

## **Board Director – Craft and Design Industry Professional (Maker Director)**

### Position Description

#### **Our Purpose**

Craft is a creative hub, a connector and a collaborator.

We are a for-purpose organisation and agent that exists to:

- share knowledge and resources, foster careers and build networks for artists; and
- enrich our local and broader community with unique art works and creative experiences.

#### **Our Values**

These principles identify what we believe in, guide our behavior and help us achieve our purpose:

- Aspirational and Inspirational
- Bold and Brave
- Ethical and Inclusive
- Agile and Innovative
- Authentic and Unique

#### **Our Strategic Objectives**

- Creative Programming with Purpose
- Collaboration and Engagement with our Communities
- Ensuring Organisational and Financial Sustainability
- Supported People and an Inclusive Culture

### **Summary**

Craft Victoria is a not-for-profit company limited by guarantee and has been operating for over 50 years. The Board supports the organisation, providing leadership and strategic governance.

The day-to-day operations are led by Craft's Executive Director, with the Board supporting the Executive Director in setting strategy through leadership and governance oversight.

## **The Position - Craft and Design Industry Professional**

Craft's Constitution requires two of the (up to) nine Board Directors to be craft and design industry professionals and this current position is one such Directorship. Like all Non-Executive Directors on the Craft Board, it is an unpaid voluntary role.

As a Non-Executive Director, you will contribute to the success of the organisation, by:

- Advocating for Craft and its mission by providing objective advice and guidance.
- Understanding and respecting Craft's purpose, contributing to its leadership and stewardship.

### **Key Criteria:**

- Demonstrate a genuine commitment to Craft and the capacity to be actively involved.
- Introduce potential connections, clients, and partners to benefit Craft and its members.
- Actively engage with staff, offering mentorship and advice where appropriate.

### **Leadership and Governance Oversight:**

- Fulfill the duties and requirements relating to Craft's membership base in accordance with The Craft Council of Victoria Limited's Constitution.
- Establish and endorse Craft's strategic and operational plans.
- Provide the Executive Director support in developing and implementing Craft's strategic goals.
- Prepare for Board meetings including reviewing the agenda and supporting materials prior to board and committee meetings.
- Approve Craft's annual budget and material business decisions.
- Be informed of, and meeting all, legal and fiduciary responsibilities.
- Partner with the Executive Director and other Board members to ensure that Board resolutions are carried out
- Serve on committees or working groups and taking on special assignments.
- Represent Craft to stakeholders and acting as an ambassador for the organisation
- Support Craft to generate investment and contributions from donors, foundations, organisations and individuals.
- Ensure Craft's commitment to a diverse Board that reflects the communities Craft serves.
- Review outcomes and metrics created by Craft for evaluating its impact, measuring performance and effectiveness.
- Contribute to an annual performance evaluation of the Executive Director.
- Assist the Board Chair in identifying and recruiting other Board Members.

**Areas of Expertise:**

This is a unique opportunity for a craft and design industry professional who is passionate about Craft's vision and who has a track record of sector experience and involvement. The two industry professionals on the Craft Board have a unique role in representing the interests of Craft's diverse maker membership and ensuring they have a voice.

Candidates will have the following qualifications and/or a willingness to learn:

- Craft and design industry understanding and a demonstrated interest in representing the interests of maker members at all career stages.
- Ability to think strategically and identify and critically assess opportunities that are reflective of Craft's objectives and values.
- Ability to work effectively and efficiently in a collaborative manner.
- Engage with stakeholders and accurately represent and advocate for Craft.
- Excellent communication and interpersonal skills.
- An understanding and appreciation of the value of diversity of culture, background, experience and thought.
- Ability to evaluate financial information.
- Understanding of corporate governance structures, policies and processes.
- Knowledge and understanding of risk management frameworks and application.

**Board Terms/Participation:**

- Craft's Board members will serve a three-year term to be eligible for re-appointment for one additional term.
- Board meetings are generally held approximately every 8-10 weeks and run for 2 hours, 6-8pm at Craft's gallery.
- Between meetings, time is required for reading Board papers, providing advice for the Executive, and attending key Craft and stakeholder events.
- Where required, Board members will participate in at least one Board Committee or Working Group.
- Committee/working group meetings are held in accordance with their individual requirements.

**How to Apply:**

To submit your application please send a cover letter outlining your experience, how you will contribute to Craft and a copy of your CV to Nicole Durling, Executive Director, [nicole@craft.org.au](mailto:nicole@craft.org.au) or phone 03 9650 7775 if you wish to discuss the role or alternative ways of applying.

Craft is an equal opportunity employer and welcomes applications from all sectors of the community. Applications from Aboriginal and Torres Strait Islander peoples are strongly encouraged.

