

# BUNDOORA HOMESTEAD ART CENTRE BOARD OF MANAGEMENT APPLICATION PROCESS

Bundoora Homestead Art Centre is the City of Darebin's free public art gallery.

The Homestead is an exceptional heritage building housing art galleries, a café, artists in residence, workshops, school holiday programs and much more.

We're looking for community members to join our Board and ensure effective management of the buildings and grounds as a cultural and heritage facility for the community. The Homestead aims to: foster innovation and artistic excellence; achieve business sustainability; and create an engaging and inclusive space for program delivery.

The Bundoora Homestead Art Centre Board is a Special Committee pursuant to Section 86 of the Local Government Act 1989 and meets 4 times a year in the evening. Board memberships are voluntary positions for a period of 2 years with the option to renew.

This is a rare opportunity to support Council's delivery of arts, culture and heritage and to contribute to your community.

While it is not necessary for Board members to live or work in Darebin local community members are encouraged to apply. Applications are also encouraged from Aboriginal or Torres Strait Islander applicants, people living with a disability, community members from culturally and linguistically diverse backgrounds and people who identify as LGBTIQ. This diversity of applicants is encouraged to ensure that all community members are represented at a decision making level.

To apply:

1. Read the application process document
2. Review the Bundoora Homestead Art Centre Board of Management Charter
3. Fill in the application form and complete statements addressing the Key Selection Criteria
4. Include a current Curriculum Vitae with your application
5. Email, post or deliver your application and CV by **5PM SUNDAY 3 APRIL 2016**

If you have any questions about the role or the application process please don't hesitate to contact Ella Hinkley, Gallery Manager, on 8470 8062 or by emailing [ella.hinkley@darebin.vic.gov.au](mailto:ella.hinkley@darebin.vic.gov.au)

Please send your application to

Ella Hinkley, Gallery Manager  
Bundoora Homestead Art Centre  
7-27 Snake Gully Drive, Bundoora, 3083  
Ph: 9496 1060  
Email: [ella.hinkley@darebin.vic.gov.au](mailto:ella.hinkley@darebin.vic.gov.au)



**Bundoora  
Homestead  
Art Centre**

# BUNDOORA HOMESTEAD ART CENTRE BOARD OF MANAGEMENT CHARTER

## 1 PURPOSE

- (1) A Special Committee appointed, pursuant to section 86 of the Local Government Act 1989, to manage the operation of Bundoora Homestead Art Centre.

## 2 MEMBERSHIP

- (1) Three Councillors, one Council Officer and a minimum of five and maximum of eight external members.
- (2) The external members appointed by Council are to be natural persons with relevant skills, experience or expertise.
- (3) The external members are to be appointed for a two-year term with an option for a further two-year term at Council's discretion, the further term to expire at the conclusion of the Council term of office.
- (4) The members will nominate a Chairperson at the first meeting of each calendar year for a term of 12 months.
- (5) All Standing Committees of the Council are reviewed at a special meeting of the Council in November or December each year.

## 3 QUORUM

- (1) Five Committee members.


## 4 MEETING FREQUENCY

- (1) Quarterly, however additional meetings can be called if required.

## 5 SCOPE OF ACTIVITY

- (1) The objectives of the Committee are to:
  - (a) Ensure effective management of Bundoora Homestead Art Centre buildings and grounds as a heritage, cultural and recreation facility for the community.
  - (b) Provide an exhibition facility where high quality contemporary, fine and decorative art works can be displayed and studied.
  - (c) Enable accessibility and foster an appreciation of the arts by all sections of the community.



