

## Role Description: Chair

### Position Title:

Chair

### Appointment:

Appointed by the Minister for Education, with a three-year term, renewable up to three terms

### About Carclew:

Carclew is the home of youth arts and creativity. It connects all children and young people to a world of creative possibilities, as artists, learners and audiences. As Australia's largest multi-artform cultural institution dedicated to children and young people, Carclew is at the heart of Australia's youth arts sector.

We are at a time of unprecedented growth. Driven by our core value to have the greatest impact on the greatest number, we have an ambitious path to amplify and elevate the youth arts sector in Adelaide, South Australia and nationally.

Carclew staff are holders of an important 50-year legacy in South Australia and at a point of renewal and revitalisation. We are looking for team members committed to seeing Carclew deliver impact and opportunity for children and young people for the next half-century.

Carclew is a not-for-profit organisation incorporated under the *Associations Incorporation Act 1985*. Carclew is also Public Authority under the Department for Education and has a role in dispersing State government funds through Carclew grant programs. The Minister appoints the Chair of the Board and each of the Board members. Carclew is a remunerated Board under Category 2, Level 3 of the [Board Remuneration Framework](#).

First Nations voices and values are at the centre of all Carclew does. Through our commitment to First Nations children, artists and communities, we aim to ensure a safe space to learn and educate, inspire awareness and respect, and help to develop the cultural leaders of tomorrow.

### Position Overview:

The Chair of Carclew plays a pivotal role in delivering on the organisation's vision, mission, and strategic direction. This leadership position requires a deep commitment to Carclew's goals, a collaborative approach to governance, and an ability to foster innovation and sustainability across the youth arts sector. A high priority will be supporting the CEO to lead Carclew through a period of significant growth and change. The Chair leads the Board and works closely with Carclew leadership, staff and stakeholders to ensure Carclew's continued impact and growth.

### About You:

You are an inspirational and established leader with a demonstrated passion for, and a profound commitment to empowering children and young people through art and creativity.

We're looking for an influential leader who will bring insights, networks and experience in governance, strategic and business planning and delivery, philanthropy, and stakeholder engagement, and who dares to challenge the status quo. You are confident in fundraising, and your



exceptional communication and interpersonal skills set you apart. You're passionate about fostering an inclusive, innovative, and collaborative governance culture and are ready to champion Carclew's mission and vision with boldness and creativity.

Carclew seeks a Chair who is not only dedicated to its mission but also actively works to further its goals and help overcome barriers or hurdles. The ideal candidate will bring a wealth of experience, a collaborative spirit, and a commitment to making a meaningful impact on the lives of children and young people through the arts and creativity.

## Key Responsibilities:

### 1. Governance and Oversight:

- Lead the Board in fulfilling its governance responsibilities, ensuring compliance with legal and ethical standards.
- Oversee risk management practices to safeguard Carclew's interests.
- Ensure that all Board activities align with Carclew's mission and strategic objectives.
- Maintain transparency and accountability in all Board operations and decisions.

### 2. Strategic Planning and Vision:

- Guide the delivery of the recently approved 10 year vision and 4 year strategic plan to deliver on Carclew's goals.
- Encourage innovative approaches to achieving Carclew's mission.
- Collaborate with the Board and executive team to monitor the impact of its initiatives

### 3. Financial Oversight and Organisational Sustainability:

- Approve the annual budget, financial statements, and major financial decisions.
- Sit on the Board's Finance and Risk Committee.
- Ensure the organisation maintains sound financial practices and remains fiscally responsible.

### 4. Stakeholder Engagement:

- Serve as Carclew's primary ambassador, representing its interests to external stakeholders, including government, partner organisations, donors, sponsors, cultural industry stakeholders, , and community leaders.
- Build and nurture relationships with key partners and supporters.
- Promote Carclew's programs and initiatives through active participation in public and community events.

### 5. Board Leadership and Development:

- Facilitate effective Board meetings, ensuring productive discussions and informed decision-making.
- Mentor and support Board members, fostering a collaborative and inclusive environment.
- Lead the recruitment and orientation of new Board members.

### 6. Board Fundraising:



- Champion and actively participate in Board fundraising strategies to ensure Carclew's financial sustainability.
- Leverage personal and professional networks to secure funding, philanthropic and sponsorship opportunities.

## Qualifications:

- Strong commitment to Carclew's mission, vision, guiding principles and values.
- Proven experience in governance roles within the non-profit, corporate, or public sectors.
- Knowledge of governance principles, legal responsibilities, and best practices.
- Financial literacy and experience in overseeing budgets and financial statements.
- Strategic thinking and the ability to contribute to long-term planning.
- Excellent communication and interpersonal skills, with the ability to collaborate with diverse stakeholders.
- Passion for youth arts and familiarity with the cultural, education or youth sector is desirable.
- Vast network across complementary and new areas of public and private business and leaders.

## Attributes:

- Visionary and dynamic leader with a passion for the arts.
- Commitment to empowering children and young people through creative opportunities.
- Ability to inspire and motivate teams and stakeholders.
- Strategic mindset with strong analytical and problem-solving skills.
- Dedication to fostering an inclusive and collaborative organisational culture.

## Special Requirements:

- Must meet governance standards and duties of Responsible People as per the Australian Charities and Not-for-profits Commission (ACNC).
- Willingness to dedicate significant time and effort to Board responsibilities, including attending meetings and participating in committee work.
- The Chair will be required to have a relevant Working with Children Check within three months of appointment.

