

A blurred, high-speed photograph of a dancer in motion, captured in a dynamic pose. The dancer's arms are extended, and their body is in a fluid, expressive movement. The image is heavily blurred, creating a sense of motion and energy. The background is a soft, light pink color.

**auSDANCE
VIC**

Secretary

Position Description

Contents

Contents.....	2
Acknowledgement of Country	3
Ausdance VIC.....	4
Vision.....	4
Mission & Purpose.....	4
Position Description - Secretary.....	6

Acknowledgement of Country

Ausdance VIC acknowledges and respects the Traditional Custodians of the Lands on which we work and dance. Sovereignty was never ceded.

We pay respect to Elders past, present, and future.

We acknowledge the right to self-determination for First Nations People and seek to develop strong and lasting partnerships with Victorian First Peoples to achieve equity and prosperity in the communities we serve across the state.

We acknowledge the Yalukut Weelam Clan of the Boon Wurrung who are part of the Kulin Nation as the traditional custodians of the land where our office is located.



Ausdance VIC

Ausdance Victoria (Ausdance VIC) is the Peak Body for dance for the state of Victoria. 2022 will mark the 45th birthday of Ausdance VIC and the Ausdance National Network. We support our members, the broader dance sector and communities of Victoria to have access to opportunities to engage in dance. We provide advocacy, advice, information, resources, programs, training (both accredited and non-accredited), networks, industry and public events. Ausdance VIC is also a Registered Training Organisation (RTO), that provides training across the state, for young people, students and adult professionals, and through membership with Ausdance VIC, we provide a way for dance professionals to remain connected throughout their career.

The Ausdance VIC RTO (TOID 20949) is a Registered Training Organisation with the Australian Skills Quality Authority (ASQA) that delivers nationally recognised training. The RTO is monitored by ASQA to ensure it meets the Standards for Registered Training Organisations 2015. The RTO delivers a range of qualifications which creates pathways for a career in the dance and performing arts sector.

Ausdance VIC partners with a number of school and studios across Australia to deliver Nationally Recognised Qualifications. As a dance-focussed RTO we deliver quality, specialist dance courses that contribute to a skilled sector. This enables our partners to focus on the delivery and development of dance professionals whilst we focus on compliance and administration of the training.

Vision

All Victorians have access to opportunities to experience and engage with, dance.

As the Peak Body for dance in Victoria, Ausdance VIC wants to see the following outcomes:

- a First Peoples lens shaping all aspects of Ausdance VIC policy, strategy and programs;
- dance and the dance sector thrive in remote, rural, and metropolitan areas of Victoria; all Victorians have access to participate in, and engage with, dance;
- greater diversity and inclusion in dance; a range of people, places, and practice across the state engaging in dance as a career and/or for creative, recreational, and health purposes.

Mission & Purpose

To advocate for, create, support, and promote opportunities for dance in Victoria, and invest in its ongoing development.

Ausdance VIC will continue to provide high-level strategic advice and vision for the sector. Ausdance VIC supports individuals, companies, and organisations in a coherent

ecology of arts services, enabling its members and partners to flourish, creating connections and opportunities to increase the capacity of the sector, and delivering activities for, and in, communities across Victoria.

The organisation works across all levels of dance practice to promote creativity, health, lifelong learning/engagement, and social well-being agendas, contributing to the wider community's physical, mental, social, and economic wellbeing.

Position Description - Secretary

Australia Dance Council - Ausdance Victoria Inc

Ausdance Victoria is the Peak Body for dance in the state. We provide advocacy and advice, as well as sector development, community engagement programs and events for a wide range of stakeholders, including independent dance artists and teachers, companies and ensembles, the education sector including primary, secondary, tertiary, studio and community contexts, and the broader community. Ausdance Victoria is a Registered Training Organisation and the subject association for Dance in the state, providing over 40 years of education leadership and support to the sector.

A member of the national Ausdance Network, we are a member based organisation, the voice for dance in Victoria - leading, supporting and championing all things dance.

Our work in advocating for the sector has been absolutely critical over the past year in providing a voice for dance during the pandemic and representing our sector's needs to policy makers, and we are well positioned to play a key role in the recovery.

The office-bearing position of Secretary on the Committee of Management (the Board) is a crucial role in leading and supporting Ausdance Victoria's success. As a core member of the Executive team, the position works closely with President and Executive Director of Ausdance Victoria.

Accountability

The Secretary is accountable to Ausdance Victoria's Members as specified in the Constitution. Through the Board, certain duties of the Secretary may be delegated to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary.

General Responsibilities

As required by law, the organisation must maintain certain records for several purposes, including:

- accurate recollection of decisions;
- determination of eligibility to vote;
- continuity of policies and practices; and
- accountability of directors and officers.

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorised persons to determine when, how, and by whom the Board's business was conducted. In order to fulfill these responsibilities, further responsibilities include:

- recording minutes of meetings,
- ensure their accuracy and availability
- propose policies and practices
- submit various reports to the board

- maintain membership records
- fulfil any other requirements of a Director and Officer
- performs other duties as the need arises and/or as defined in the Constitution.

Specific Duties

- Minutes - responsible for ensuring that accurate minutes of Board meetings are taken and approved. Within two weeks of the meeting, the Secretary prepares the minutes for the President, who signs a copy of the final, approved minutes. The Secretary ensures that this copy is maintained in the corporate records.
- Custodian of records - ensures that the records of the organisation are maintained as required by law and made available when required by authorised persons.
- Membership Records - ensures that official records are maintained of members of the organisation and Board.
- Bylaws - ensures that an up-to-date copy of the Constitution is available at all meetings.
- Communication - ensures that proper notification is given of directors' and members' meetings as specified in the Constitution.
- Meetings - participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the President and Vice-President, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected.
- Signing Officer – may be designated by the Board and/or Constitution as one of the signing officers for certain documents. In this capacity, the Secretary may be authorised or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organisation.
- Filing of Documents – may be the registered agent with respect to the laws of the jurisdiction; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.

Desirable Qualifications

- Current and/or previous board membership and experience
- Board/secretarial experience or regulatory/legal experience and a willingness to learn
- Preferably, degree qualified in policy, law or HR, but not mandatory
- It is expected that nominating members have an interest and passion in supporting dance and advocating for the arts in Australia.

Further information on the position

- This is a voluntary position.
- Terms are for two years with an option to nominate for a further two years.
- The Board meets six (6) times per year and Members of the Management Committee must attend a minimum of four (4) meetings.
- Meetings are currently held via Zoom, or in-person in either Yarraville or Melbourne CBD.

- It is expected that Members actively support and participate in additional events hosted by Ausdance Victoria, and are prepared to attend sector activities in support of and advocating the role of the organisation.
- Key responsibilities of the position are outlined in the Ausdance Victoria Constitution (Part 3, 16), available upon request.

We encourage applications from First Nations people, those who are culturally and linguistically diverse, people from the LGBTIQ+ community, and people who have a disability or who are d/Deaf.

Contact the Ausdance VIC President/Chair, Helen Haines to discuss this position in detail via ausdancevic.board@gmail.com

Last date for submitting applications: September 7, 2022