



**burrinja**  
Gallery and Cultural Centre  
351 Glenfern Road  
Upwey Vic 3158  
T: 3 9754 8723  
e: [events@burrinja.org.au](mailto:events@burrinja.org.au)  
[www.burrinja.org.au](http://www.burrinja.org.au)

## **Seeking Interest in Board Nomination – Treasurer: Burrinja Cultural Centre**

Burrinja cultural centre in the Dandenong Ranges is seeking expressions of interest from persons interested in transitioning into the role of Treasurer on our volunteer Board of Management from October 2016. Ideally the candidate would be available to commence with the Board immediately in an 'assistant Treasurer' ex-officio role.

The Board has enjoyed strong continuity in its Treasurer position for many years. However with the Treasurer's pending retirement from the Board at our 2016 AGM we are looking to put a succession plan into place.

In particular, Burrinja's Board is keen for nominations from persons with a strong financial background, be that through accounting, financial management or business operations. The position of Treasurer has key responsibility for ensuring sound financial policies and practices are in place, implemented and followed by the Board, staff and organisation.

The operational functions of the organisation's financial obligations are achieved through the appointment of an Executive Director who, through delegation by the Board, is responsible for implementation of financial policy, strategy and performance, along with other duties as so specified in the Executive Director's Position Description or as otherwise delegated by the Board.

Burrinja cultural centre is a not-for-profit arts organisation, incorporated in 1999 as the Dandenong Ranges Community Cultural Centre Inc. In 2015 it was endorsed by the ACNC as a registered Charity, and its Public Fund has deductible gift recipient status.

The Centre encompasses arts activities and community cultural development, Indigenous gallery, collection and cultural education, contemporary arts gallery, performing arts, artist studios, live music, workshops and café.

### **BURRINJA BOARD TREASURER – SUMMARY**

- **Role:** Treasurer, Board – Voluntary
- **Areas of Expertise Being Sought:** Financial background
- **Position Description:** is available for the Treasurer Role
- **Annual Budget:** Approx \$1,100,000 per/annum
- **Number of Paid Staff:** 7.4 Full Time Equivalent
- **Number of Volunteers:** 35
- **Community Segment:** Arts & Culture
- **Board Size:** 9 (When all positions filled)
- **Board Meetings (frequency):** monthly
- **Board Meetings Held:** At Night, at Burrinja, Upwey
- **Local Government Area:** Yarra Ranges Shire Council

Prospective Board Members would need to submit a CV along with completing a skills matrix.

Elected **Board** members will strive to uphold and fulfil the Vision, Mission and Aims of the Association: Burrinja: *Building Community through Arts*

#### AIMS

- a) To promote, develop and present arts and culture in the region
- b) To be a public art gallery, public museum and collecting institution
- c) To support and develop the cultural identity of the Dandenong Ranges
- d) To provide opportunities for the development and facilitation of creative arts practice and enterprise including cultural development

To achieve these purposes Burrinja shall work to achieve its vision – *Building Community through Arts*; be open and accessible to the public; provide cultural services and programs in visual, performing and community arts, education and environmental programs and cultural development; and, develop its own Collection to best museum practice standards

#### **ABOUT BURRINJA**

Burrinja is located in Upwey, in the Dandenong Ranges foothills, 45mins from Melbourne. The centre is governed by an independent volunteer Board, which includes Yarra Ranges Council representation. The centre operates in Partnership with Yarra Ranges Council who support arts and cultural programming through triennial funding, and who lease the facility to Burrinja.

The centre has an annual budget of \$1.1m per annum, a FTE staff of 7.4 and over 35 volunteers. In the 2015 calendar year Burrinja had 80,000 visitors, patrons, users, artists and performers to the centre and its events.

Burrinja's strategic and business plans, along with the previous year's Annual Report, can all be downloaded from our web site: <http://www.burrinja.org.au/about/about-burrinja>

Burrinja's function, purpose and programming are built on a multi-element vision that seeks to enable and develop experiential and extended arts practice and programs across diverse art forms and cultural activities within the region.

The valuing and appreciation of Indigenous culture is embedded across the organisation's practices and programming. Burrinja values the reciprocal cultural learning offered to the region's community through Indigenous cross-cultural engagement including its collection management and curatorial practices.

Burrinja's capacity to contribute positively to the region's cultural ecology is empowered through working in partnership across a diverse range of cross-sector organisations.

In addition to providing its own extensive exhibition and theatre programs, including national touring works, and the many school and local organisation events and users, Burrinja is also a key player in arts and cultural events in the region, including the Dandenong Ranges Open Studios, Belgrave Lantern Parade, Belgrave Survival Day, Hillscene 'Zine, Blog and LIVE, and much more.

Burrinja is a member of Museums Australia, the Public Galleries Association of Victoria and the Victorian Performing Arts Association.

#### **MORE INFORMATION**

For all inquiries regarding the Board position at Burrinja, please contact Burrinja's Executive Director, Ross Farnell: 9754 8723 or [manager@burrinja.org.au](mailto:manager@burrinja.org.au)

General Information: [www.burrinja.org.au](http://www.burrinja.org.au)

**There is currently no closing date on this EOI.**