

## Spare Parts Puppet Theatre – Board of Management Information Pack

Role	Board Member
Reports to	Chair
Location	1 Short St, Fremantle
Association Overview	<p>Spare Parts Puppet Theatre (SPPT) is an association incorporated under the Western Australian Associations Incorporation Act 1987.</p> <p>Our vision is to be internationally renowned as a Centre of Excellence in Puppetry. Our purpose is to share stories through puppetry that connect audiences across generations.</p> <p>We seek to create original Australian puppet theatre works that connect audiences across generations and are national leaders in puppetry artist development and training – running the only tertiary training in puppetry Australia wide in partnership with WAAPA.</p> <p>We seek to reach a diverse audience and do this through seasons in our Short St theatre, through extensive touring of theatre productions and creative learning programs throughout regional Western Australia, across Australia and internationally and through festival and events works.</p> <p>Spare Parts Puppet Theatre has a diversity of income streams, with performance income, core funding from the WA State Government Department of Local Government, Sport and Cultural Industries.</p> <p>We are managed by a volunteer Board and employ a small paid staff headed by the Co-CEOs: Artistic Director and Executive Director. Our in theatre seasons are assisted by a group of dedicated volunteers.</p> <p>Our annual turnover is between \$1.5M and \$2M. Surpluses when generated are re-invested in the business through capital improvements or the creation of new works. We currently hold a reserve of approximately 50% of our annual turnover.</p>
Chair	David Mofflin
Board Members	<p>David Hansen</p> <p>Lisa Hamilton (Vice Chair)</p> <p>Katie Henebery (Co-CEO/Executive Director, Secretary)</p> <p>Leah Mercer</p> <p>Philip Mitchell (Co-CEO/Artistic Director)</p> <p>Nadia Tavo</p>
The Role	<p>SPPT seeks to appoint 3 new volunteer Board members.</p> <p>Time commitments:</p> <ul style="list-style-type: none"> <li>- The role requires preparing for and attendance at approximately 6 board meetings per year.</li> <li>- Board members will be invited to serve on at least one sub-committee, with approximately 2-6 meetings per year.</li> </ul>

	<ul style="list-style-type: none"> <li>- Board members may volunteer to assist with some tasks which will require some work, or may be called upon for general advice in their area of expertise. Typically the total work load will be up to 5 hours per month.</li> <li>- In addition, Board members are expected to attend opening nights of productions at the Short St theatre, with up to 4 of these per year, and occasional fundraisers.</li> <li>- There is no remuneration but some pre-approved expenses may be reimbursed.</li> </ul>
<p>General Competencies</p>	<p>The following competencies are required of all Board members and it is preferable for candidates to already have them. However SPPT provide support through training and mentoring to candidates who are still developing these competencies but who bring other needed specialist competencies to the Board.</p> <ul style="list-style-type: none"> <li>• Knowledge of a director’s responsibilities – includes an understanding of the role as well as the legal, ethical, fiduciary and financial responsibilities.</li> <li>• Strategic expertise – the ability to review the strategy through constructive questioning and suggestion and contribute to the effective decision making of the board.</li> <li>• Accounting and finance – the ability to read and comprehend the company’s accounts, financial material presented to the board, financial reporting requirements and some understanding of corporate finance.</li> <li>• Legal – understanding of an individual Board member’s legal duties and responsibilities.</li> <li>• Risk Management – understanding of the nature of risk management including the specific risks for SPPT and the Board’s obligations to manage those risks.</li> </ul>
<p>Specialist Competencies and Experience</p>	<p>We presently seek candidates with competencies in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>• Legal</li> <li>• Marketing and PR</li> <li>• Finance</li> <li>• Project Management (Capital projects: government relations, capital raising, planning, approvals and construction).</li> </ul> <p>Experience as a Board member/director is valued but not essential.</p>
<p>Personal Attributes</p>	<p>We seek candidates who:</p> <ul style="list-style-type: none"> <li>• reflect the diversity of the community we serve</li> <li>• will act as an ambassador for Spare Parts Puppet Theatre</li> <li>• will participate in open and frank discussion, and listen and respect other people's ideas and views</li> <li>• support and participate in fundraising</li> <li>• will become enthusiastically engaged in the organisation and involved in special tasks, as an individual or a sub-committee member</li> <li>• are passionate about the arts and have an interest in the artform of puppetry and the wider arts sector.</li> </ul>

	<p>We will prioritise candidates from diverse backgrounds and outlooks. We are committed to equity and inclusion. In all parts of our operations, we work to acknowledge and address inequity, consciously working to reduce and remove barriers to access and champion inclusion and belonging for our stages, workplace and our community. We strongly encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers and LGBTIQA+ people.</p>
<p>Specific Requirements</p>	<p>Candidates will be required to undertake a working with children check, prior to taking up the Board appointment and to become members of the organisation (at a minimal cost).</p>