



**anca**  
australian national capital artists

## AUSTRALIAN NATIONAL CAPITAL ARTISTS INC.

Officer of ANCA

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The former ANCA tenant is to be elected by the board. Each of the ANCA Board member roles is undertaken on a voluntary basis.

**POSITION** Past Tenant Member

**DIRECTION FROM** ANCA Board

**RESPONSIBILTIES** As a Board member you are responsible for managing the business and affairs of ANCA in accordance with the constitution. Each member should become familiar with the constitution, ANCA's strategic plan, mission and current policies in order to give appropriate guidance to the board.

**THE ROLE**

- Position is to be renewed at each AGM
- Attend Board meetings (every 5 - 6 weeks)
- Carry out the responsibilities of an Officer of the ANCA (Committee) Board
- Read all documents and notices available in preparation for board meetings
- Provide personal contact details to be listed with regulatory offices
- Support ANCA by attending ANCA events and arts networking events
- Provide specialised expertise and advice to ANCA

Note:

*The Arts Administrator attends to all Board administration. Please be prompt with replies to the Arts Administrator and other staff to help ANCA fulfill its reporting and administration obligations.*

**FURTHER INFO**

- 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)

**CHECKLIST**

Prior to Board meetings

- Send items to [office@anca.net.au](mailto:office@anca.net.au) to be added to the meeting agenda
- Send apologies if unable to make meeting
- Read through agenda, attached correspondence and documents

At Board meetings

- Contribute to items as they arise from the agenda
- Record any tasks assigned to you

Post Board meetings

- Read through minutes from board meeting

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**Administrative use only:**

- Appropriate Board Member Role Sheet
- Current Board activities
- Constitution
- ANCA History

## ANCA BOARD GENERAL MEMBER HISTORY

<b>YEAR</b> <b>from AGM to AGM</b>	<b>FORMER TENANT</b>
2010 - 2011	Tony Steel
2011 - 2012	Tony Steel
2012 - 2013	Caren Florance
2013 - 2014	Caren Florance
2014 - 2015	Caren Florance
2015 - 2016	Sara Freeman