

VICTORIA PARK CENTRE FOR THE ARTS

Board Nomination Kit

2026



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Part A – Introduction

1. Background

1.1 About the Victoria Park Centre for the Arts

The Victoria Park Centre for the Arts (the Association) works with its members, tutors, artists, partners and the community, to facilitate and nurture creative and cultural growth in the community. It provides a meeting place for community, artists and those interested in the arts, a cross-section of workshops, exhibitions and events, a gift shop showcasing the work of local artists and advocates for the arts.

Working in partnership with the Town of Victoria Park and other stakeholders it aims to positively contribute to the community's cultural development. Further details about the Association, including its principles, aims and approach, can be found from its [website](#).

The objectives of the VPCA are to:

- Provide a venue for the display of cultural items and activities;
- Provide a range of cultural events and activities;
- Assist the professional development of artists in training in Victoria Park and surrounding suburbs;
- Assist community arts groups in Victoria Park and surrounding suburbs;
- Provide a cultural venue where local residents can meet;
- Provide special events for children and where appropriate include them in general activities;
- Maintain a high artistic standard in its exhibitions and foster new artistic expression; and
- Otherwise endeavor to be a public benevolent institution.

The Association's income is derived from grant funding, membership fees, contributions from the Town of Victoria Park, gift shop, events and gallery hire and donations. The Association must be proactive in generating income to support its objectives.

Part B – Role & Responsibilities

2. Role of the Board

The activities of the Association are under the direction of the board members. The board acts on behalf of the members in overseeing and governing the Association by supervising its activities in four broad areas – Accountability, Strategy, Monitoring and Policy making.

The board is responsible for the overall governance, management and strategic direction of the Association in accordance with its goals and objectives.

In performing its role, specific responsibilities include:

- Providing strategic direction to the Association and deciding upon the Association's strategies and objectives in conjunction with the Director of the organisation;
- Monitoring the strategic direction of the Association and the attainment of its strategies and objectives in conjunction with the executive;
- Monitoring the operational and financial position and performance of the Association generally;
- Driving Associational performance so as to deliver member value or benefit;
- Ensuring that the culture of the organisation aligns with the Associations objectives;
- Ensuring a prudential and ethical base to the Association's conduct and activities having regard to the relevant interests of its stakeholders;
- Ensuring the principal risks faced by the Association are identified and overseeing that appropriate control and monitoring systems are in place to manage the impact of these risks;
- Reviewing and approving the Association's internal compliance and control systems;
- Ensuring that the Association's financial and other reporting mechanisms are designed to result in adequate, accurate and timely information being provided to the board;
- Appointing and, where appropriate, removing the Director, monitoring other key executive appointments, and planning for executive succession;
- Overseeing and evaluating the performance of the Director;
- Reviewing and approving the Director's remuneration;
- Approving the Association's budgets and business plans and monitoring major capital expenditures, acquisitions and divestitures, and capital management generally;
- Ensuring that the Association's financial results are appropriately and accurately reported on in a timely manner in accordance with its Rules and regulatory requirements;
- Ensuring that the Association's affairs are conducted with transparency and accountability;
- Overseeing the design, implementation and periodic review of appropriate and effective policies, processes and codes for the Association;

- Ensuring sound board succession planning including strategies to assure the Board is comprised of individuals who are able to meet the responsibilities of board members of the Association; and
- Overseeing member and stakeholder engagement, reporting and information flows.

All board members will make themselves available when and as required for the purpose of conducting board business.

The above functions are undertaken in accordance with the Association's Rules and the Associations Incorporations Act 2015 (WA).

3. Role of Board Members

3.1 Key Responsibilities of Board Members

The responsibility of a board member is to oversee the Association's management in the best interest of members ensuring that it is always able to pay its debts when they fall due and payable. Key responsibilities will include:

- Effective governance of the Association;
- Formulation of the Association's strategic direction;
- Ensuring that the Association's objectives are met;
- Reviewing, approving and monitoring the strategic plan and annual budget;
- Contribution to the development of board and Associational policies;
- Compliance with the legal requirements of being a board member;
- Compliance with legal and regulatory requirements of overseeing the management of the Association;
- Monitoring risks facing the Association;
- Involvement with a board sub-committee if elected;
- Identifying skills required by the board and potential independent board members; and
- Filling the role of chair of the board as required.

Other functions may be added following reviews of the Association's Strategic Plan.

3.2 Legal Responsibilities of Board Members

The board is required to undertake their duties in accordance with all relevant laws and in accordance with the Association's Rules. The board will be provided with notice and guidance on its legal obligations in relation to the Association when considering matters on the Agenda or any other Association business.

The primary law governing the Association is the Associations Incorporations Act 2015 (WA), a copy of which can be obtained from [here](#).

3.3 Work Ethos

Board members are expected to:

- Contribute to the cultural development of the Association;

- Undertake all duties and responsibilities outlined in this manual together with any legal or contractual requirements;
- Attend functions, seminars or events on behalf of the Association;
- Allow sufficient time to fulfil their duties and to complete any tasks by the date requested; and
- Read and understand their board papers prior to attending the board meeting and seek additional information if required.

Having been appointed to the board, board members have an important responsibility to do all things necessary to ensure the board fulfils its statutory, strategic and contractual obligations and that members' interests are adequately represented.

Part C – Board Processes

4. Board Structure

4.1 Membership of the Board

The Board will comprise the following positions who will have one (1) vote each:

- The office holders of the Association (being Chairperson, Deputy Chairperson, Secretary, and Treasurer);
- At least two and not than four (4) ordinary board members; and

4.2 Sub-Committees

To help the Board in the conduct of the Association's business, the Board may, in writing, do either or both of the following

- (a) appoint one or more subcommittees;
- (b) create one or more subsidiary offices and appoint people to those offices.

(2) A subcommittee may consist of the number of people, whether or not members, that the Board considers appropriate.

(3) A person may be appointed to a subsidiary office whether or not the person is a member.

(4) Subject to any directions given by the Board — (a) a subcommittee may meet and conduct business as it considers appropriate; and (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

5. Board Meetings and Schedule of Activities

5.1 Meeting Dates, Times and Locations

Unless otherwise agreed, meetings will be held at a time, date and place determined by the board annually and recorded in the Board Calendar of Events.

In circumstances where a board member may not be able to physically attend the

meeting they may attend via telephone or video conference.

5.2 Governance Planning and Reporting Schedule

Prior to commencement of the financial year the Board will set a calendar of work for the year that maps out the regular governance/board activities as well as the issues that the Board intends to tackle in that financial year.