

photo access

SEEKING EXPRESSIONS OF INTEREST: photo access Board Treasurer

photo access is the ACT and region's centre for contemporary photography, film, video and media arts. We are seeking expressions of interest for the position of Treasurer on our volunteer Board.

This is an excellent opportunity to use your existing skills to contribute to a not-for-profit arts board. This is a chance to be part of the leadership of an ACT Arts Centre at an important moment in its creative growth.

We are committed to building a diverse board. We strongly encourage expressions of interest from First Nations people, people from culturally and linguistically diverse backgrounds, people with disability and people from LGBTIQ+ communities. Equity and inclusion are key principles of our work. We welcome your application if you feel you would be able to contribute to **photo access** as our Treasurer, even if you have not served on a board before.

About photo access

photo access is the ACT and region's centre for contemporary photography, film and video and media arts. Located at the Manuka Arts Centre in Canberra, ACT, we're an established non-profit, member-based organisation fostering excellence in the photographic arts and developing understanding and appreciation of photographic culture.

Each year, our flagship Huw Davies Gallery presents a dynamic series of exhibitions featuring emerging and established photographers and photo-artists. We also curate and commission exhibitions with partner organisations and venues. **photo access** manages south-eastern Australia's only publicly-accessible darkroom and provides a digital imaging suite, supporting the production of new work across photographic media through exhibition, residency and network-building opportunities.

We work to extend community access to the photographic arts, offering a wide range of creative workshops for adults and children and developing each year a range of award-winning outreach programs.

You can find out more at <https://www.photoaccess.org.au/>

Who we are looking for?

- A qualified and experienced accountant.
- An active board member with a good grasp of not-for-profit governance principles and practice.

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- A enthusiastic and self-motivated professional with expertise in or willingness to support, engage in and contribute to fundraising, sponsorship, and philanthropy.
- A team-player who will bring excellent communication skills, expertise, and energy to **photo access**
- A committed contributor with a strong interest in arts and culture who can attend Board Meetings remotely over Zoom and/or in-person at **photo access**.

The photo access Board Treasurer role involves:

- Overseeing healthy finances so the organisation can achieve its mission, including the annual and monthly financial performance and assessing financial risk. While this role does not involve bookkeeping, it does involve detailed oversight of the organisation's accounts and accounting processes.
- Analysing the organisation's accounts and presenting a report at each Board meeting.
- Chairing, minuting and reporting from the Finance Committee of the Board and being a member of the Membership and Development Committee of the Board.
- Working closely with the Director and Board Chair to set and review the annual budget.
- Reviewing procedures and financial reporting, advise the board on financial strategy, and advising on the financial aspects of fundraising, philanthropic and sponsorship initiatives.
- Communicating the Board's responsibility for the financial health of the organisation and making sure the board understands its financial obligations.
- Ensuring compliance with current legislation.
- Contributing to informed decision-making about future income and expenditure and financial implications of strategic directions.

Opportunities and expectations

The Board is responsible for the overall governance, management, financial position, principal risks, and strategic direction of the organisation and for delivering accountable performance in accordance with our constitutional objects. The Board and committees meet roughly every 8 weeks, usually for an hour at a time and members are expected to follow up actions, draft documents and papers, conduct necessary meetings, and read and respond to documentation in times between. Meetings are held via Zoom and in person.

Board members are:

- ambassadors for **photo access** in the Canberra community.
- willing to attend **photo access** events and undertake at least one **photo access** workshop if they are not a practicing photographer.

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- required to act in the best interests of **photo access**, declare any conflicts of interest, and to adhere to a code of conduct and any confidentiality agreements that may be required.

A Board experience with **photo access** offers you:

- an exciting and fulfilling role with a vibrant not-for-profit arts organisation
- mentoring if you are new to not-for-profit boards
- a great network within the ACT arts community
- an opportunity to contribute to building a healthy, vibrant, and inclusive Canberra community.

How to express interest:

To apply, please send a concise email expressing your interest and attaching your resume/CV. Applications must be sent to Penny Grist, Chair at photoaccessboard@gmail.com by **midnight on Saturday 22 June 2024**. For further information, email this same address.

What happens then?

Shortlisted candidates will be invited to meet with **photo access** board members to discuss the position further.

You must be a **photo access** member to serve on the board or board committees. We are very happy to receive expressions of interest from current members or future members – if you are recruited, you will need to join before taking up your role.

photo access is a registered incorporated association in the ACT and its financial year is a calendar year.

The successful candidate will be seconded on to the board during the year, but to continue must nominate for election at the Annual General Meeting in May 2025.