

SUNSHINE COAST EVENTS CENTRE PTY LTD TRADING AS THE EVENTS CENTRE

Member of the Board of Directors

THE EVENTS CENTRE

The Events Centre is the Sunshine Coast's premiere performing arts venue and hosts a range of entertainment events, arts events, meetings, recreation and commercial activities. The purpose of The Events Centre is to facilitate community participation and enjoyment of the performing arts and to provide a first-class venue for performances, conferences and events.

The Events Centre is operated by The Sunshine Coast Events Centre Pty Ltd, an independent management company owned by Sunshine Coast Council.

PRIMARY ROLE

The Board provides strategic governance, optimises the performance of The Events Centre and ensures the organisation complies with its legal and financial requirements. Day-to-day operations are led by the chief executive officer (CEO).

KEY BOARD RESPONSIBILITIES

The Board, as a whole, is responsible for the following:

Planning

- Having regard to the Statement of Corporate Intent:
 - review and approve the organisation's mission and values
 - Review and approve the strategic plan
- Review and approve the annual budget
- Approve major organisational policies.

Organisational

- Appoint, as determined by the constitution, additional Directors with skills that complement those of the existing Board members.
- Contribute to effective Board recruitment and succession planning
- Appoint, monitor, appraise, support, and when necessary, change the Chief Executive Officer (CEO).
- Approve appropriate remuneration for the CEO

Operations

- Review the organisational outcomes compared to goals and the performance of similar organisations
- Ensure that the financial structure and human resources of the organisation is appropriate for current needs and long terms goals.
- Provide constructive criticism, advice, and comments on the operations.

Audit

- Ensure that reporting mechanisms are appropriate to keep the Board and committees adequately informed on the activities and financial position of the organisation.
- Ensure that the published results properly reflect the operating results and financial condition.
- Establish appropriate policies to define and identify conflicts of interest throughout the organisation.
- Ensure the annual audit is undertaken.
- Ensure compliance with relevant material laws affecting the organisation.
- Determine that appropriate risk management procedures in place.

BOARD MEMBER REQUIREMENTS

1. A commitment to the purpose and values of the organisation.
2. Compliance with the Code of Conduct.
3. Attendance at six board meetings per year plus other events.
4. A time commitment that includes reading and reviewing meeting papers and may include responding to requests for specialised information from the CEO.
5. Availability and willingness to attend performances and events at The Events Centre.
6. Willingness to prepare for and participate in the discussions and deliberations of the Board.
7. A willingness to act as an advocate for the organisation and the arts within the community.
8. A commitment to provide timely advice to the Board and staff of changes in the external environment that may impact on the operation of the organisation.
9. An awareness of and abstention from, conflicts of interest.

REMUNERATION

Directorships are voluntary, unpaid positions however Directors have the opportunity to attend The Events Centre performances at no charge. Dinner is provided on meeting nights.

POSITION ENQUIRIES

Enquiries in relation to this position should be directed to:

Bronwyn Edinger
Company Secretary
Sunshine Coast Events Centre Pty. Ltd.
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Ph: (07) 5355 1705 or email: Bronwyn@theeventscentre.com.au