

## QUEENSLAND WRITERS CENTRE

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# NOTIFICATION OF QWC ANNUAL GENERAL MEETING 2019

Notice is given that the Annual General Meeting of Queensland Writers Centre Inc. (QWC) will be held on **Tuesday 30th April 2019 at 5.30pm for a 6:00pm start** at Queensland Writers Centre, **Level 2, State Library of Queensland**, Cultural Centre, South Brisbane, QLD 4101.

## NOMINATIONS TO MANAGEMENT COMMITTEE

You are invited to become more involved in Queensland Writers Centre (QWC). QWC welcomes nominations from members willing to donate their expertise and time to the development of QWC and its support of members. The committee meets once a month at QWC with provision of a telephone link-up for regional committee members.

At each AGM only half the Management Committee will retire. This means that members will typically serve on the Committee for two years, allowing greater consistency of operation from year to year. In 2019 we are calling for nominations for the two Executive positions of **Vice Chairperson, Secretary** and **three Ordinary Members**.

Nomination forms must be received by 5pm on **Wednesday 6th March 2019**.

**Email: [nominations@qldwriters.org.au](mailto:nominations@qldwriters.org.au) | Post: PO Box 3488, South Brisbane, Qld 4101.**

## IMPORTANCE OF FUNDRAISING AND ADVOCACY

The board is the primary link between QWC and its membership community, representing its interests to the broader community and filtering the diversity of stakeholder views back within the organisation.

One of the board's most important roles is to ensure that there are adequate resources for QWC to achieve its program objectives. Depending on the skills and resources of individual board members this could include:

- Assisting the CEO or other committee members to identify potential philanthropic grants or corporate sponsors
- Organising a fund-raising event
- Personally approaching key sponsorship targets
- Hosting a fundraiser
- Making a personal contribution
- Laying the groundwork with heads of government, philanthropic foundations and corporations for further support from these sectors

## NOMINATION PROCESS AND REQUIREMENTS

1. Complete the nomination form on the final page of this document.
2. Please attach a **short biography and statement** (max 150 words) from the Nominee, detailing the skills and abilities they would bring to the Management Committee and their vision for QWC.
3. Please attach an outline of **one strategy** (max 150 words) from the Nominee, outlining their proposed fundraising and advocacy contribution.



# POSITION DESCRIPTION

## VICE CHAIRPERSON

QWC VOLUNTARY MANAGEMENT COMMITTEE

QWC's Management Committee plays a vital role as its governing body in overseeing and contributing to our strategy, resources and performance to achieve our core purpose of supporting the practice, development and recognition of writers and a vibrant culture of writing, reading and creating.

The **Vice Chairperson** of QWC's Management Committee is responsible for providing continuity by acting for the Chairperson (Chair) when she/he is not available and to undertake activities at the request of the Chair. This includes supporting the Chair to provide leadership and direction, and ensure that the committee fulfils its responsibilities for the governance and success of the organisation.

To gain a better understanding of these responsibilities please read the following documents:

- **Damn Good Advice for Board Members:** Twenty-five questions a not-for-profit board member needs to ask about the finances (available at [OurCommunity.com.au](http://OurCommunity.com.au))
- **Governance For Good:** The ACNC's guide for charity board members (available at [acnc.gov.au](http://acnc.gov.au))
- **Information to the board member role for new board members:** Legal information for community organisations (available at [nfplaw.org.au](http://nfplaw.org.au))

### REQUIRED TIME COMMITMENT

- 6 hours per month to prepare for and attend monthly management committee meetings
- 6 hours per month to support the chair and business
- 8 hours per month on business network development (including establishing and maintaining sponsorship relationships)
- Attendance at 4 industry events annually on behalf of the Queensland Writers Centre
- Attendance at 4 Queensland Writers Centre events annually to support the membership base
- Attendance at the Annual General Meeting and Christmas Party is mandatory

### POSITION RESPONSIBILITIES

#### GENERAL:

- Demonstrate commitment to QWC's purpose and values
- Act honestly and in the best interests of QWC, exercising care, skill and due diligence in accordance with our code of conduct, relevant legislation and governance standards
- Keep informed of QWC's activities and external / industry issues

#### COMMITTEE, ACTIVITIES & MEETINGS:

- Prepare for, attend and participate constructively in monthly committee meetings
- Participate in strategic planning and/or training activities, as required
- Participate in and/or chair sub-committees as required

#### In the chairperson's absence:

- In consultation with the CEO, prepare meeting agendas and ensure the committee is provided with the information it needs
- Chair committee meetings efficiently
- Encourage contributions by all committee members and seek consensus when making decisions.

