Board Nomination Pack

**Enquiries:** [krissie.scudds@penrith.city](mailto:krissie.scudds@penrith.city) | 0412 331 604

Please send your Nomination to:

[legal@penrith.city](mailto:legal@penrith.city?subject=PP&VA%20Board%20Nomination) (subject: PP&VA Board Nomination)

Nominations close: **11.59pm on Monday 31 July 2023**

Thank you for your interest in Penrith Performing & Visual Arts Ltd (PP&VA), operators of the Joan Sutherland Performing Arts Centre, Penrith Conservatorium of Music, Q Theatre and Penrith Regional Gallery, Home of the Lewers Bequest.

Nominations are now sought

PP&VA is seeking nominations from interested Greater Western Sydney based community members to the Board of Directors. These are volunteer positions.

This pack provides:

* Some key information about the organisation,
* Brief details of the core responsibilities and time requirements for a Board Director
* The forms required to progress a nomination application.

Following an independent assessment process and subject to recommendation by the current Board, up to three nominees will be appointed for a four-year term commencing late October 2023.

Closing date for nominations

Nominations will close at 11.59pm on Monday 31 July 2023.

Enquiries

If you have any questions, require further information or details please contact PP&VA CEO Krissie Scudds on mobile 0412 331 604 or [krissie.scudds@penrith.city](mailto:krissie.scudds@penrith.city)

Lodgement

Please return the completed form on or before the advertised closing date:

By email to

[legal@penrith.city](mailto:legal@penrith.city) (please include *PP&VA Board Nomination* in the subject line)

Submission checklist

Before submitting your application, please ensure that you have completed/attached the following documentation:

|  |  |
| --- | --- |
|  | NOMINATION FORM – including:   * Completed contact details * Short Biography, * Selection Criteria statements * Skills Self-Assessment |
|  | CURRENT RESUME/CV - including two contactable referees |
|  | Any DOCUMENTATION to further support high level self-assessment assertions |

Nomination and selection process

All nominations will be assessed by an independent committee against the selection criteria and a skills and priorities matrix. This is to ensure we have the best possible mix of skills, experience, and backgrounds across our Board.

The selection committee will comprise:

* An independent community member
* A current Board member (whose term has not finished and is not renominating)
* A representative of Penrith City Council

Priorities

PP&VA is looking to diversify its Board representation to best reflect the community we serve.

We are particularly interested in nominations from those with a passion for arts and cultural growth in this region including:

* Artists and creatives
* Representatives of Joan and Gallery community hiring groups
* Those from a diverse cultural background
* Young people (aged between 18 and 40)
* Local business representatives, particularly those with experience in fundraising
* Local arts educators

All Directors are appointed by Penrith City Council following recommendations of the Board. New terms commence following the Annual General Meeting on Tuesday 24 October 2023.

All Directors will be expected to undertake AICD (or similar) Company Director training upon commencement.

PP&VA’s Board of Directors

PP&VA’s Board of Directors are appointed as volunteers and do not receive remuneration.

The PP&VA Board of Directors is comprised of:

6 x Community representatives (in 2 alternating term cycles)

3 x Penrith City Councillors

1 x Penrith City Council nominee of the General Manager

Term of office

A Board Director is appointed for a four (4) year term. Directors are eligible to re-nominate for a future term.

This year, we have three full four-year term vacancies.

About PP&VA

A public company limited by guarantee and a controlled entity of Penrith City Council, Penrith Performing & Visual Arts is a producer, curator, presenter and a leader in industry-led arts education experiences in the region.

PP&VA is made up of the Joan Sutherland Performing Arts Centre, Penrith Conservatorium of Music, Q Theatre and Penrith Regional Gallery, Home of the Lewers Bequest, and represents a diverse and dynamic blend of creative practice in the Western Sydney region. Since our establishment back in 2006 we’ve worked to showcase creativity in all its forms to help improve people’s lives and make Penrith a great place to live, work and play.

Our education programs guide people from all ages and stages through their artistic pathways – from those seeking mainstage fame and excellence in their chosen artform, to those wanting to further a personal passion or hobby.

As an organisation established to offer cultural bases for the entertainment, enjoyment and education of our local community, Penrith Performing & Visual Arts offers more than just the performing and visual arts – it offers a vision of a creative Penrith for the whole community.

