

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 Deputy Chair

DIRECTION FROM ANCA Board

RESPONSIBILITIES The Deputy Chair is responsible for assisting the Chair in leading the ANCA Board in policy setting and activities monitoring. The Deputy Chair also assists in ensuring ANCA's objectives are achieved and all financial, legal and health and safety requirements are met.

THE ROLE

- For a one year term
- Attend Board meetings (every 5 - 6 weeks) - 5 members constitutes a quorum
- Carry out the responsibilities of an Officer of the ANCA (Committee) Board
- Represent the views and policies of ANCA in the public field
- Attend art openings and events (this is a shared role with other ANCA Officers)
- Chair Board meetings and general meetings in the absence of the Chairperson
- Be available for emergency decisions when required
- Be a signatory on ANCA accounts
- Clearing and signing key documents such as grant applications, correspondence and accounts payable
- Assist with the development of ANCA's Strategic Plan - generally every 5 years
- Assist with the development of ANCA's Annual Work Plan and Budget to implement ANCA's Strategic Plan
- Monitor ANCA's Strategic Plan and its relevancy to current circumstances and events and raise issues for Board discussion/decision
- Organise and Chair regular tenant's meetings. Write up the minutes of the meeting and send to ANCA Chair and Arts Administrator
- Assist with staff recruitment and performance reviews
- If you are a tenant member of ANCA, provide fair and equitable representation of tenant's views at ANCA Board meetings

Note:

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
- ACT Office of Regulatory Services
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
- Take the Chair, A practical tool for people who attend meetings, Foyster & Carr, 1995, Book

APPENDICES

Appendix A: ANCA Deputy Chair History

Administrative use only:

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

ANCA BOARD DEPUTY CHAIR HISTORY

YEAR from AGM to AGM	DEPUTY CHAIR
1990 - 1991	
1991 - 1992	
1992 - 1993	
1993 - 1994	
1994 - 1995	Robert Foster
1995 - 1996	-
1996 - 1997	Sharon Peoples
1997 - 1998	Robyn Campbell
1998 - 1999	Kirsten Wolf
1999 - 2000	Robert Mendham
2000 - 2001	Meredith Sack
2001 - 2002	Adam Young
2002 - 2003	Alexander Asch
2003 - 2004	Alexander Asch
2004 - 2005	Pablo Shopen
2005 - 2006	Elizabeth Kelly (resigned) Sean Booth
2006 - 2007	Ria Vlavianos
2007 - 2008	Jonathan Baskett
2008 - 2009	Jonathan Baskett
2009 - 2010	Geoff Farquhar-Still
2010 - 2011	Clare Martin
2011 - 2012	Clare Martin
2012 - 2013	Clare Martin
2013 - 2014	Daniel Lorrimer
2014 - 2015	Caren Florance
2015 - 2016	Ollie Ayrton