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- (d) Celebrate through the Board's programs, the diverse cultures of the municipality of the City of Darebin.
  - (e) Enhance the position of the City of Darebin as a place proud to foster and assist with the appreciation and development of arts and cultural activities.
  - (f) Facilitate and support community involvement in the program and operations of the Homestead.
  - (g) Seek to maximise funding from external sources and minimise recurrent expenditure contributions from the City of Darebin.
- (2) The responsibilities of the Committee are to:
- (a) Ensure the Centre operates within the Committee objectives and the Bundoora Homestead Art Centre Business Plan.
  - (b) Adopt policies and strategies for Bundoora Homestead Art Centre.
  - (c) Overview financial operations of the Centre.
  - (d) Explore and obtain external funding contributions to Bundoora Homestead Art Centre through grants, sponsorships, gifts and donations.

## **6 REPORTING**

- (1) The Committee will provide an annual report to Council on its activities for the year. Specific proposals for consideration will be separately reported to Council.
- (2) A report on the meetings and activities of Bundoora Homestead Board of Management is to be prepared for inclusion in Council's Annual Report.

## **7 DELEGATED AUTHORITY**

- (1) Council's powers, duties and functions under the Local Government Act 1989 to manage the Bundoora Homestead Art Centre are delegated to the Committee.
- (2) The Committee is empowered to develop strategies and policies to meet its objects in accordance with the Council adopted business plan and budget.
- (3) The Committee shall not:
  - (a) Delegate any of the powers, duties of functions delegated to it.
  - (b) Borrow money.
  - (c) Enter into any contract for an amount not approved in a Budget endorsed by the Council.



# BUNDOORA HOMESTEAD ART CENTRE BOARD OF MANAGEMENT APPLICATION FORM

NAME			
ADDRESS			
SUBURB		POSTCODE	
EMAIL			
PHONE		MOBILE	

DATE OF BIRTH		GENDER	FEMALE	MALE	OTHER
DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?			YES	NO	
IF YES PLEASE TELL US WHICH LANGUAGE?					

DO YOU IDENTIFY AS:	ABORIGINAL OR TORRES STRAIT ISLANDER	YES	NO
	LGBTIQ	YES	NO
	LIVING WITH A DISABILITY	YES	NO

EMPLOYMENT			
FULL TIME	PART TIME	CASUAL	SELF EMPLOYED
NAME OF MAIN EMPLOYER:			
RETIRED	DISABILITY PENSION	UNEMPLOYED	HOME DUTIES
FULL TIME STUDY	PART TIME STUDY	VOLUNTEER	CARER
NAME OF EDUCATIONAL INSTITUTION:			





WHICH OF THE FOLLOWING KEY BOARD COMPETENCIES DO YOU HAVE EXPERIENCE IN?

Arts participation and community engagement	YES	NO
Philanthropic development and fundraising	YES	NO
Marketing and brand positioning	YES	NO
Audience development	YES	NO
Governance / organizational structure	YES	NO
Education and public programs	YES	NO
Strategic and business planning	YES	NO
Darebin local area and people	YES	NO
Visual artist or visual arts industry skills	YES	NO

PLEASE TELL US WHY YOU WISH TO BE A MEMBER OF THE BUNDOORA HOMESTEAD ART CENTRE BOARD AND WHAT UNIQUE SKILLS, EXPERIENCE OR KNOWLEDGE YOU BRING TO THE ROLE?





PLEASE PROVIDE A SHORT STATEMENT TO ADDRESS EACH OF THE FOLLOWING KEY SELECTION CRITERIA.

DEMONSTRATED EXPERIENCE OF AND COMMITMENT TO ARTS AND HERITAGE ISSUES, THE SECTOR AND WHOLE OF COMMUNITY PARTICIPATION IN ARTS AND CULTURE.

DEMONSTRATED KNOWLEDGE OF THE ROLE OF A PUBLIC ART GALLERY IN THE COMMUNITY.

PREVIOUS EXPERIENCE OF CONTRIBUTING TO THE DEVELOPMENT OF AN ARTISTIC AND STRATEGIC VISION IN AN ARTS CONTEXT.

KNOWLEDGE OF THE LOCAL GOVERNMENT SECTOR AND/OR ARTS AND CULTURE WITHIN A LOCAL GOVERNMENT CONTEXT.



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