



EXPRESSION OF INTEREST: BOARD MEMBER

About Tuggeranong Community Arts Association

The Tuggeranong Community Arts Association (TCAA) manages the Tuggeranong Arts Centre (TAC) and has successfully delivered artistic programs to the Tuggeranong community for more than 30 years. Focusing on participation and accessibility, offers free exhibitions across three gallery spaces, a live performance program, community engagement activities and a range of workshops and classes. See our website for full details.

We are currently seeking expressions of interest for people to join the governing Board of the TCAA. To complement the current directors, we are looking particularly for HR skills and experience

OUR VISION

A vibrant connected and creative Tuggeranong community

OUR MISSION

To be an inclusive and welcoming organisation which promotes and fosters diverse creative opportunities, connecting and engaging our community and visitors with the arts

OUR VALUES

Ethical | Inclusive | Respectful | Collaborative

The programs centre on building audiences to engage and participate in the arts so that TAC is a place where everyone is welcome. A diverse program of activities covers several artforms including dance, visual arts, theatre and music and places TAC at the heart of the Tuggeranong community engaging professional and community artists alike. Our program is based on four strategic priorities:

- **CREATE:** Develop inclusive and engaging programs for the whole community
- **CONNECT:** Foster and strengthen TAC's community relationships, networks and partnerships
- **SUPPORT:** Support ACT artists and arts workers through promotion, creative collaboration and skill development
- **GOVERN:** Provide sound and effective corporate governance to ensure a sustainable and fiscally responsible organisation

Open 6 days a week, Tuggeranong Arts Centre is a creative hub and gathering place in South Canberra which connects people, creates new experiences and celebrates the arts. Delivering over 320 workshops a term, and over 100 events in a year, Tuggeranong Community Arts Association is a leader in the ACT arts ecosystem.

TCAA Team

137 Reed Street Greenway | PO Box 1143 Tuggeranong | ACT 2901 | www.tuggeranongarts.com 02 6293 1443

Tuggeranong Community Arts Association is a not-for profit incorporated association registered with the Australian Charities and Not-for-profits Commission. ABN: 66461861538

Tuggeranong Community Arts Association acknowledges the traditional custodians of the land where we gather, work and create, the Ngunnawal and Ngambri people.

We respect that this is Country upon which language, arts and culture has been shared and practised for time immemorial.

Supported by



ACT
Government

Our ongoing management of this incredible diversity reflects the high level of skill and experience that our team and core partnerships provide to Tuggeranong's community development. We consider our key resources to be a focussed yet flexible approach to management, a creative and committed attitude to our work, the staff and boards' collective knowledge and experience, and of course the strong relationship with our stakeholders, partners and major funding body, artsACT.

TCAA is supported by 10 permanent full-time and part-time employees, led by CEO Caroline Downer. They provide a range of services and support including artistic programming, stakeholder liaison, marketing, and administration. TCAA staff have relevant professional qualifications and extensive experience in the delivery of all its programs. TCAA also has 25 casual employees that assist in program delivery and event management.

About the Board of TCAA

TCAA Board positions are all voluntary, and members must be members of the TCAA and have a Director Identification Number. The Board of TCAA currently meets quarterly and its work is shaped by the [TCAA-Constitution.pdf \(tuggeranongarts.com\)](#), the [Strategic-Plan.pdf \(tuggeranongarts.com\)](#) and the [TCAA GOVERNANCE CHARTER \(tuggeranongarts.com\)](#).

According to the Constitution, the board will consist of at least five and not more than ten directors consisting of a Chair, a Deputy-Chair, a Secretary, a Treasurer, up to three ordinary members elected at the Annual General Meeting and up to three members appointed by the board for the term determined by the board, for their particular skills and experience [Clause 30]. The Board may also appoint people to fill casual vacancies among the board [Clause 38].

The key roles of the Board include

- Optimise the performance of TCAA
- Ensure that TCAA complies with relevant legislation, regulations and contractual arrangements
- Setting broad strategic parameters as part of the tri-annual planning process and monitoring implementation against the strategic plan
- Ensuring legal compliance and government funding body requirements
- Approving operating budgets and maintain financial oversight
- Appointing the CEO and reviewing their performance against the strategic plan
- Advocating on behalf of the organisation
- Attending and actively contributing to board meetings during the year

Key selection criteria:

- Relevant experience on a not-for-profit board, committee or related capacity and/or preparedness and capacity to learn
- Formal director qualifications from AICD or the Governance Institute of Australia will be highly regarded
- Ability to apply strategic thought to key issues
- Prepared to question, challenge and critique, and be an active contributor
- Willingness to understand and commit to the highest standards of governance
- Proven or emerging community and or business leadership qualities
- Interest in the arts and or the role that the arts can play in communities
- Effective interpersonal and communication skills
- Strong community networks.

Skills required

The TCAA Board is an elected skill-based board, with knowledge, skills, experience and interest in one or more of the following:

- Arts and cultural development, creative industries
- Governance and trusteeship obligations
- Financial Management
- Business and strategic planning, policy development and risk management
- Human resources
- Legal experience
- Advocacy and networking
- Marketing and media
- Fundraising including partnerships, sponsorship and philanthropy

TCAA is also committed to First Nations representation, cultural diversity, gender equity and inclusion in its board composition and encourages nominations to reflect the diversity of the Tuggeranong community.

Selection process

A selection panel consisting of the TCAA Chair, one other Board Member and the CEO will shortlist and interview potential candidates. Recommendations from this process will be made to the Board for consideration and appointment. Appointments will be made based on skills, experience and capacity.

For more information, contact CEO, Caroline Downer caroline.downer@tuggeranongarts.com or 6292 1443.

Please complete the EOI application form and submit by **30 April 2024**

EOI APPLICATION BOARD MEMBER OF TCAA

Name: _____

Mobile: _____

Phone: _____

Email: _____

Do you identify as:

- Culturally and Linguistically Diverse
- Person with a disability
- Aboriginal/Torres Strait Islander Descent.

Are you

- Male
- Female
- Other

Knowledge, Skills, and Experience	
Please indicate your knowledge, skills, and experience for each category	
Advanced = 3 Intermediate = 2 Beginner = 1 None = 0	
Arts and cultural development, creative industries	
Governance and trusteeship obligations	
Financial Management	
Human Resources	
Business and strategic planning, policy development and risk management	
Legal experience	
Advocacy and networking	
Marketing and media	
Fundraising including partnerships, sponsorship and philanthropy	

Please write a few words addressing the knowledge, skills and experience being sought and what you would bring to the role (no more than 1 page).

Please provide a short biography of up to 150 words, and attach your CV.