



ARTS ASSIST

EXPRESSIONS OF INTEREST

BOARD DIRECTOR / TREASURER (VOLUNTEER)

Introduction

Arts Assist is a not-for-profit community organisation that promotes and supports creative and cultural activities that benefit the community of Wyndham, located in Melbourne's west.

Arts Assist is seeking a Board Director / Treasurer with financial and investment management experience, an interest in the arts and an interest in making a contribution to the Wyndham community.

Our History

As a result of a successful community fundraising campaign in 1999, the Wyndham Community Cultural Foundation (WCCF) contributed significant funds towards the construction and fit out of the Wyndham Cultural Centre. It also established a community trust fund for the ongoing support of arts and culture within Wyndham.

In 2018, WCCF registered a new business name – Arts Assist – to better reflect its core mission and to increase the recognition of its role within the rapidly growing and diverse Wyndham community.

Structure

- *Wyndham Community Cultural Foundation Limited* (WCCF Ltd) is a registered company limited by guarantee, which is governed by an honorary Board of Directors.
- WCCF Ltd (ABN 69 109 642 917) administers *The Trustee for Wyndham Community Cultural Foundation* (ABN 56 356 671 583).

The Trustee for Wyndham Community Cultural Foundation:

- Is a registered charity with the Australian Charities and Not-for-profits Commission (ACNC)
- Is endorsed as a Deductible Gift Recipient (DGR)
- Operates under the registered business name of Arts Assist

The Board

The board is responsible for safeguarding the vision, mission and viability of the organisation via:

- Governance, financial and legal accountability
- Establishing and implementing the strategic vision and objectives
- Managing and growing the corpus trust fund

The board manages a significant investment portfolio and distributes proceeds in accordance with a budgeted funding cycle (currently twice per calendar year) via its grant program.

Meetings

The Board meets monthly (on the fourth Thursday of each month from 5pm – 7pm) via video conference. Some meetings may take place face-to-face in Wyndham.

Director / Treasurer Role

Expressions of interest are sought from community members to join the board as Director / Treasurer.

Desirable skills and areas of specialisation:

- Accounting
- Financial services and management
- Equities / investment knowledge and management

Key responsibilities

As a member of the Governance and Financial Management sub-committee:

- Act as one of the signatories to the bank accounts and investments facilities
- Ensure all approved payments and invoices are made promptly
- Attend monthly board meetings and sub-committee meetings, as required
- Be a point of contact for the investment portfolio managers
- Review status of the investment portfolio on a quarterly basis, in consultation with the investment portfolio managers
- Coordinate preparation and monitoring of an annual budget
- Development and review of financial policies and procedures
- Ensure cash flow is managed appropriately
- Ensure accurate and sufficient financial documentation exists to meet legal requirements
- Oversee the appointed accountancy firm, who are contracted for:
 - Preparation of regular financial reports for board meetings
 - Preparation of regular business activity statements (including GST) and lodgement with the relevant authorities
 - Preparation of the financial accounts for an annual audit
 - Provide the auditor with information as required.

Applications

Interested candidates should submit a cover letter and resume to:

The Directors, Arts Assist: hello@artsassist.org.au

For further details, contact:

Janice Goates, Chair, Arts Assist: hello@artsassist.org.au | 0417 591 697

The board is committed to workplace diversity and encourages people from culturally and linguistically diverse (CALD) backgrounds, women and younger persons to apply.

Applications close: Sunday 28 February 2021

Website: www.artsassist.org.au