

NEWSTEAD RAILWAY ARTS HUB

COMMITTEE OF MANAGEMENT 2018 - 2019

To guide the development of the Newstead Railway Arts Hub (NRAH) a new Committee of Management (CoM) will be established, auspiced by Newstead 2021 holding the sublease.

The role and responsibilities of the CoM will be to:

- Establish & embed good governance in accordance with state & federal laws.
- Negotiate with MAS over matters concerning the conditions of the sublease.
- Oversee the day to day operation of the facility, including ensuring it is maintained in a safe and proper condition.
- Establishing principles for the use of the facility that meet the intent and spirit of the nomination to VicTrack Community Vacant Use Program.
- Work with the wider community of Newstead to develop a vision for the facility.
- Operate the facility in a financially, environmentally and socially sustainable way.

In establishing the committee we are seeking people with a diversity of skills and capabilities, covering areas including the arts, business and community development, financial management, marketing and promotion, and sustainability. Importantly we invite interest from local folks with the passion and drive to contribute to the success of this exciting local arts and community project.

For further information, including a nomination form (see attached), please contact either Julie Patey newsteadartshub@gmail.com (0408 528536) or download the relevant information from: <https://newsteadrailwayartshub.wordpress.com/governance/committee-of-management/>

Nominations can be emailed to: newsteadartshub@gmail.com or submitted in writing and addressed to:

Committee of Management, Newstead Railway Arts Hub, PO Box 151, Newstead, Vic 3462
Newstead, 3462

Nominations close on Friday 16th March 2018 at 5pm.

Proposed Committee of Management structure and operation

- At least seven (and up to a maximum of nine) members with a diversity of skills and capabilities, covering areas including the arts, business development, financial management, community development, marketing and promotion, sustainability.
- The appointed members would elect a chair, with other positions to be decided by the CoM.
- The Committee would be appointed for a period of 12 months.
- The Committee would have the capacity to co-opt members to the Committee as required.
- The Committee may establish subcommittees/working groups as required, and each may include general and co-opted CoM members as well as appointed people from across the community.
- The Committee will initially meet monthly but this may evolve over time as working groups are established.
- The Committee is guided by its Terms of Reference (adopted in 2017) and Working Together protocol. The decision-making processes for the CoM would be discussed and agreed at the first meeting using these documents as guidance.
- The CoM will report annually to Newstead 2021 Inc.

How will it be established?

- Prospective committee members would make a formal, written application addressing a set of key questions.
- The CoM will be appointed by a panel of four local community members, including a retiring member of the current committee, a representative from each of N2021 and the Newstead Arts Salon and an independent member nominated by the current CoM.

How will it operate?

- There are a number of operational matters which will need to be dealt with expediently to enable the NRAH to begin functioning. These include:
 - Rules and guidelines for the community use.
 - Liaising with both VicTrack and MAS regarding the use of the facility.
 - Foster the development of a Friends of the Newstead Railway Station Arts Hub Group.
 - Supporting the running of events, such as exhibitions, functions etc.

- Promoting community awareness of the project, and inviting involvement of interested folks (website, local media).
 - Identifying short term needs that haven't been otherwise considered.
- Beyond this there are medium and long term tasks including:
 - Development of a Vision - in partnership with the community.
 - Developing a Business Plan.
 - Developing a Master Plan for the precinct.
 - Writing funding submissions.

NEWSTEAD RAILWAY STATION ARTS HUB 2018-2019

NOMINATION FORM

Name:

Postal Address:

Contact Phone Number:

Email address:

1. Please tell us a little about your background as it relates to this project.

2. Briefly outline your interest/motivation in nominating for a position on the Committee.

3. What qualities, skills, expertise and experience would you bring to the Committee?

4. What benefits do you see this project bringing to Newstead and its community?

5. Is there anything else you would like to add?