee

2. **Keep CAS transparent, fair & lawful** | Ensure healthy governance:
 - Compile the annual report with contributions from the Committee
 - Review laws for non-profits and ensure CAS maintains compliance
 - Review and approve policies made by HR Coordinator
 - Attend Annual General Meeting and at least 9 meetings in the year.
 - Recruit and induct new board members / develop a plan for board succession

3. **Think about the money** | Ensure financial stability:
 - Understand CAS' business model and financial aspects
 - Support the Committee to develop strategies to fund CAS' mission that are realistic and that support the organisation's business model
 - Ensure CAS has adequate infrastructure to create accurate and timely financial reports

4. **Be Ambassadors** | Public Relations and Fundraising
 - Connect CAS with people, groups, businesses and organisations that are beneficial to CAS' missions for community, accessibility, and sustainability
 - Participate in fundraising efforts, where possible
 - Board to participate in media opportunities, organised by the CAS Marketing team, and act as spokespeople where appropriate

5. **Mentor the team** | Support and supervise the Committee:
 - Each Board Member meets monthly with one Committee Member (in-person or video call) for a 30 - 60 minute mentoring session.
 - Supervise the performance of the Committee annually via annual report
 - Share the responsibility with all CAS Coordinators and volunteers to recognise and celebrate wins and examples of people living out the CAS values
 - Have an emergency and long-term succession plan for the Director / Committee

What will you bring? Skills and Experience

We seek a board of directors who can demonstrate expertise and/or experience in any of the following areas:

- **Technical skills:**
 - co-design / strategic planning,
 - leadership,
 - coaching and mentorship,
 - non-profit governance,
 - finance procedures.

- **Knowledge of:**
 - exhibition curating,
 - fundraising,
 - event management,
 - occupational health and safety,
 - organisational policy and procedures,
 - child safety,
 - grants,
 - needs and special interests of CAS' target audiences including young creatives, emerging artists, migrant communities, and refugees and asylum seekers

- **Industry connections to:**
 - community arts organisations and galleries (including Artist Run Initiatives) in Victoria,
 - social welfare organisations,
 - local businesses,
 - local government,
 - schools and tertiary education providers.

- **Positive behaviour:** inclusive, interest in the arts, open-minded and reflexive of one's position, patient and cooperative, commitment to CAS' missions, a sense of humour, an ability and willingness to donate (e.g. time, expertise, contacts, influence)

The 7 duties set down in Governance Standards directs a charity's Responsible Persons to:

- act with reasonable care and diligence
 - act honestly and fairly in the best interests of the charity and for its charitable purposes
 - not misuse their position as a responsible person
 - not misuse information they gain in their position as a responsible person
 - disclose conflicts of interest
 - ensure the charity's financial affairs are managed responsibly
 - not allow the charity to operate while insolvent
- Further information will be provided in the Induction. Read about Responsible Persons on the ACNC website ([here](#)).*

HOW TO APPLY

Complete the Expression of Interest Form here by Oct 30, 2020

About the form

This EOI form consists of 3 sections, which should altogether take about 15 minutes to complete. The sections include: About You; Interest; Skills & Experience. If a verbal/audio application would be more comfortable for you, please let us know to arrange an alternative for you.

Your Curriculum Vitae / Resume

Please email your CV to Nyalat (Human Resources Coordinator) at connectnow@connectiongallery.org with the Subject "Board Member EOI"

Timeline

This EOI form is open until October 30, 2020.
Shortlisted applicants will be interviewed in November 2020 and the first Board Members will be formally inducted in January - February 2021.