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| Job Title: | President |
| Reports to: | Members via the AGM and Constitution Process Management Committee |
| Approval date: | 15 May 2023 |

SUMMARY

The position of President of Queensland Shakespeare Ensemble (QSE) is responsible for leading the company in line with our ethos of artist driven ensemble and ensuring that QSE operates:

- within our mission, vision and values,
- within the relevant legal frameworks; and
- a financially viable company.

SUPERVISORY RESPONSIBILITIES

The President holds joint responsibility with the rest of the Management Committee for the supervision of:

- Artistic Director
- General Manager

KEY RESULT AREA/MAIN RESPONSIBILITIES

- meeting the requirements specified in:
 - QSE's Constitution;
 - *Associations Incorporation Act 1981 (Qld)*;
 - *Australian Charities and Not-for-Profit Commission Act 2012 (Cth)*; and
 - Any other relevant legislation;
- meeting any requirements of funding agreements;
- making sure that the membership and community support of QSE are maintained; and
- ensuring that the Management Committee members follow the approved policies and procedures.

Additionally, I agree to:

- ensure Management Committee meetings are held;
- encourage other Management Committee members to attend meetings;
- draw up an agenda for the meetings with the assistance of the Secretary;
- prioritise agenda items and if necessary set time limits;
- lead the meetings through the agenda, keeping discussion relevant and decision making clear and encouraging committee participation;
- sign the minutes after they have been confirmed as an accurate record of the previous meeting;

- make sure meetings are run in accordance with QSE's constitution;
- act as a spokesperson for QSE as required and in conjunction with the Artistic Director and General Manager;
- stay in touch with day to day happenings in the company through regular contact with the Artistic Director and General Manager;
- work in partnership with the Management Committee and with the Artistic Director, General Manager and the Core Ensemble to ensure that QSE develops in line with the ethos of an artist run ensemble theatre company;
- work in partnership with the Management Committee and with the Artistic Director, General Manager and the Core Ensemble to ensure that QSE operates in an ethically, environmentally, and socially responsible fashion;
- oversee in partnership with the Management Committee the production of a Strategic Plan; and
- oversee in partnership with the Management Committee the regular review and development of the Strategic Plan.

Board Recruitment and Evaluation

- ensure Board Recruitment and Evaluation processes are undertaken in line with QSE's policies and procedures.

Human Resources

- in conjunction with the Management Committee, manage the performance and development of the Artistic Director and General Manager.

Communications

- maintain relationships with stakeholders;
- represent the theatre to the public & media; and
- communicate the theatre's vision to funders & inspire them to give.

Governance, Risk and Compliance

- attend Management Committee meetings and other meetings as requested by Management Committee;
- report to the Management Committee on a monthly basis;
- support strategic planning at the Management Committee level;
- contribute to consultations regarding policy and procedure development – governance policies;
- lead the development of policy and procedure relating to artistic standards; and
- ensure that QSE artistic programs are managed in accordance with relevant legislation such as work health and safety legislation, anti-discrimination legislation and privacy legislation.

ESSENTIAL QUALIFICATIONS

- tertiary qualifications in management, governance, law, finance and/or experience, knowledge and/or training relevant to the position

ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE

- experience in the strategic management and development of arts organisations, not for profit organisations or business;
- good communication skills; and
- demonstrated experience in working as part of a team.

DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE

- recognised as a leader within the performing arts community

DECISION MAKING

The President has the decision-making responsibilities set out in the Delegations of Authority.

POSITION DIMENSIONS

Staffing

Direct Reports: The President reports directly to the members of QSE through the Constitution. Outside of the Constitution, the members have the authority to remove the President via mechanisms in the QSE Constitution.

The Artistic Director and the General Manager report to the Management Committee.