- Chair the annual general meeting (AGM) and extraordinary general meetings (EGMs)
- Work in partnership with the CEO to make sure committee resolutions are carried out
- Participate in and provide leadership in strategic planning and/or training activities, as required

#### **COMMUNICATION:**

- Support QWC's activities by attending events and promoting initiatives (including fundraising initiatives) in accordance with communication protocols
- Communicate with the Chair regarding any issues or matters of concern, which have the potential to impact the integrity and/or reputation of QWC

#### **In the chairperson's absence:**

- Act as the committee's primary channel of communication with the CEO between committee meetings
- Brief committee members on out-of-session issues as they may arise
- Periodically consult with committee members on their roles and help them assess and improve their performance
- Communicate with partners and stakeholders in liaison with the CEO
- Act as a spokesperson and support external communication for the organisation as required and in accordance with communication protocols
- Support QWC's activities by attending events and promoting initiatives (including fundraising initiatives) in accordance with communication protocols

#### **ORGANISATION:**

- Authorise documentation and payments in accordance with the QWC Constitution and financial management and delegation, and related policies
- Support the Chair with CEO succession planning, recruitment and evaluation of the CEO's performance, as required
- Support the Chair by providing a leadership role for designated committee activities as required

#### **In the chairperson's absence:**

- Coordinate CEO's annual performance evaluation
- Regularly review with the CEO, and other senior staff (as recommended by the CEO), progress on important initiatives and significant issues facing QWC
- Work with the nominating committee to recruit new Committee Members
- Oversee CEO succession planning, recruitment and evaluation of the CEO's performance
- Coordinate periodic assessment/audit of the Committee's effectiveness

#### **ESSENTIAL SKILLS AND ATTRIBUTES**

- Leadership
- Organisational and strategic management experience
- Ability to constructively lead teams
- Impartiality, fairness and the ability to respect confidences
- Excellent communication and interpersonal skills
- Tact and diplomacy
- Ability to put the needs of the organisation well above any personal need for recognition or attention
- Strong commitment and appreciation for the writing sector, the arts and enthusiasm for their value to society
- Understanding of basic finance



# POSITION DESCRIPTION

## SECRETARY

### QWC VOLUNTARY MANAGEMENT COMMITTEE

QWC's Management Committee plays a vital role as its governing body in overseeing and contributing to our strategy, resources and performance to achieve our core purpose of supporting the practice, development and recognition of writers and a vibrant culture of writing, reading and creating.

The **Secretary** of QWC's Management Committee is responsible for oversight of the administration of the committee. This includes ensuring meetings and other activities (including record keeping), are undertaken, administered and maintained with accordance QWC's constitution.

To gain a better understanding of these responsibilities please read the following documents:

- **Damn Good Advice for Board Members:** Twenty-five questions a not-for-profit board member needs to ask about the finances (available at [OurCommunity.com.au](http://OurCommunity.com.au))
- **Governance For Good:** The ACNC's guide for charity board members (available at [acnc.gov.au](http://acnc.gov.au))
- **Information to the board member role for new board members:** Legal information for community organisations (available at [nfplaw.org.au](http://nfplaw.org.au))

### REQUIRED TIME COMMITMENT

- 8 hours per month to convene, prepare for and attend monthly management and record the committee meetings
- 6 hours per month to support the management committee and business
- 6 hours per month on business network development (including establishing and maintaining sponsorship relationships)
- 10 hours annually to organise the AGM
- Attendance at 2 industry events annually on behalf of the Queensland Writers Centre
- Attendance at 4 Queensland Writers Centre events annually to support the membership base
- Attendance at the Annual General Meeting and Christmas Party is mandatory

### POSITION RESPONSIBILITIES

#### GENERAL:

- Development and maintenance of the relationship with the Office of Fair Trading
- Demonstrate commitment to QWC's purpose and values
- Act honestly and in the best interests of QWC, exercising care, skill and due diligence in accordance with our code of conduct, relevant legislation and governance standards
- Keep informed of QWC's activities and external / industry issues

#### COMMITTEE, ACTIVITIES & MEETINGS:

- Prepare for, attend and participate constructively in monthly committee meetings
- Participate in strategic planning and/or training activities, as required
- Participate in and/or chair sub-committees as required
- Ensure all meetings are effectively organised and held in accordance with QWC's constitution
- Report on actions or matters arising from the previous minutes and note any important correspondence that has been received

- Accurately minute all meetings and ensure timely distribution of minutes authorised by the Chair, to the Management Committee
- Convene special meetings and/or general special meetings in accordance with QWC's constitution
- Ensure the integrity of and accept Management Committee nominations in accordance with the constitution
- Undertake the role of Returning Officer at Annual General Meetings, as required

#### **COMMUNICATION:**

- Keep the Chair informed of relevant matters arising from correspondence
- Support QWC's activities by attending events and promoting initiatives (including fundraising initiatives) in accordance with communication protocols
- Communicate with the Chair regarding any issues or matters of concern, which have the potential to impact the integrity and/or reputation of QWC

