

QUEENSLAND WRITERS CENTRE

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ANNUAL GENERAL MEETING MANAGEMENT COMMITTEE ELECTIONS

Dated: 1 February 2024

NOTICE OF ANNUAL GENERAL MEETING 2024

Notice is given that the Annual General Meeting of Queensland Writers Centre Association Inc. will be held at **6:00pm** on **Monday 29 April 2024** at Queensland Writers Centre, Level 2, State Library of Queensland, South Brisbane QLD 4101 (and online via video link).

Queensland Writers Centre members whose annual memberships are no more than one month in arrears are encouraged to attend and participate in the proceedings.

RSVPs are required and will be available to be made online (www.queenslandwriters.org.au/agm) or via phone from mid-March. Registrations will close one week prior to the Meeting.

QUEENSLAND WRITERS CENTRE

Queensland Writers Centre (QWC) is a not-for-profit membership organisation that supports, celebrates and showcases Queensland writers and writing in all its forms. We work with our members and partners to promote a vibrant and diverse writing community across Queensland. QWC works to uplift the practice, development and recognition of writers and develop a culture of writing, reading and creating. The Centre is supported by the Queensland Government through Arts Queensland.

MANAGEMENT COMMITTEE ELECTIONS & NOMINATIONS

The Management Committee plays a vital role as QWC's governing body in overseeing and contributing to our strategy, resources and performance to achieve QWC's core mission and goals. Under the terms of QWC's Constitution and rules, as part of the proceedings of the 2024 Annual General Meeting, an election for positions on the Management Committee will be held. Nominations for the positions of **Chair** and **Treasurer** are now sought from the QWC membership.

Interested members who are in a position to contribute their expertise and time to regular meetings and various other activities in support of the work and mission of QWC, for a two-year term, are encouraged to nominate. The Management Committee meets regularly throughout the year at QWC's offices at State Library of Queensland, with remote attendance made available via video link for those otherwise unable to attend in-person.

Contact the Centre at admin@qldwriters.org.au or on (07) 3842 9922 for more information.



ROLE OF THE MANAGEMENT COMMITTEE; IMPORTANCE OF FUNDRAISING & ADVOCACY

The Management Committee is the primary link between QWC and its membership, representing its interests to the broader community and filtering the diversity of stakeholder views back within the organisation. Positions on the Management Committee are voluntary.

One of the Management Committee's most important roles is to ensure that there are adequate resources for QWC to achieve its program objectives. Depending on the skills and resources of individual committee members this includes:

- Utilising professional skills (for example: accountancy, information technology, marketing, governance, publicity) to further the aims of QWC
- Assisting the CEO or members to identify potential philanthropic grants or corporate sponsors (this may include personally approaching key philanthropic/sponsorship targets)
- Making a personal contribution
- Laying groundwork with heads of government, philanthropic foundations and corporations for further support from these sectors.

To gain a better understanding of these responsibilities, the below documents are recommended:

- *Damn Good Advice for Board Members* (available via www.ourcommunity.com.au)
- *Governance For Good* (available via www.acnc.gov.au)
- *Information to the board member role for new board members* (available via www.nfplaw.org.au)

NOMINATION PROCESS AND REQUIREMENTS

1. Read the **position descriptions** for the available roles on the following pages.
2. Complete the **nomination form** on the final page of this document.
 - Nominations must be proposed and seconded by another member of QWC.
3. Attach a short **biography and statement** (max. 150 words), detailing the skills and abilities the Nominee would bring to the Management Committee and their vision for QWC.
4. Return signed forms and documents to QWC. Nomination forms must be received before **5:00pm on Tuesday 5 March 2024.**
 - **Email:** nominations@qldwriters.org.au
 - **Post:** Queensland Writers Centre, PO BOX 3488, South Brisbane QLD 4101

Please note that nominees will be required to sign a Responsible Persons Declaration per Australian Charities and Not-for-profits Commission (ACNC) requirements if elected, and may be required to complete a background check as part of the elections process.

The election of Management Committee members will take place as part of the proceedings at the Annual General Meeting.



POSITION DESCRIPTION

CHAIR

The **Chair** of the Management Committee (MC) supports Queensland Writers Centre in meeting its purpose by providing leadership and direction, and is responsible for ensuring that the committee fulfils its responsibilities for the governance and success of the organisation.

REQUIRED TIME COMMITMENT

- 8 hours to prepare for and attend each MC meeting (regular meetings six times per year plus others as required)
- 6 hours per month to support the MC and business
- 8 hours per month on business network development (including establishing and maintaining sponsorship relationships)
- Attendance at 4 industry events annually on behalf of QWC, as required
- Attendance at 4 QWC events annually to support the membership base, as required
- Participation in the Annual General Meeting and Christmas Party (required).

POSITION RESPONSIBILITIES

General:

- Demonstrate leadership and commitment to QWC's purpose and values
- Act honestly and in the best interests of QWC, exercising care, skill and due diligence in accordance with our Code of Conduct, policies, relevant legislation and governance standards
- Keep informed of QWC's activities and external / industry issues.

