



Position Description

Position: Chairperson

Program: Governance

Employment: Voluntary

Position Objectives

The **Chairperson** oversees the governance and development of Access2Arts (A2A), and is responsible for leading the Board, Chief Executive and A2A team to deliver outstanding outcomes for the South Australian Disability and Arts communities.

The objectives of this position will be achieved by working with the Board and CEO to;

- articulate and enact the organisation's values, vision, mission and strategies
- oversee the organisation's governance
- ensure the organisation is legally compliant

In addition, the Chairperson will act as a public voice for the organisation in matters of disability access and inclusion in the arts. Lived experience of disability and the ability to speak on matters of access and inclusion is essential for this role.

The Board has no operational involvement in the conduct of the organisation's business activities and delivery of services.

Responsibilities and Duties:

The Australian Charities and Not-for-Profits Commission outlines the following duties and responsibilities for all Board Members.

- To act with reasonable care and diligence
- To act in the best interest of your charity and for a proper charitable purpose
- Not to improperly use information or your position
- To manage financial affairs responsibly
- To disclose and manage conflicts of interest
- Not to allow a charity to operate while insolvent



1. Chairperson Duties

- a) Ensure A2A operates in alignment with the organisations purpose and constitution
- b) Act as a public voice for the organisation
- c) Ensure the effective running of Board Meetings
- d) Monitor the performance of the CEO against agreed performance indicators
- e) Oversee Board and Director performance and development
- f) Lead the development of policies and procedures to facilitate the more effective discharge of the Board's roles and responsibilities

2. Governance (all Directors)

- a) Provide effective leadership and collaborate with the CEO in;
 - articulating the organisation's values, vision, mission and strategies
 - developing strategic direction and ordering strategic priorities
 - maintaining open lines of communication through the organisation and with external stakeholders
 - developing and maintaining an organisation structure to support the achievement of agreed strategic objectives
- b) Ensure compliance obligations and functions are effectively discharged
- c) Ensure that all significant risks are adequately considered and accounted for by management.
- d) Ensure that all significant systems and procedures are in place for the organisation
- e) Ensure that the organisation has appropriate corporate governance structures in place including standards of ethical behaviour and promoting a culture of corporate and social responsibility.
- f) Work with the CEO and team to identify and secure potential philanthropic grants, donors or corporate sponsors
- g) Support Access2Arts staff with advocacy and development of networks

3. Leadership and Development

- a) Support and uphold the Vision and Mission of A2A.
- b) Support a positive and professional organisational culture that exhibits our values.
- c) Be part of a team environment that is culturally inclusive, where open and transparent communication and feedback is used and valued.
- d) Develop and foster innovation.
- e) Support the organisation to work with Deaf and disabled artists and audiences, and arts organisations to develop support and participation.
- f) Develop and maintain effective relationships with internal and external stakeholders and strategic partners.
- g) Maintain high level of awareness around the sector and competitors.



4. **Personal accountability and professionalism**

- a) Work as an integral part of the A2A team; be results oriented.
- b) Work collaboratively and communicate openly, honestly and effectively with A2A management to achieve organisational goals.
- c) Act with sensitivity and understanding towards others and acknowledge and respect differences in personal beliefs and values.
- d) Attend and participate in all required meetings.
- e) Hold yourself accountable for your deliverables and outcomes.
- f) Ensure all deliverables meet the quality and timeframes expected.
- g) Demonstrate professional behaviour in your communication, leadership, language.
- h) Approach situations with an inquiring, rather than an assuming, perspective.
- i) Give and accept performance feedback willingly and openly.
- j) Create lessons and continuous improvement from mistakes.
- k) Share information and knowledge with others.
- l) Contribute to organisational planning and development.
- m) Ensure adherence to organisational policies, procedures and work practices.
- n) Observe all Work Health and Safety policies, follow directions and report all Work Health and Safety matters to the relevant personnel.
- o) Take reasonable care to protect one's own health and safety and avoid adversely affecting the health or safety of any other staff members or individuals through any act or omission at work.
- p) Undertake any other duties within the scope of the role as required.

Personal Specification

Experience

- Lived experience of disability preferred
- Experience in the arts sector preferred
- Experience delivering governance activities

Knowledge

- Understanding of Access & Inclusion principles
- Knowledge of the arts sector
- Knowledge of the disability sector

Personal attributes

- Excellent interpersonal and communication skills.
- Ability to work as part of a team.
- Ability to maintain confidentiality.



- Well-developed problem solving and decision-making skills.
- Commitment to contributing positively to the achievement of organisational goals.
- The ability to support and work with people with diverse backgrounds, value systems, cultural differences and communication needs.
- Flexibility and receptiveness to innovation and change.
- Honesty, integrity and reliability

Other

- Must be prepared to undertake Government checks as required

Access2Arts is committed to disability employment, please advise if you require any additional access or support to apply for this role.

The Access2Arts work environment is an accessible one, however, reasonable additional access supports and modifications can be made available to the successful candidate.