

PD – Secretary, Soul Theatre Inc.

Note: *This is a voluntary, elected position.*

The Company

Soul Theatre Incorporated creates community based, high quality productions of a professional standard that are entertaining and thought provoking. We represent the misunderstood, the disadvantaged and the disenfranchised by confronting attitudes of narrow mindedness, bigotry, injustice and ignorance.

Alicia Liley formed the company in 1993/94. Currently CEO and Artistic Director, she has an acquired brain injury resulting from a motor car accident. Her inspiring story has been the subject of a television documentary: *Alicia*, which was broadcast six times nationally and also screened internationally.

Soul Theatre is currently working on *The Climamania Project* to tackle issues of the climate change crisis and its effect on vulnerable communities. Volunteers are needed to assist with administration, marketing and production at a variety of levels, with the potential for these to become paid positions as resources allow.

The Board (also known as the Committee of Management, as defined in the Rules of Association) is responsible for the good governance of Soul Theatre Inc., including the setting of policy, financial planning and oversight and ensuring compliance with relevant legislation.

The Board is elected annually at the Annual General Meeting (AGM) of members of Soul Theatre Inc., and consists of:

- (a) a President;
- (b) a Vice-President;
- (c) a Secretary;
- (d) a Treasurer; and
- (e) Ordinary Members/Directors (the number to be decided at the AGM of members each year).

The Board may appoint (and dissolve) sub-committees to deal with any specific matters as it sees fit.

The Board may co-opt members of Soul Theatre Inc. to fill Board vacancies until the next Annual General Meeting.

Position Summary

The Secretary maintains the register of members and holds the records of Soul Theatre Inc. including the register, the minutes of general meetings and other books and documents such as Annual Reports. The Secretary is the point of contact with Consumer Affairs Victoria. Secs 18, 47, 72 - 75 of the Rules of

Association relate.

Duties:

Governance: Attend Soul Theatre Board and general meetings of members. Disseminate the Agenda for Board and general meetings with any Attachments.

Unless the task has been delegated to a separate Minute Secretary, take and disseminate the Minutes of meetings.

With the CEO and President, prepare the Annual Report and disseminate to members.

Issue all notices as may be required by the Board to members (sec 74 relates).

Respond formally to any queries relating to inspection of books and records by a member (sec 75 relates).

Compliance: Advise the Board on all matters relating to the Rules of Association and the Act. Liaise with and report as required to Consumer Affairs Victoria (this role may delegated to the Public Officer).

Reports to: (Internally:) President, Board collectively, members of Soul Theatre Inc.; (externally:) Consumer Affairs Victoria, Australian Charities & Not-for-Profits Commission (ACNC) (with the Treasurer)

Works alongside: Board members, especially the President, Vice-President, and Treasurer; CEO and General Manager

Direct Reports: Public Officer.

Authority Level:

The position is non-executive.

Measurement:

Timely preparation and dissemination of documentation and maintenance of official records.

The position is answerable to the members and subject to re-election at the AGM.

Essential Selection Criteria:

- Administrative skills preferably including record keeping, filing and the taking of Minutes of meetings

- Solid grasp of constitutional matters, the Model Rules and the Act
- Keyboard and IT skills
- Openness, non-judgmental approach to others
- Hard worker

Desirable selection criteria:

- Experience on Boards of Management particularly in the not-for-profit sector, preferably as Board Secretary.
- Knowledge of, and passion for: performing arts, cross art-form and interdisciplinary arts
- Familiarity with the arts, community arts, disability, local government and/or corporate industry sectors

To apply, please send a letter addressing all the above Selection Criteria, and a CV, to martin@soultheatre.org.au