Indirect Reports: There are no indirect reports for this role

Interpersonal Relationships

External stakeholders that the President will interact with may include:

- funding bodies and philanthropic partners
- regulatory bodies
- advisory partners
- community partners
- media

Budget

Accountabilities: As per the Delegations of Authority Schedule

REVISION SCHEDULE

| <i>Review Date</i> | Outcome | Comment on revision/review details |
|--------------------|---------|------------------------------------|
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Position Holder Acknowledgment

I acknowledge receipt of this Position Description and confirm my understanding of the duties and responsibilities contained in this Position Description.

Signed by Position Holder

Name of Position Holder

Date Signed:

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|----------------|--|
| Job Title: | Treasurer |
| Reports to: | Members via the AGM and Constitution Process Management Committee |
| Approval date: | 15 May 2023 |

SUMMARY

The position of Treasurer of Queensland Shakespeare Ensemble (QSE) is responsible for the oversight of the organisation's finances and contributing to leading the company in line with our ethos of artist driven ensemble and ensuring that QSE operates:

- within our mission, vision and values,
- within the relevant legal frameworks; and
- a financially viable company.

SUPERVISORY RESPONSIBILITIES

The Treasurer holds joint responsibility with the rest of the Management Committee for the supervision of:

- Artistic Director
- General Manager

KEY RESULT AREA/MAIN RESPONSIBILITIES

Additionally, I accept joint responsibility with the rest of the Management Committee for:

- meeting the requirements specified in:
 - QSE's Constitution;
 - *Associations Incorporation Act 1981* (Qld);
 - *Australian Charities and Not-for-Profit Commission Act 2012* (Cth); and
 - Any other relevant legislation;
- meeting any requirements of funding agreements;
- making sure that the membership and community support of QSE are maintained; and
- ensuring that the Management Committee members follow the approved policies and procedures.

Treasurer Duties

I agree to:

- ensure proper books of account are properly maintained and kept safe;
- ensure monthly and quarterly financial reports are produced and present these at monthly Management Committee meetings;

- ensure the financial requirements of funding bodies are met;
- ensure Management Committee members understand the financial reports;
- ensure an audit of the books is prepared each year and that the accounts of the association, showing the financial position at the end of the preceding financial year, are submitted to the members at the Annual General Meeting; and
- ensure funds are properly acquitted as per the *Associations Incorporation Act 1981* (Qld) and the policies and procedures of QSE.

Human Resources

- in conjunction with the Management Committee, manage the performance and development of the Artistic Director and General Manager.

Communications

- maintain relationships with stakeholders including our professional financial advisers.

Governance, Risk and Compliance

- attend Management Committee meetings and other meetings as requested by Management Committee;
- reports to the Management Committee on a monthly basis;
- support strategic planning at the Management Committee level;
- contribute to consultations regarding policy and procedure development – governance policies;
- lead the development of policy and procedure relating to artistic standards; and
- ensure that QSE artistic programs are managed in accordance with relevant legislation such as work health and safety legislation, anti-discrimination legislation and privacy legislation.

ASIC & ACNC Searches

- I agree to QSE undertaking a search of the ASIC database and the ACNC database on an annual basis to determine whether I am a suitable person to hold office with QSE under the requirements of the *Australian Charities and Not-for-Profits Commission Act 2012* (Cth).

ESSENTIAL QUALIFICATIONS

- tertiary qualifications in management, governance, law, finance and/or experience, knowledge and/or training relevant to the position; and
- Commission for Children Blue Card.

ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE

- experience in the strategic management and development of arts organisations, not for profit organisations or business;
- good communication skills; and
- demonstrated experience in working as part of a team.

DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE

- recognised as a leader within the performing arts community.

DECISION MAKING

The Treasurer has the decision-making responsibilities set out in the Delegations of Authority.

POSITION DIMENSIONS

Staffing

Direct Reports: The President reports directly to the members of QSE through the constitution.

The Artistic Director and the General Manager report to the Management Committee.

Indirect Reports: There are no indirect reports for this role

Interpersonal Relationships

External stakeholders that the President will interact with may include:

- funding bodies and philanthropic partners;
- regulatory bodies;
- advisory partners;
- community partners; and
- media.