Our venues are just the beginning.

Further information on our current Strategic Plan and programs, strategies and facilities can be found at [ppandva.com.au](http://www.ppandva.com.au) which also links to our family of web sites. Please note that a new Strategic Planning cycle is currently underway.

Follow us on facebook at: @joansutherlandperformingartscentre | @penrithregionalgallery | @penrithcon | @qtheatre

On Instagram at: @the\_joan | @qtheatre\_| @penrithconservatorium | @penrithregionalgallery

Our Purpose or Mission

To nurture, make and share great art for all.

* We champion creativity and value artistic risk taking and we honour the role of the artist in society to reflect, celebrate and reveal truths.
* We celebrate the centrality of life-long learning to our programs and its importance to our community.
* We respect diverse peoples, practices and cultures and acknowledge that we operate on unceded First Nations land.
* We exercise an agile and responsive professionalism, valuing the assets which we hold in trust from the community and their role in shaping our shared identity and our future.

Constitution

Penrith Performing & Visual Arts Ltd operates within the legal framework of a formal Constitution, and is a Company Limited by Guarantee under the Corporations Act 2001. All Board Directors are supplied with a copy of the Penrith Performing & Visual Arts Ltd Constitution as part of their induction process.

All Board members are bound by ASIC guidelines, the Corporations Act and PP&VA Policies.

The Role

A copy of the PP&VA Board Charter is supplied as part of the induction process, and it sets out key responsibilities of the Board as follows:

The Board should fulfill certain key functions, including:

1. Reviewing and guiding corporate strategy, major plans of action, risk policy, annual budgets, and business plans; setting performance objectives; monitoring implementation and corporate performance; and overseeing major capital expenditures, acquisitions and divestitures.
2. Monitoring the effectiveness of the company’s governance practices and making changes as needed.
3. Selecting, compensating, monitoring and, when necessary, replacing key executives (CEO) and overseeing succession planning.
4. Aligning key executive remuneration with the longer-term interests of the company and its stakeholders.
5. Ensuring a formal and transparent board nomination and election process.
6. Monitoring and managing potential conflicts of interest of management, board members and stakeholders, including misuse of corporate assets and abuse in related party transactions.
7. Ensuring the integrity of the corporation’s accounting and financial reporting systems, including the independent audit, and that appropriate systems of control are in place, in particular, systems for risk management, financial and operational control, and compliance with the law and relevant standards.
8. Overseeing the process of disclosure and communications.

Time commitment

The time commitment to PP&VA’s Board is:

* Four (4) quarterly Board Meetings per year (March/June/August/November)
* One (1) half day Strategic Workshop per year (April or May)
* One (1) Annual General Meeting (October)
* One Annual Stakeholder meeting (October/November)

And special meetings as or if required.

It is also expected that Board Directors attend PP&VA events and participate in an art form committee (an additional 3 meetings per year).

Board and Committee Meetings run between one and up to two hours per meeting, with most meetings averaging just over one hour.

Directors are expected to have read all the relevant board papers leading up to each meeting and to actively contribute. Papers are distributed by email the week prior to a Board meeting.

Subject to Health Orders meetings may be held face to face, or by Zoom.

Currently meetings are generally held on Tuesday evenings from 5:30pm at the Joan Sutherland Performing Arts Centre, however the meeting schedule is agreed by Board Members each year and is subject to change.

Advocacy

The Board Directors are expected to be familiar with key program areas and to act as advocates for the work of PP&VA in community and on behalf of community to PP&VA and always in accordance with PP&VA’s Code of Conduct and other policies.

Participation

PP&VA Board Directors receive regular invitations to Gallery openings and performances at The Joan on a regular basis.

Directors are also eligible to request allocation of complimentary House Seats to other performances. These are allocated subject to demand and on a rotating basis in accordance with policy. Whilst attendance is not compulsory the invitations assist in enabling Board Members to stay familiar with the work and impacts of PP&VA.

