

## Board Member Role Description

The Carclew Board is the governing body overseeing the vision, mission, strategic direction and risk management of Carclew.

Carclew's Board comprises of no more than 10 persons who are appointed for a three-year term and may serve up to three terms. The majority of Board members are appointed by the Minister for Education and receive sitting fees in line with the Remuneration Framework for South Australian Government Boards and Committees. The Board will meet as often as required but no less than six times a year.

Carclew is registered with the Australian Charities and Not-for-profits Commission (ACNC) and Board Members must meet the governance standards and duties of Responsible People.

## Position Overview

Carclew's Board Members play a critical role in the governance and strategic direction of the organisation. Key responsibilities include providing guidance, oversight and leadership to ensure Carclew achieves its mission and objectives. Board members collaborate with executive leadership and stakeholders to make informed decisions and drive organisational success.

### Key Responsibilities:

#### 1. Governance, Risk Management and Oversight

- Act with reasonable care and diligence
- Act honestly and fairly in the best interest of Carclew and its charitable purposes
- Ensure compliance with applicable laws, regulations, and ethical standards.
- Monitor and mitigate risks, ensuring appropriate controls are in place.
- Participate in board meetings, contribute to discussions, and vote on key matters.
- Review and approve organisational policies, strategic plans, and budgets.
- Evaluate the performance of executive leadership and make informed decisions regarding their appointment or removal.
- Disclose all actual or potential conflicts of interest and maintain confidentiality about all internal matters of Carclew.

#### 2. Strategic Planning and Decision Making

- Contribute to the development and refinement of Carclew's mission, vision and long-term strategic goals.
- Review and provide input on strategic plans, initiatives and major decisions.
- Assess the potential impact of proposed actions and initiatives on key stakeholders.
- Foster innovation and encourage the exploration of new opportunities for growth and sustainability.



### 3. Financial Oversight and Fundraising

- Review and approve the annual budget, financial statements, and reports.
- Ensure the organisation maintains sound financial practices and remains fiscally responsible.
- Ensuring the organisation is not operating while it is insolvent.
- Participate in fundraising efforts, leveraging personal networks and resources to support Carclew's financial sustainability.

### 4. Stakeholder Engagement and Relationship Building

- Serve as an ambassador for Carclew, representing organisational interests to external stakeholders, partners, and the community.
- Build relationships with key stakeholders, including donors, sponsors, government entities and community leaders.
- Actively participate in networking events, conferences and other opportunities to promote Carclew and its mission.

### 5. Committee Participation

- Serve on Board committees as assigned or as necessary, such as Finance & Risk, Fundraising, Recruitment or ad hoc committees.
- Contribute expertise, insights, and recommendations to committee discussions and activities.

#### Qualifications:

- Strong commitment to Carclew's mission, vision, and values.
- Experience in leadership roles, preferably in a non-profit, corporate, or public sector organisation.
- Knowledge of governance principles, legal and ethical responsibilities and best practices.
- Financial literacy and the ability to analyse financial statements and budgets.
- Strategic thinking abilities and the capacity to contribute to the development of long-term plans.
- Demonstrated ability to exercise sound judgment and make informed decisions.
- Excellent communication and interpersonal skills to effectively collaborate with diverse stakeholders.
- Willingness to dedicate time and effort to Board-related responsibilities, including attending meetings and participating in committee work.
- Familiarity with youth arts sector is desirable.