Budget

Accountabilities: As per the Delegations of Authority Schedule

REVISION SCHEDULE

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Position Holder Acknowledgment

I acknowledge receipt of this Position Description and confirm my understanding of the duties and responsibilities contained in this Position Description.

Signed by Position Holder

Name of Position Holder

Date Signed:

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|----------------|--|
| Job Title: | Secretary |
| Reports to: | Members via the AGM and Constitution Process Management Committee |
| Approval date: | 15 May 2023 |

SUMMARY

The position of Secretary of Queensland Shakespeare Ensemble (QSE) is responsible for leading the company in line with our ethos of artist driven ensemble and ensuring that QSE operates:

- within our mission, vision and values,
- within the relevant legal frameworks; and
- a financially viable company.

SUPERVISORY RESPONSIBILITIES

The Secretary holds joint responsibility with the rest of the Management Committee for the supervision of:

- Artistic Director
- General Manager

KEY RESULT AREA/MAIN RESPONSIBILITIES

Additionally, I accept joint responsibility with the rest of the Management Committee for:

- meeting the requirements specified in:
 - QSE's Constitution;
 - *Associations Incorporation Act 1981* (Qld);
 - *Australian Charities and Not-for-Profit Commission Act 2012* (Cth); and
 - Any other relevant legislation;
- meeting any requirements of funding agreements;
- making sure that the membership and community support of QSE are maintained; and
- ensuring that the Management Committee members follow the approved policies and procedures.

Secretarial Duties

I agree to:

- take accurate minutes of all meetings and make sure these are properly filed;
- compile a correspondence list including letters received and sent and bring to the attention of the meeting any correspondence that requires immediate attention;
- ensure that correspondence is properly filed and up to date and is available for any member to examine;

- ensure that copies of the minutes are distributed to Management Committee members before the next meeting;
- keep a register of members and Management Committee members; and
- maintain the Management Committee orientation kit and provide a copy to all new Management Committee members on appointment.

Human Resources

- in conjunction with the Management Committee, manage the performance and development of the Artistic Director and General Manager.

Communications

- maintain relationships with stakeholders including our professional financial advisers.

Governance, Risk and Compliance

- attends Management Committee meetings and other meetings as requested by Management Committee;
- report to the Management Committee on a monthly basis;
- support strategic planning at the Management Committee level;
- contribute to consultations regarding policy and procedure development – governance policies;
- lead the development of policy and procedure relating to artistic standards; and
- ensure that QSE artistic programs are managed in accordance with relevant legislation such as work health and safety legislation, anti-discrimination legislation and privacy legislation.

ASIC & ACNC Searches

- I agree to QSE undertaking a search of the ASIC database and the ACNC database on an annual basis to determine whether I am a suitable person to hold office with QSE under the requirements of the *Australian Charities and Not-for-Profits Commission Act 2012* (Cth).

ESSENTIAL QUALIFICATIONS

- tertiary qualifications in management, governance, law, finance and/or experience, knowledge and/or training relevant to the position; and
- Commission for Children Blue Card.

ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE

- experience in the strategic management and development of arts organisations, not for profit organisations or business;
- good communication skills; and
- demonstrated experience in working as part of a team.

DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE

- recognised as a leader within the performing arts community.

DECISION MAKING

The Secretary has the decision-making responsibilities set out in the Delegations of Authority.

POSITION DIMENSIONS

Staffing

Direct Reports: The Secretary reports directly to the members of QSE through the Constitution.

The Artistic Director and the General Manager report to the Management Committee.

Indirect Reports: There are no indirect reports for this role

Interpersonal Relationships

External stakeholders that the Secretary will interact with may include:

- funding bodies and philanthropic partners;
- regulatory bodies;
- advisory partners;
- community partners; and
- media.

Budget

Accountabilities: As per the Delegations of Authority Schedule

REVISION SCHEDULE

| <i>Review Date</i> | <i>Outcome</i> | <i>Comment on revision/review details</i> |
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Position Holder Acknowledgment

I acknowledge receipt of this Position Description and confirm my understanding of the duties and responsibilities contained in this Position Description.

