



## **Treasurer Role**

Newcastle Writers Festival is seeking Expressions of Interest (EOI) from people who are qualified and interested in becoming our Board Treasurer. This is a voluntary position.

## **About the Festival**

Newcastle Writers Festival is one of the largest regional literary festivals in Australia. We connect the work of local, national, and international artists with our audience, stimulate community engagement with books and ideas, and celebrate the transformative power of literature.

Having navigated the challenges of Covid-19, we are focused on celebrating our 10th festival in April 2023 as well as delivering a unique creative writing program to Hunter Region primary students.

## **About the Board**

The Newcastle Writers Festival Board is comprised of six members and provides governance and strategic leadership to the organisation. Board members are responsible for:

- Providing guidance and support to the festival director;
- Providing input, guidance and participation in the development and execution of the strategic plan;
- Providing alignment and accountability to the organisation in achieving the strategic objectives and priorities
- Being ambassadors for the organisation.

## **In the position as Treasurer, you will be expected to:**

- Generate financial reports and participate in monthly meetings;
- Participate in an annual strategic planning session
- Adhere to and execute your duties as a Board Treasurer under the Newcastle Writers Festival constitution;
- Work with the Board and festival director to develop long-term financial strategies;
- Keep abreast of legal, regulatory and sector developments relating to the Board's financial responsibilities;
- Be an integral part of the development and expansion of Newcastle Writers Festival as a leading arts organisation in the Hunter region;
- Assist the organisation in addressing any financial and strategic challenges;
- Consult with the festival director regarding grants, fundraising and sponsorship.

## **About You**

You will have the following:

- Accounting qualifications;
- Experience in the NFP sector and ideally with government grants;
- An appreciation for the arts sector and the challenges organisations navigate.

## **Submitting your EOI**

- Please submit your EOI by 5pm on 4 November 2022 by emailing a copy of your CV to [admin@newcastlewritersfestival.org.au](mailto:admin@newcastlewritersfestival.org.au)
- In your email include a response of no more than 400 words about what interests you in the role and how you can use your skills to support the governance and growth of Newcastle Writers Festival.
- Include 'Treasurer EOI' in the subject field of your email.