Committee, activities & meetings:

- In consultation with the CEO, prepare meeting agendas and ensure the MC is provided with the information it needs
- Chair MC meetings efficiently
- Encourage contributions by all committee members and seek consensus when making decisions
- Chair the Annual General Meeting (AGM) and extraordinary general meetings (EGMs)
- Prepare and present the Chair's Report at the AGM
- Participate in and provide leadership in strategic planning and/or training activities, as required.

Communication:

- Act as the MC's primary channel of communication with the CEO between MC meetings
- Brief MC members on out-of-session issues as they may arise
- Periodically consult with MC members on their roles and help them assess and improve their performance
- Communicate with partners and stakeholders in liaison with the CEO
- Act as a spokesperson and support external communication for the organisation as required and in accordance with communication protocols
- Support QWC's activities by attending events and promoting initiatives (including fundraising initiatives) in accordance with communication protocols.

Organisation:

- Coordinate CEO's annual performance evaluation
- Regularly review with the CEO, and other senior staff (as recommended by the CEO), progress on important initiatives and significant issues facing QWC
- Work with the nominating committee to recruit new MC members as required
- Oversee CEO succession planning, recruitment and evaluation of the CEO's performance
- Coordinate periodic assessment/audit of the Committee's effectiveness
- Authorise documentation and payments in accordance with the QWC Constitution and financial management and delegation, and related policies.

ESSENTIAL SKILLS AND ATTRIBUTES

- Leadership
- Organisational and strategic management experience
- Ability to constructively lead teams
- Understanding of basic finance
- Impartiality, fairness and the ability to respect confidences
- Excellent communication and interpersonal skills
- Tact and diplomacy
- Ability to put the needs of the organisation well above any personal need for recognition or attention
- Strong commitment to and appreciation for the writing sector, the arts and enthusiasm for their value to society.



POSITION DESCRIPTION

TREASURER

The **Treasurer** of Queensland Writers Centre's Management Committee (MC) is responsible for financial oversight of the organisation. This includes regular monitoring of financial affairs to ensure they are legal, constitutional, and within accepted accounting practice.

REQUIRED TIME COMMITMENT

- 8 hours to prepare for and attend each MC meeting (regular meetings six times per year plus others as required)
- 6 hours per month to support the MC and business, including subcommittee activities as required
- 6 hours per month on business network development (including establishing and maintaining sponsorship relationships)
- 10 hours annually to organise the Annual General Meeting and prepare related documents, in coordination with QWC staff
- Attendance at 2 industry events annually on behalf of QWC, as required
- Attendance at 2 QWC events annually to support the membership base, as required
- Attendance at the Annual General Meeting and Christmas Party (required).

POSITION RESPONSIBILITIES

General:

- Demonstrate commitment to QWC's purpose and values
- Act honestly and in the best interests of QWC, exercising care, skill and due diligence in accordance with our code of conduct, relevant legislation and governance standards
- Keep informed of QWC's activities and external / industry issues.

Committee, activities & meetings:

- Prepare for, attend and participate constructively in regular MC meetings
- Participate in strategic planning and/or training activities, as required
- Participate in and/or chair subcommittees as required
- Prepare and present the Treasurer's Report, Auditor's Report and audited financial statements at the Annual General Meeting (AGM)
- Present monthly financial reports at MC meetings.

Communication:

- Support education of MC members regarding their financial obligations
- Communicate with designated staff about financial matters in accordance with communication protocols
- Support QWC's activities by attending events and promoting initiatives (particularly fundraising initiatives) in accordance with communication protocols
- Communicate with the Chair regarding any issues or matters of concern, which have the potential to impact the integrity and/or reputation of QWC.

Organisation:

- Develop and initiate annual MC review of financial policies and procedures as required, to ensure appropriate financial systems and controls are in place
- In partnership with the CEO, support the annual budget and financial planning processes
- Ensure an appropriate annual budget is provided to the MC for approval
- Appraise the financial viability of plans, proposals and feasibility studies (including investment, reserves etc), as required
- Support the Chair with CEO succession planning, recruitment and evaluation of the CEO's performance, as required
- Authorise documentation and payments in accordance with the QWC Constitution and financial management and delegation, and related policies, as required.

ESSENTIAL SKILLS AND ATTRIBUTES

- Accounting and/or financial management qualifications and experience
- Ability to participate constructively as part of a team
- Excellent communication and interpersonal skills
- Strong organisational skills and attention to detail
- Ability to put the needs of the organisation well above any personal need for recognition or attention.



MANAGEMENT COMMITTEE NOMINATION FORM

ELIGIBILITY

Queensland Writers Centre members whose memberships are no more than one month in arrears at the date of the AGM (Monday 29 April 2024) are eligible to propose nominations, second nominations, to be nominated, or to vote.

Members may be nominated for multiple positions. The nominee must be contacted by the proposer and in agreeance before being proposed and/or seconded for nomination.

PROPOSER

Name: _____

Member no.: _____

The undersigned hereby proposes this nomination.

Signed: _____

Date: _____

SECONDER

Name: _____

Member no.: _____

The undersigned hereby seconds this nomination.

Signed: _____

Date: _____

NOMINEE

Name: _____

Member no.: _____

Email: _____

Phone: _____

Position/s: CHAIR TREASURER

The undersigned hereby accepts nomination for the above position/s.

Signed: _____

Date: _____