#### **ORGANISATION:**

- Coordinate membership acceptance/rejection process and maintenance of the membership register and records in accordance with QWC's Constitution
- Oversee the effective management of organisational records and documentation in accordance with relevant legislation and QWC's constitution
- Support the Chair with CEO succession planning, recruitment and evaluation of the CEO's performance, as required
- Authorise documentation and payments in accordance with the QWC Constitution and financial management and delegation, and related policies, as required

#### **ESSENTIAL SKILLS AND ATTRIBUTES**

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- Ability to give clear advice on procedural matters
- Ability to participate constructively as part of a team
- Excellent communication and interpersonal skills
- Strong organisational skills and attention to detail
- Understanding of basic finance and governance
- Ability to put the needs of the organisation well above any personal need for recognition or attention



# POSITION DESCRIPTION

## ORDINARY MEMBER

### QWC VOLUNTARY MANAGEMENT COMMITTEE

QWC's Management Committee plays a vital role as its governing body in overseeing and contributing to our strategy, resources and performance to achieve our core purpose of supporting the practice, development and recognition of writers and a vibrant culture of writing, reading and creating.

**Ordinary Members** of QWC's Management Committee are responsible for providing strategic direction and oversight, to ensure the integrity of its operations and finances.

To gain a better understanding of these responsibilities please read the following documents:

- **Damn Good Advice for Board Members:** Twenty-five questions a not-for-profit board member needs to ask about the finances (available at [OurCommunity.com.au](http://OurCommunity.com.au))
- **Governance For Good:** The ACNC's guide for charity board members (available at [acnc.gov.au](http://acnc.gov.au))
- **Information to the board member role for new board members:** Legal information for community organisations (available at [nfplaw.org.au](http://nfplaw.org.au))

### REQUIRED TIME COMMITMENT

- 6 hours per month to prepare for and attend monthly management committee meetings
- 6 hours per month to support the management committee and business
- 6 hours per month on business network development (including establishing and maintaining sponsorship relationships)
- Attendance at 6 industry events annually on behalf of the Queensland Writers Centre
- Attendance at 4 Queensland Writers Centre events annually to support the membership base
- Attendance at the Annual General Meeting and Christmas Party is mandatory

### POSITION RESPONSIBILITIES

#### GENERAL:

- Demonstrate commitment to QWC's purpose and values
- Act honestly and in the best interests of QWC, exercising care, skill and due diligence in accordance with our code of conduct, relevant legislation and governance standards
- Keep informed of QWC's activities and external / industry issues

#### COMMITTEE, ACTIVITIES & MEETINGS:

- Prepare for, attend and participate constructively in monthly committee meetings
- Participate in strategic planning and/or training activities, as required
- Participate in and/or chair sub-committees as required

**COMMUNICATION:**

- Support QWC's activities by attending events and promoting initiatives (including fundraising initiatives) in accordance with communication protocols
- Communicate with the Chair regarding any issues or matters of concern, which have the potential to impact the integrity and/or reputation of QWC

**ORGANISATION:**

- Contribute, as required, to organisational activities, as requested by the Chair

**ESSENTIAL SKILLS AND ATTRIBUTES**

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- Ability to participate constructively as part of a team
- Excellent communication and interpersonal skills
- Strong organisational skills and attention to detail
- Ability to put the needs of the organisation well above any personal need for recognition or attention
- Understanding of basic finance

# 2019 MANAGEMENT COMMITTEE NOMINATION FORM

## WHO IS ELIGIBLE?

Only Queensland Writers Centre (QWC) members whose annual subscriptions are no more than one month in arrears at the date of the **AGM (Tuesday 30th April 2019)** are eligible to make nominations, to be nominated, or to vote.

Please ensure Proposer, Secunder and Nominee fill in QWC Member number and sign their sections. When indicating the nominated position, please **tick** the appropriate box below unless you wish for the nominee to be considered for multiple positions. In this instance, please **number** the boxes in order of preference.

## PROPOSER:

I, \_\_\_\_\_ (print full name), Queensland Writers Centre member  
number \_\_\_\_\_, hereby nominate \_\_\_\_\_ (print full name)  
for the position of  VICE CHAIRPERSON  SECRETARY  ORDINARY MEMBER  
for election to the management committee of Queensland Writers Centre.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## SECONDER:

I, \_\_\_\_\_ (print full name), Queensland Writers Centre member  
number \_\_\_\_\_, hereby second this nomination.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## NOMINEE:

I, \_\_\_\_\_ (print full name), Queensland Writers  
Centre member number \_\_\_\_\_, accept nomination for the above position/s.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTES:

- Please attach a **short biography and statement** (max 150 words) from the Nominee, detailing their skills, attributes and their vision for QWC, as well as **one strategy** (max 150 words) outlining their proposed fundraising and advocacy contribution.
- Nomination forms must be received by 5pm on **Wednesday 6th March 2019**.  
**Email: [nominations@qldwriters.org.au](mailto:nominations@qldwriters.org.au) | Post: PO Box 3488, South Brisbane, Qld 4101.**

