



## AUSTRALIAN NATIONAL CAPITAL ARTISTS INC.

Officer of ANCA

The ANCA Board is responsible for managing the affairs of the Association. Nominations to be a tenant member of the Board are sought annually at the AGM. Once established, the ANCA Board elects the officers from within its membership. The Board also elects one member who is a former ANCA tenant and a non-tenant member with necessary professional expertise. Each of the ANCA Board member roles is undertaken on a voluntary basis.

**POSITION** Chair

**DIRECTION FROM** ANCA Board

**RESPONSIBILTIES** The Chair is responsible for leading the ANCA Board in policy setting and activities monitoring while also ensuring objectives are achieved and financial, legal and health and safety requirements are met.

### THE ROLE

- For a one year term
- Attend Board meetings (every 5 - 6 weeks)
- Carry out the responsibilities of an Officer of the ANCA (Committee) Board
- Represent the views and policies of ANCA to the public and government
- Liaise with the Secretary and Administrator to prepare meeting agendas
- Chair regular Board meetings and general meetings
- Be available for emergency decisions
- Be a signatory on ANCA accounts
- If you are a tenant member of ANCA, provide fair and equitable representation of tenant's views at ANCA Board meetings
- More detailed role break-down attached

#### Note:

*The ANCA Arts Administrator has the day to day responsibility for completing the secretarial and administrative tasks to assist the Chair. The Arts Administrator maintains a number of templates for Board & Tenant meetings, reports and minutes.*

### FURTHER INFO

- ANCA Constitution - March 2015
- ACT Associations Incorporation Act 1991  
[www.legislation.act.gov.au/a/1991-46/current/pdf/1991-46.pdf](http://www.legislation.act.gov.au/a/1991-46/current/pdf/1991-46.pdf)
- ACT Office of Regulatory Services  
[www.ors.act.gov.au/community/associations](http://www.ors.act.gov.au/community/associations)
- Australia Council - On Board: Serving on the Board of an Arts Organisation  
[http://australiacouncil.gov.au/workspace/uploads/files/research/on\\_board\\_second\\_edition-54e136-54ed2bf6b083d.pdf](http://australiacouncil.gov.au/workspace/uploads/files/research/on_board_second_edition-54e136-54ed2bf6b083d.pdf)
- Take the Chair, A practical tool for people who attend meetings, Foyster & Carr, 1995, Book

### APPENDICES

Checklist / Role Break-down  
Appendix A: ANCA Chair History

#### Administrative use only:

- Appropriate Board Member Role Sheet
- Current Board activities
- Constitution
- ANCA History
- Last Board Meeting Minute

## CHECKLIST / ROLE BREAK-DOWN

### Run Board meetings

- Foster the interests and skills of individual Board members to support ANCA
- Facilitate Board discussions and decision making
- Ensure together with the Arts Administrator and Secretary, that the agenda for the first Board meeting following the AGM includes:
  - consideration and election of a former ANCA tenant member who has a good understanding of ANCA's operation and strategic directions
  - consideration and election of a non-tenant member with the necessary professional expertise to meet ANCA's current requirements, eg. Arts administrative, business or marketing background, and
  - consideration of sub-committee reports, the future role of sub committees and their reappointment, and the need for any new committees (pg19 ANCA rules)
- Ensure the Board meeting agendas address relevant issues, including regular consideration of ANCA's Annual Work Plan and Budget. Work with ANCA's Arts Administrator, Board's Secretary and Treasurer

### Engage with tenants

- Provide feedback from Board meetings by preparing and presenting a 'Chairs report' at tenant meetings. Delegate to Deputy Chair when needed
- Regularly engage with tenants and provide feedback from the tenants meeting by preparing and presenting a 'Chairs report' at each Board meeting. Can be delegated to the Deputy Chair

### Annual General Meeting (AGM)

- Chair the AGM
- Prepare and present the 'Chairs report' which should include progress against the Annual Work Plan and Strategic Plan

### Planning

- Oversee and lead the development of ANCA's Strategic Plan -generally every 5 years
- Oversee and lead the development of ANCA's Annual Work Plan and Budget to implement ANCA's Strategic Plan; with the assistance from ANCA's Secretary, Treasurer, Deputy Chair and Arts Administrator
- Monitor ANCA'S Strategic Plan and its relevancy to current circumstances and events and raise issues for Board discussion/decision

### Representation

- Meet with artsACT and other organisations as necessary
- Attend art openings and events (this is a shared role with other ANCA Officers)

### Work with ANCA Staff

- Clearing and signing key documents including grant applications, correspondence and accounts payable
- Participate in staff recruitment and performance reviews
- Monitor public safety & liability issues

Appendix A

**ANCA BOARD CHAIR HISTORY**

<b>YEAR</b> from AGM to AGM	<b>CHAIR</b>
1990 - 1991	
1991 - 1992	
1992 - 1993	
1993 - 1994	
1994 - 1995	Liz Perry
1995 - 1996	Robert Foster
1996 - 1997	Robert Foster
1997 - 1998	Robert Foster
1998 - 1999	Robyn Campbell
1999 - 2000	Robyn Campbell
2000 - 2001	Robert Mendham
2001 - 2002	Brigid Cole-Adams
2002 - 2003	Zeljko Markov
2003 - 2004	Ruth Waller
2004 - 2005	Jenny Lawrence
2005 - 2006	Pablo Shopen
2006 - 2007	Vivienne Binns
2007 - 2008	Vivienne Binns
2008 - 2009	Sean Booth
2009 - 2010	Jen Webb
2010 - 2011	Geoff Farquhar-Still
2011 - 2012	Geoff Farquhar-Still
2012 - 2013	Sara Freeman
2013 - 2014	Mary Kayser
2014 - July 2014	Mary Kayser
2014 - 2015	Nigel Lendon
2015 - 2016	Nigel Lendon (retired 7/12/15) /Annika Romeyn