

# Position Description

## Board Director

Expression of Interest close at 5pm AEST 2 May 2025.  
Enquiries to Moorambilla Voices Executive Director  
Jacob Williams: ed@moorambilla.com



We're searching for a passionate and dynamic professional to join the Moorambilla Voices Board of Directors. Moorambilla Voices, as a not-for-profit organisation, relies on its Board to be actively engaged and to support the team across operational, financial, and stakeholder management. A Board Director holds a key leadership role in shaping the long-term viability of the organisation by working with the other Board members and management team to lead and administer the business. The Board Directors provide oversight and guidance to ensure good governance, appropriate risk management, financial health and long term sustainability of the organisation.

We welcome the opportunity to work remotely with professionals, and community and cultural leaders who are passionate about supporting life-changing arts and cultural experiences to children and youth.

POSITION: Board Director  
CLASSIFICATION: Volunteer  
ACCOUNTABILITY: Board Chair

### ABOUT THE COMPANY

Moorambilla Voices Ltd. is an extraordinary, award winning multi-arts development program engaging talented rural and remote children and youth from the Northwest region of NSW. Over the last 20 years, the program has grown significantly in its capacity and reach and now delivers workshops and arts activities to over 3500 participants annually. The organisation has a long history of innovation and excellence that inspires audiences to imagine the world from new perspectives - and see that life is full of possibilities.

For two decades, Moorambilla Voices has been supporting children and youth to experience the joy of the creative arts through its annual program. Participants, aged 8-18, from over 137 schools and 22 LGAs attend free in-school workshops, and from this cohort approximately 300 participants are selected to attend residency camps. The camps provide the opportunity for the children and youth to co-create new Australian works with arts professionals inspired by the land, waters, stories, and cultural heritage of the Indigenous communities of regional NSW. These works are performed as part of the annual Moorambilla Voices Gala concerts. The districts within which the Company works is designated rural or remote and has a high percentage of disadvantaged youth and children due to isolation, lack of facilities and educational opportunities.

Through multi-disciplinary arts programs and performances, the Company draws on the cultural legacy and spirit of the country with recognised leaders in our field to spark national conversations on inclusion and respect. Moorambilla's program aims to include over 30% of participants that identify as Indigenous over the four ensembles.

Our impact is far-reaching and profound, inspiring and empowering regional youth to dream big. The Company is built on the core values of:

INTEGRITY	Transparency underpins all that we do.
RESPECT	Our work is culturally safe, free of appropriation, honours First Nations people's stories and voices, and respects cultural knowledge and boundaries.
ACCESS	All young people are given the opportunity to thrive.
PERSISTENCE	The work is challenging, but the rewards are vast. Our commitment to regional New South Wales is enduring and unwavering.
CONNECTION	We are all nourished when we connect, listen, share and collaborate.
BELIEF	We never doubt the boundless potential of young people and the power of genuine cultural exchange

### **TO SUBMIT AN EXPRESSION OF INTEREST**

Expression of Interest (EOI) close COB 2 May 2025.

Enquiries to Moorambilla Voices Executive Director, Jacob Williams: [ed@moorambilla.com](mailto:ed@moorambilla.com)

EOIs must be submitted as one PDF document, emailed to Moorambilla Voices Executive Director, Jacob Williams: [ed@moorambilla.com](mailto:ed@moorambilla.com), and include:

- A one page cover letter including your motivations for submitting an EOI for the role.
- A 1-2 page response addressing the qualifications and experience.
- A 3 page (max.) CV that includes professional experience, qualifications, and contact details for two current referees.

We are an Equal Opportunity Employer. Moorambilla is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) people. Please let us know if you would prefer to apply in a different format or if there is any barrier for you in the job application process, as stated.

<b>Position Title</b>	Board Director
<b>Reporting Line</b>	Chair of the Board
<b>Time Commitment</b>	<p>Board meetings are held six (6) times a year for approx. two hours (usually held on a weeknight, 6-8pm). The annual AGM (held between March and June each year).</p> <p>General management and administration support to the Artistic Director (AD) and/or Executive Director (ED) may also be necessary (on an ad hoc basis). Approx. 4-8 hours per month.</p> <p>One in-person Board retreat is held each year, generally in western NSW, and will include strategic planning and/or cultural competency training. Attendance at our annual Gala Concert in western NSW, and fundraising events throughout the year is encouraged.</p>
<b>Classification</b>	Volunteer role
<b>Location</b>	Home-based, NSW (preferably). Occasional travel to Sydney office may be required to meet with the other Board Members (approx. 1-2 times per year).