Signed by Position Holder

Name of Position Holder

Date Signed:

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|----------------|--|
| Job Title: | Committee Member |
| Reports to: | Members via the AGM and Constitution Process Management Committee |
| Approval date: | 15 May 2023 |

SUMMARY

The position of Committee Member of Queensland Shakespeare Ensemble (QSE) is responsible for leading the company in line with our ethos of artist driven ensemble and ensuring that QSE operates:

- within our mission, vision and values,
- within the relevant legal frameworks; and
- a financially viable company.

SUPERVISORY RESPONSIBILITIES

The Committee Member holds joint responsibility with the rest of the Management Committee for the supervision of:

- Artistic Director
- General Manager

POSITION AGREEMENTS/MAIN RESPONSIBILITIES

I accept joint responsibility with the rest of the Management Committee for:

- meeting the requirements specified in:
 - QSE's Constitution;
 - *Associations Incorporation Act 1981 (Qld)*;
 - *Australian Charities and Not-for-Profit Commission Act 2012 (Cth)*; and
 - Any other relevant legislation;
- meeting any requirements of funding agreements
- making sure that the membership and community support of QSE are maintained; and
- ensuring that the Management Committee members follow the approved policies and procedures.

Additionally, I agree to:

- assist the President, Vice President, Treasurer and Secretary in undertaking their duties;
- attend all scheduled and extraordinary Management Committee meetings and training. If I am unable to attend a meeting, I agree to give the maximum notice possible to the Secretary;
- manage and support staff when requested by the Management Committee;
- be a member of and/or chair sub-committees/task group as required;

- sign letters or documents on behalf of the association as required; and
- do any other tasks which may arise.

Human Resources

- in conjunction with the Management Committee, manage the performance and development of the Artistic Director and General Manager.

Communications

- maintain relationships with stakeholders including our professional financial advisers

Governance, Risk and Compliance

- attends Management Committee meetings and other meetings as requested by Management Committee;
- reports to the Management Committee on a monthly basis;
- support strategic planning at the Management Committee level;
- contribute to consultations regarding policy and procedure development – governance policies;
- lead the development of policy and procedure relating to artistic standards; and
- ensure that QSE artistic programs are managed in accordance with relevant legislation such as work health and safety legislation, anti-discrimination legislation and privacy legislation.

ASIC & ACNC SEARCHES

- I agree to QSE undertaking a search of the ASIC database and the ACNC database on an annual basis to determine whether I am a suitable person to hold office with QSE under the requirements of the *Australian Charities and Not-for-Profits Commission Act 2012* (Cth).

ESSENTIAL QUALIFICATIONS

- tertiary qualifications in management, governance, law, finance and/or experience, knowledge and/or training relevant to the position; and
- Commission for Children Blue Card.

ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE

- experience in the strategic management and development of arts organisations, not for profit organisations or business;
- good communication skills; and
- demonstrated experience in working as part of a team.

DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE

- recognised as a leader within the performing arts community.

DECISION MAKING

The Committee Member has the decision-making responsibilities set out in the Delegation of Authority.

POSITION DIMENSIONS

Staffing

Direct Reports: The Committee Member reports directly to the members of QSE through the Constitution.

The Artistic Director and the General Manager report to the Management Committee.

Indirect Reports: There are no indirect reports for this role

Interpersonal Relationships

External stakeholders that the Committee Member will interact with may include:

- funding bodies and philanthropic partners;
- regulatory bodies;
- advisory partners;
- community partners; and
- media.

Budget

Accountabilities: As per the Delegations of Authority Schedule

REVISION SCHEDULE

| <i>Review Date</i> | Outcome | Comment on revision/review details |
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Position Holder Acknowledgment

I acknowledge receipt of this Position Description and confirm my understanding of the duties and responsibilities contained in this Position Description.

Signed by Position Holder

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