

HAZELHURST ARTS CENTRE BOARD SUB-COMMITTEE CHARTER

February 2022

PREPARED BY:

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SUTHERLAND SHIRE

1. NAME

Hazelhurst Arts Centre Board Sub-Committee.

2. PURPOSE

The purpose of the Hazelhurst Arts Centre Board Sub-Committee is to ensure business plans, policies and programs fulfil all objectives in relation to the operations, promotion and ongoing growth of the Hazelhurst Arts Centre.

The Board has three major roles to play: it assists the setting of an overall course, ensures responsible management and provides support through the provision of external contacts and relevant expertise.

The Board will also aim to promote public involvement in centre activities through an understanding of local demographics, the competitive educational/recreational environment of the region and broader visual arts/craft industry standards and professional practice.

Individually, Board Members will provide valuable links back to the community and will be in a position to advise centre staff from an authoritative position based on their own professional involvements. In addition to this, each member will be required to exercise due care, diligence and honesty – committing to work as part of a team – for the exclusive benefit of the Centre.

The Manager Arts & Culture / Director Hazelhurst Arts Centre is responsible for day-to-day operations and all staff related issues.

3. OBJECTIVES

The objectives of the Hazelhurst Arts Centre Board Sub-Committee are:

- To assist management with the preparation, implementation and maintenance of annual business plans consistent with Council's Community Strategic Plan, the Cultural Strategy and the Centre's adopted Management Plan, and to annually review the targets and achievements of the Centre.
- To ensure that the Centre provides a stimulating educational & recreational cultural resource associated with the visual arts & crafts for the whole community.
- To oversee the creation, care and development of the permanent collection of works of art.
- To assist with and ensure astute commercial and financial management and the generation of funds and resources through business and general community support.
- To monitor ongoing promotion of the Centre, its courses, exhibitions and other related activities.
- To oversee care and preservation of the whole site.

4. MEMBERSHIP

Sub-Committee Membership shall consist of:

4.1. Voting Members

- Five (5) Councillors appointed by Council
- The Chief Executive Officer (or delegated representative)
- President Friends of Hazelhurst
- Six (6) additional members taken from the wider community to include two (2) prominent artists, arts educators, business and community leaders.
- Chairperson or nominee of the Aboriginal & Torres Strait Islander Advisory Committee

4.2. Non-Voting Members

- Director Shire Services
- Manager Arts & Culture

4.3. Chairperson

A Voting Member elected by the majority of Voting Members.

4.4. Deputy Chairperson

A Voting Member elected by the majority of Voting Members.

5. MEMBER COMPLIANCE

All Hazelhurst Arts Centre Board Sub-Committee members shall be bound by the provision of this Charter, the Code of Conduct for Councillors, the Code of Conduct for Council Staff and the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers.

6. AUTHORITY

The Hazelhurst Arts Centre Board Sub-Committee was established on the authority of Council at its Meeting held on 21 February 2022 (COR17-22, Minute No.24).

7. MEETINGS

7.1. Agenda and Minutes

The agenda shall be determined by the Chairperson of the Hazelhurst Arts Centre Board Sub-Committee and circulated to Members at least one week prior to any meeting.

Minutes of all meetings are to be recorded accurately, approved by the Chairperson and circulated to members within three weeks following the meeting.

7.2. Meeting Frequency

Meetings of the Hazelhurst Arts Centre Board Sub-Committee shall be held on a quarterly basis or as determined by the Chairperson. Members must attend a minimum of three (3) of the four (4) quarterly meetings.

7.3. Quorum

The quorum of the Hazelhurst Arts Centre Board Sub-Committee shall be seven (7) Voting Members. In the event that a quorum is not achieved the meeting will stand adjourned until the next meeting date.

7.4. Voting

Each Voting Member shall be entitled to one (1) vote in respect to any matter and the decision of the Hazelhurst Arts Centre Board Sub-Committee shall be by the majority of votes cast in favour. The Chairperson shall have a casting vote.

Decisions requiring a vote shall not be made at any meeting unless a quorum is present.

7.5. Venue

The venue shall be at Hazelhurst Arts Centre or at a meeting place determined by the Hazelhurst Arts Centre Board Sub-Committee.

7.6. Procedural Matters

In relation to any procedural matter, the ruling of the Chairperson shall be final.

8. TERM AND TENURE OF SUB-COMMITTEE

8.1. Term of Sub-Committee

As required until objectives are achieved.

8.2. Tenure of Office

Voting Members shall hold office as determined by Council and, where applicable, in accordance with the provisions of the Local Government Act.

Non-Voting Members shall remain while such persons continue to hold the position as stated or as determined by the Chief Executive Officer.

8.3. Vacancies

A vacancy on the Hazelhurst Arts Centre Board Sub-Committee shall be filled in the same manner as the original appointment was made.

9. VARIATION OF THE CHARTER

This Charter may be added to, repealed, or amended by resolution of the Council in consultation with or upon the recommendation of the Hazelhurst Arts Centre Board Sub-Committee.

End of Document

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