Contact details

Contact Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Click or tap here to enter text. | | |
| Residential Address | Click or tap here to enter text. | | |
| Postal Address  (if different) | Click or tap here to enter text. | | |
| Business Phone | Click or tap here to enter text. | | |
| Mobile Phone | Click or tap here to enter text. | | |
| Current Employer | Click or tap here to enter text. | | |
| Date of Birth | Click or tap to enter a date. | | |
| Do you identify as? | First Nations | Culturally and Linguistically Diverse | Living With a Disability |

Nomination for Board of Directors for PP&VA Ltd

I, \_Click or tap here to enter text.\_ *(name)* nominate to be a member of the Board of Directors of Penrith Performing & Visual Arts Ltd for 2023-2027 to be appointed by Penrith City Council with a term effective from the Annual General Meeting to be held on Tuesday 24 October 2023.

Selection criteria

The following questions offer opportunity to address the selection criteria:

1. Previous experience as a director or member of a not-for-profit, arts-related, or community organisation.
2. Experience or knowledge of the arts and culture sector.
3. Experience or knowledge of broad public policy and/ or understanding of government legislation/ legislative process
4. Proven leadership skills
5. Demonstration communication, interpersonal and people skills
6. Understanding of the roles and responsibilities of a board
7. Qualifications in one of the following disciplines:
   1. Arts Management or Practice
   2. Accounting
   3. Finance
   4. Law
   5. Marketing
   6. Information Technology
   7. Public Relations
   8. Risk Management
   9. Human Resource Management
   10. Senior Management
   11. Strategic Planning
   12. Fundraising and Development

Nominees are encouraged to reference their understanding of Western Sydney and the Penrith region community context.

**Experience**

Please identify your previous board and or/ community role(s) and outline the key contributions that you made.

Click or tap here to enter text.

Contribution

What areas do you feel you can make the most significant contribution to, at PP&VA?

Click or tap here to enter text.

Arts and Culture

What is your experience of the arts and cultural sector and what do you expect to get out of your involvement in an arts organisation?

Click or tap here to enter text.

Please describe your reasons for nominating to the PP&VA Board:

Click or tap here to enter text.

Personal Bio

Please provide a short biography (up to 250 words).

Click or tap here to enter text.

**Please include a current CV with your application, an email attachment is preferred.**

**Self-assessment**

A range of skills are essential to the PP&VA Board’s performance.

Potential and current Board Directors are **not** expected to have all the knowledge and skills listed. Rather, they are assessed on their ability to contribute to a balanced and diverse skills-based Board.

Local and community knowledge are valued highly as important contributions.

As part of the nomination process PP&VA asks that you rate your knowledge, experience and skills in the table on the next page.

SELF ASSESSMENT RATING DEFINITIONS Explained

**EXPERT**

Supported with demonstrated, significant professional experience or extensive, practical volunteer experience in the area, and/or relevant qualification/s.

**HIGH**

Supported with demonstrated, professional experience or significant, practical volunteer experience in the area and/or relevant qualification/s.

**MEDIUM**

Supported with demonstrated practical experience in the area.

**LOW**

Limited practical experience in the area.

**NONE**

Awareness only with no practical experience and little or no knowledge or skill in the area.

Please note: It is expected that you provide information and/or verification, within your supporting documentation (such as your resume or CV), of knowledge, experience and skills that you assess as **HIGH** or **EXPERT**.

Additional documentation may be attached (but is not a requirement) such as a letter of recommendation from your employer, community group or similar.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Expert** | **High** | **Medium** | **Low** | **None** |
| Arts Management |  |  |  |  |  |
| Arts Practice |  |  |  |  |  |
| Finance |  |  |  |  |  |
| Accounting |  |  |  |  |  |
| Legal |  |  |  |  |  |
| Marketing |  |  |  |  |  |
| Information Technology |  |  |  |  |  |
| Public Relations |  |  |  |  |  |
| Risk Management |  |  |  |  |  |
| Human Resources |  |  |  |  |  |
| Senior Management |  |  |  |  |  |
| Strategic Planning |  |  |  |  |  |
| Fundraising |  |  |  |  |  |
| Governance/Policy |  |  |  |  |  |
| Retail/Hospitality |  |  |  |  |  |
| Community |  |  |  |  |  |
| Education |  |  |  |  |  |
| Planning/Infrastructure |  |  |  |  |  |
| Social Services |  |  |  |  |  |
| Other – Please specify  Click or tap here to enter text. |  |  |  |  |  |