<b>Primary Objective</b>	<p>Moorambilla Voices, as a Not-for-Profit organisation, relies on its Board to be directly engaged and support the team with operational, financial and stakeholder management. A Board Director is expected to assist with building and strengthening the long-term viability of Moorambilla Voices by working with the other Board members and management team to lead and administer the business.</p> <p>The main duties of the Board Directors are to provide oversight and guidance to ensure good governance, appropriate risk management, financial health and long term sustainability of the organisation.</p>
<b>Key Responsibilities</b>	<p><b>General Board Administration</b></p> <p>A Board Director will support the AD and ED with the effective management of the organisation’s resources by participating in all related Board duties, including but not limited to:</p> <ul style="list-style-type: none"> <li>● Attending and participating in Board meetings</li> <li>● Providing oversight through regular review of policies, finances and Not-for Profit controls and reporting requirements</li> <li>● Staying informed about board matters, preparing well for meetings, and reviewing and commenting on minutes and reports.</li> <li>● Assisting with external reviews, audits, recommendations and, where applicable, taking ownership of necessary improvements to business systems where they impact performance and outcomes</li> </ul>
<b>General Board Duties</b>	<p>Board Members are expected to proactively support the AD and ED with developing and implementing the company’s program, including but not limited to:</p> <p><b>Strategy and Business Development</b></p> <ul style="list-style-type: none"> <li>● Implementing the strategic direction for the organisation</li> <li>● Supporting Moorambilla’s mission, vision, purpose and goals</li> <li>● Overseeing the organisation’s performance against its KPIs</li> <li>● Identifying and advising on sector trends, risks and opportunities</li> <li>● Advising and supporting the AD, ED and other administration staff</li> <li>● Contributing to the preparation of Board papers, Business Cases and presentations</li> </ul>

	<ul style="list-style-type: none"> <li>● Participating in relevant sub-committees and working groups</li> <li>● Championing community participation and engagement in all Moorambilla’s activities</li> </ul> <p><b>Risk, Governance and Compliance</b></p> <ul style="list-style-type: none"> <li>● Acting in accordance with Moorambilla Voices Constitution and applicable legislation (including the <i>Australian Charities and Not-for-profits Commission Act 2012</i> and the Corporations Act)</li> <li>● Ensuring all legal, tax and regulatory obligations are complied with as outlined by the Australian Taxation Office (ATO) and ACNC</li> <li>● Acting in accordance with, and contributing to overseeing compliance with, all policies and processes - and immediately reporting critical incidents or other major risks to the Board</li> <li>● Contributing to the development and review of relevant policies and procedures, especially related to delegated authority, risk management financial management and compliance</li> <li>● Providing advice relating to sustainability, risk and opportunities.</li> </ul> <p><b>Relationships, Fundraising and Income Generation</b></p> <ul style="list-style-type: none"> <li>● Identifying, developing and maintaining strong connections with grant representatives and key donors to support the ongoing viability of Moorambilla</li> <li>● Assisting with income generation, such as writing bids, grants and fundraising campaigns, to help Moorambilla increase revenue and investment for the program</li> <li>● Contributing to building the brand and reputation of the organisation, including by representing Moorambilla at sector, community and fundraising events, and where appropriate acting as a spokesperson at public forums</li> <li>● Willingness to maintain and share networks and information within the sectors Moorambilla operates in.</li> </ul>
<p><b>Skills and Attributes</b></p>	<p>Board Directors will demonstrate integrity by modelling Moorambilla values as well as displaying behaviours, including but not limited to:</p> <ul style="list-style-type: none"> <li>● Willingness to learn about the unique cultural space Moorambilla operates in (being both within arts ecology and with Indigenous communities) as we work towards cultural competence and can collectively walk within the spirit of YINDYAMARRA</li> <li>● Willingness to learn about the challenges experienced by, and effective operating/engagement frameworks of, regional / remote NSW communities</li> <li>● Good (or a willingness to develop) understanding of laws and regulations governing not-for-profit companies</li> <li>● Demonstrated ability to exercise sound judgment, remain objective, and to understand and manage conflicts of interest</li> <li>● Reliable and trustworthy nature when dealing with confidential issues</li> <li>● Ability to work effectively with a small and motivated team</li> <li>● Ability to support and guide Board and staff members to improve team performance and company culture</li> <li>● Ability to work as part of a remote team as well as autonomously</li> <li>● Willingness to learn existing systems and identify process efficiencies</li> <li>● Willingness to occasionally work out of hours work and undertake travel, if required</li> <li>● Understanding of the importance of safety, especially child safety, and embracing a reporting culture where all issues and incidents are immediately reported and addressed</li> </ul>

<b>Desirable Skills and Attributes</b>	<p>Prior experience as a Non-Executive Director or reporting to Boards, with knowledge of, or a background in, the following sectors, is preferred, but not essential.</p> <ul style="list-style-type: none"> <li>● Finance</li> <li>● Legal</li> <li>● Human resources and employment law</li> <li>● Operations and project management</li> <li>● Communications, marketing, branding, publicity and advertising</li> <li>● Music and arts</li> <li>● Education, children and youth</li> <li>● Information and cyber security management</li> <li>● Government (Federal, State, Local Council)</li> <li>● Corporate sponsorship, donor and foundation management</li> <li>● Fundraising and income generation for NFP businesses</li> </ul>
<b>Qualifications and Experience</b>	<p>Prior experience as a Non-Executive Director or reporting to Boards is preferred, but not essential. A National Police Check is required for all staff.</p>