



## **Expression of Interest: Board Secretary**

Newcastle Writers Festival is seeking Expressions of Interest (EOI) from suitably experienced people for the role of Board Secretary. 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, and celebrate the transformative power of literature.

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

### **About the Board**

The Newcastle Writers Festival Board comprises up to 10 members including Chair, Deputy Chair, Treasurer, and Secretary.

Working with the Festival Director, board members are responsible for:

- Accountability – ensuring the organisation meets its obligations, manages its finances, and operates transparently.
- Strategy – actively developing the strategic plan and supporting its implementation.
- Resourcing – securing funding and other resources to support the Festival.
- Advocacy – representing the Festival to the community and stakeholders.
- Monitoring – making sure Festival and related activities are run according to our constitution and as required by the law.

The position of Secretary is responsible for:

- Ensuring the board and organisation meet its obligations to the Australian Charities and Not-for-profits Commission;
- Coordinating the preparation and distribution of the agenda and board papers prior to Board meetings;
- Taking the Board meeting minutes and maintaining the records of all meeting minutes;
- Being an integral part of the development and expansion of Newcastle Writers Festival as a leading arts organisation in the Hunter region;
- Providing support to the organisation on strategic opportunities and challenges.

## **About you**

You will have the following:

- Strong experience in the role of Board Secretary
- Experience in the NFP sector (desirable)
- An appreciation for the arts sector and the challenges organisations navigate.

## **Submitting your EOI**

- Please submit your EOI by 5pm on 12 June 2023 by emailing a short cover letter and your CV to [admin@newcastlewritersfestival.org.au](mailto:admin@newcastlewritersfestival.org.au)
- In your cover letter include a response of no more than 300 words about what interests you in the role and how you can use your skills to support the growth of Newcastle Writers Festival.
- Include 'Secretary EOI' in the subject field of your email.