



## 2024 BOARD APPLICATION FORM

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### OBJECTS OF THE ASSOCIATION

- (1) Promote, foster and practise the creative and performing arts.
- (2) Promote public awareness, knowledge and awareness of the Arts.
- (3) Provide opportunity for adults, young people, children to participate in the practice and presentation of the Arts.
- (4) Provide community access to visual arts presentations, performances, displays and demonstrations.

### BOARD FUNCTIONS

The Board is responsible for making strategic decisions and delegating operational management of BICAS to staff and volunteers. The Board then monitors how the organisation is meeting its goals and responsibilities and supports the staff and volunteers to achieve the outcomes.

### BOARD POSITIONS

1. Chairperson
2. Secretary
3. Treasurer
4. Four (4) general Board members

### BOARD POSITION RESPONSIBILITY OVERVIEW

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#### ALL BOARD POSITIONS

The role of the Board in governing BICAS differs from the everyday work of the organisation. The Board makes strategic decisions and the staff/volunteers then action the governance decisions.

To do this successfully all Board Members must:

1. Read and consider all relevant documents and reports, both electronic and written, prior to Board meetings.
2. Be prepared to professionally discuss the relevant facts and issues by offering individual contributions to ensure sound decisions by the Board.
3. Attend all meetings and show respect for each member's relevant contributions to the decision-making process.
4. Be familiar with the Constitution, rules and policies including Conflict of Interest in order to make decisions on behalf of the BICAS members to best benefit the Centre.
5. Be willing to serve on sub-committee project teams and assist staff and volunteers at functions throughout the year.
6. Work as a team.

7. Understand that Board members may participate in the day-to-day operations of the Centre however they do so as individual members, not Board members, and are responsible to the salaried staff.
8. Advocate for the Bribie Island Community Arts Society.
9. Understand and abide by the rules around 'Conflict of Interest' and not improperly use their position for personal gain either directly or indirectly.
10. Make every effort to provide support by attending and participating in BICAS events including hosting the annual Volunteers Thankyou Day.

### **CHAIRPERSON**

In addition to the responsibilities for all Board members the Chairperson shall:

- Conduct meetings in accordance with the Constitution
- Have a vision for the Association
- Be the public face of BICAS and represent and advocate for the Association when required
- Support the Board & Venue Manager positions positively to ensure the strategic running of the Society and Centre
- Be skilled in strategic planning

### **SECRETARY**

In addition to the responsibilities for all Board members the Secretary shall:

- Call meetings
- Prepare agenda for meetings in consultation with Chairperson
- Keep minutes of each meeting
- Deal with correspondence with the wishes of the Board
- Maintain the Register of Members
- Be responsible in ensuring that the Board meets its legal requirements

### **TREASURER**

In addition to the responsibilities for all Board members the Treasurer shall:

- Oversee financial aspects of the organization
- Keep up-to-date records of all financial transactions
- Prepare the Association's annual financial statement for the AGM
- Prepare financial records for auditing prior to the AGM
- Work with Administration, Accounts Manager and Venue Manager to ensure financial requirements are being met

## BICAS BOARD APPLICATION CRITERIA

A PERSON MAY BE A CANDIDATE FOR ELECTION TO THE Board only if the person:

- (a) is an adult
- (b) is not ineligible under **Section 61A of the Act**

**NB: Board members must be financial members of the Bribie Island Community Arts Society as of **Wednesday 17 April 2024 (4:00pm)**.**

## APPLICANT'S LEGAL OBLIGATIONS

**Note:** Any critical omissions within this section by an applicant will be deemed by the organization to be an act of deceit and fraud against "The Association.

**Therefore: if you have been**

- (a) **convicted** – (1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the Bankruptcy Act 1966 (C'wealth), or the law an external territory or another country, you are an undischarged bankrupt, or (4) have executed a deed of arrangement under the Bankruptcy Act 1966 (C'wealth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the Bankruptcy Act 1966 (C'wealth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition.
- (b) Your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

Your application CANNOT BE LEGALLY ACCEPTED by the Association.

IF YOU HAVE **NOT** BEEN CONVICTED THEN YOU **MAY CONTINUE** COMPLETING THE APPLICATION

## PROCESS

**Applications will be accepted both electronically and hand written.**

**Applications Close: Wednesday 17 April, 2024** at close of business (4:00pm)

**AGM: 11 am - Sunday 5 May 2024**

**Form** to be completed and forwarded to either:

[board@bribieartscentre.com.au](mailto:board@bribieartscentre.com.au)

**OR**

Attention: Prim Rogers-Walker, Secretary  
Bribie Island Community Arts Society Inc  
P O Box 71  
BRIBIE ISLAND 4507

**OR**

It can be dropped into our front desk, marked **Attention: Prim Rogers-Walker, Secretary**

## APPLICATION FORM

*NB: Applicants may apply for as many positions as they wish.*

|                                     |               |                     |
|-------------------------------------|---------------|---------------------|
| <b>Applicant's Name:</b>            |               | <b>Date:</b>        |
| <b>Applicant's Contact Details:</b> | <b>Phone:</b> | <b>Mobile:</b>      |
| <b>Email:</b>                       |               |                     |
| <b>Membership No:</b>               |               | <b>Expiry Date:</b> |

**POSITION/S APPLIED FOR:** *(Please tick)*

**CHAIRMAN**
     
  **SECRETARY**
     
  **TREASURER**
     
  **BOARD MEMBER**

*Please provide in writing below (or attach typed) details of your ability and previous relevant experience to meet the skills, tasks, and time requirements for the position/s sought.*