

POSITION DESCRIPTION

POSITION TITLE:	Federation Arts & Cultural Advisory Committee Member
EMPLOYMENT TYPE:	Volunteer
DEPARTMENT:	Community and Economic Development
REPORTS TO:	Community Development Team Leader / Community Development Officer
RELATIONSHIPS:	Federation Council staff and Councillors, other group members, people in the community, peers and Murray Arts.
VERSION CONTROL:	July 2021

ABOUT FEDERATION COUNCIL

Federation Council is home to the thriving and diverse communities of Corowa, Howlong, Mulwala, Oaklands, Urana, Balldale, Boree Creek, Coreen, Daysdale, Lowesdale, Morundah, Rand, Rennie and Savernake.

Only three hours from Melbourne, four hours from Canberra and six hours from Sydney, the region boasts a great climate and vibrant atmosphere and is an ideal location for families, businesses and visitors to experience its exceptional lifestyle and opportunities.

ORGANISATIONAL VALUES

Embracing change

We will create our future by being innovative and encouraging new ideas, opportunities and better ways of doing things.

Quality outcomes

We will strive for excellence and to deliver value for money for the community.

Accountability

We will plan well and report on our progress. We will ensure fair and transparent decision making and take responsibility for our actions.

Collaboration

We support each other as a team and will engage closely with the community.

Customer focus

We will be responsive and accessible to the community. We will be open, respectful and truthful in our dealings.

POSITION SUMMARY

The Federation Arts & Cultural Advisory Committee has been established to provide Council with strategic information and informed community feedback about arts and cultural development in the Federation Council area.

SPECIFIC RESPONSIBILITIES

Committee Responsibilities

- Contribute expertise and knowledge towards the implementation of Council's Federation Arts and Cultural Strategy 2021-2025.
- Be involved in formal and informal communication and consultation processes with local arts and cultural interest groups, organisations and residents.
- Respond to requests of advice by Council Officers on policies, activities, projects, plans and initiatives as they relate to arts and culture in Council core activities.
- Promote community participation in a diversity of local arts and cultural activities within the Federation Council area.

Organisational

- Observe requirements of the WHS Legislation, relevant to the role and adhere to Federation Council Policies and Procedures regarding WHS.
- Observe appropriate Federation Council Policies and Procedures regarding day to day operations including Equal Opportunity, Dress Code, and Code of Conduct.
- Promote and deliver Councils Corporate Values of Excellence, Integrity, Accountability, Innovation, Responsiveness and Teamwork.

DUTIES

Federation Arts and Cultural Advisory Committee members are in general expected to:

- Attend and participate in meetings for the Federation Arts and Cultural Advisory Committee. Attendance can be in person or via a communication platform such as phone or video conferencing.
- Members are expected to be familiar with the content of the agenda, minutes and business papers.
- To treat other Committee members (volunteers and Council staff) with respect, take turns at speaking and listening, respect different views, and work towards developing good working relationships.
- Take an active role in communicating the ideas and aspirations of residents and organisations to Council in relation to arts and culture.
- Contribute expertise and knowledge in support of the implementation of Council's Arts and Cultural Strategy 2021-2025.
- To plan, and implement initiatives agreed upon by the Federation Arts and Cultural Advisory Committee and the Council Facilitator.
- Participate in Council project Committees, reference groups and advisory committees in relation to arts and cultural inclusion, where required.
- Provide communications to Council via the Council Officer assigned to convene the Committee.
- Provide timely feedback on documents provided for review.
- Abide by Council's Code of Conduct, Social Media Policy, Media Policy and all other Council policies.
- To work alongside with and support Council officers in their roles and respect their experience and expertise.

KEY SKILLS AND QUALITIES

Federation Arts and Cultural Advisory Committee members are in general expected to:

- Demonstrate good communication skills.
- Have the capacity to consult and represent a wide range of views.
- Ability to work with other people and in a team.
- Able to attend and participate in meetings.
- Provide a copy of or be prepared to undertake a police check and / or obtain a Working with Children Check prior to commencing.

PHYSICAL AND MENTAL REQUIREMENTS/ABILITIES

This position requires the incumbent to:

- Drive to venues / ability to be transported to venues for meetings / workshops or have the ability to be able to use a communication platform to join a virtual meeting.
- Sitting and standing during meetings / workshops.
- Manual dexterity– to record information.
- Speaking and hearing – for fruitful discussion.
- Reading – to review documents prepared as part of the Federation Arts and Cultural Advisory Committee such as meeting agenda and minutes and council reports.
- Communication skills to interact with a diverse range of people.

SELECTION CRITERIA

To be considered as a member of the Federation Arts and Cultural Advisory Committee, members must:

- Reside in the Federation Council area, and
- Have an association with and / or understanding of the arts and cultural aspects of the Federation community.
- Have familiarity with Council's arts related policies, and a knowledge of Council's current arts and cultural activities and events.
- Have a strong network in the community and ability to represent the community broadly.
- Ability to work with Council to shape policy direction and identify opportunities to grow and promote arts and culture across the Federation Council.
- Ability to work with other people and in a team.

ACCOUNTABILITY

Volunteers are accountable for personal compliance with the documented volunteer policy and procedures attached to this position description.

MEETING

Members can choose to attend in person or via a Council approved communication platform such as Google Meet.

REMUNERATION

Federation Arts and Cultural Advisory Committee members are volunteers as such will not receive a wage. Volunteers will be reimbursed for "approved" out-of-pocket expenses incurred during the course of their duties. Receipts should be kept and provided to the Facilitator / Supervisor for processing as soon as possible.

WORK HEALTH AND SAFETY

Volunteers are expected to:

- Comply with the provisions of the Work Health & Safety Act 2011 by taking all reasonable precautions to ensure the health and safety of self and others.
- Identify and report potential hazardous situations to Federation Council staff.
- Report as soon as practical to Federation Council any actual or near miss injuries and accidents.

DRESS CODE

Volunteers should maintain a high standard of presentation and should be appropriately dressed at all times. Please refer to Federation Council's uniform policy.

VOLUNTEER TENURE

- The Federation Arts and Cultural Advisory Committee will be flexible concerning multiple non-attendances by members, acknowledging the health and support needs associated with active citizen participation.
- In the event of unsatisfactory performance as a volunteer Council retains the right to discontinue their service. Council's Code of Conduct, and related Council policies and procedures will determine this.
- Should a volunteer be terminated the volunteer will be advised by Council and provided a written explanation of the decision.
- A member may resign at any time, in the event that their circumstances change and they are no longer able to commit to attending and participating.
- Should a volunteer wish to resign they should submit a resignation letter or verbally express their need to resign to the Chairperson. The resignation is recorded in the minutes of the next meeting.
- Where vacancies occur, additional members can come from those who have previously gone through an expression of interest process or via a new expression of interest process undertaken.

DECLARATION

I have read and understand the Volunteer Position Description and agree to abide by these expectations:

NAME	
SIGNATURE	
DATE	