

Music Victoria Board – FAQs

Music Victoria is an independent, not-for-profit, non-Government organisation that aims to champion the Victorian contemporary music industry. It is governed by a volunteer Committee of Management (commonly referred to as the 'Board') comprising seven members elected by members of Music Victoria and up to three members appointed by the Board.

Music Victoria and the Board operate under its Rules of Association that outline the formal structure and responsibilities of the organisation and are recognised by law

What is the role of the Board?

The Board governs and directs the organisation toward achieving its mission, while the CEO and other staff manage the day-to-day operations of the organisation. The key functions and responsibilities of the Board include:

- Represent the members of the organisation
- Set the overall strategic direction of the organisation
- Ensure the organisation is well managed
- Exercise financial stewardship and approve the operating budget
- Ensure effective audit and risk management systems are in place and protect the organisation from external threats
- Ensure the organisation complies with laws and regulations

What is the role of Board members?

Board members are expected to act in the best interests of the organisation and have a duty:

- To act in good faith
- To act with care and diligence
- Not to improperly use their position
- Not to misuse information
- Not to trade while insolvent

Board members are expected to attend and actively participate in Board meetings. Music Victoria holds 10 Board meetings each year, which are held approximately every 6 weeks. Board meetings take place on Monday evenings at the Music Victoria office and run for approximately 2-2.5 hours. Board members are expected to read all board papers and financial statements prior to the meeting, which takes approximately 1 hour of preparation.

Board members are also expected to participate in one or more Sub-Committee based on their skills and experience. Sub-Committees usually comprise of 2-4 Board members and focus on particular areas of responsibility (e.g. marketing, human resources, financial management) or specific programs or activities (e.g. The Age Music Victoria Awards). Some Board members also have a particular interest or initiative they work on with staff or for the general benefit of members (e.g. women in music).

Board members choose from among themselves the positions of President (or Chair), Vice President, Treasurer and Secretary. The Rules of Association outline the responsibilities of these formal 'office holders'.

The time commitment required varies but Board members (except the Chair and Treasurer) typically spend a few hours each week on board related matters.

What qualities, skills and experience do Board members require?

Music Victoria needs a Board with individuals that have a strong commitment to the fundamental purpose and mission of the organisation. Music industry experience is not required but a passion for the music industry is. Previous board experience is also not required.

In addition to the duties outlined above, Board members are expected to possess the following qualities:

Demonstrate leadership: the ability to see something that needs to be done and do something about it; the ability to act even in difficult situations.

Actively contribute: the ability to listen, think and question other Board members and management in a respectful manner; the ability to commit time and resources to helping the organisation achieve its vision and mission.

Work collegially: the ability to work as part of team with fellow Board members and management; the ability to establish and develop relationships with external stakeholders critical to the organisation.

Most Board decisions are made by consensus by applying the above qualities.

A well balanced Board should have a variety of skills and experience. Music Victoria's Board members have been drawn from the public, private and not-for-profit sectors and include members that represent different aspects of the industry (e.g. musicians, managers, bookers, venues, publishing) and/or hold different expertise (e.g. law, management, finance, policy, marketing).

Management or business experience is useful but not essential. Board members should be able to understand and interpret financial and operating reports and help form organisational policies, plans and objectives.

How do you become a Board member?

Any member of Music Victoria can nominate for the Board. Nomination requires the candidate to complete a form with the signature of two other members. Applications include a short biography and are submitted three weeks prior to the Annual General Meeting (AGM) in October. Board members are elected at the AGM for a two year term. The elected Board can choose up to three additional members to join the Board for one year.

Interested candidates are encouraged to get in touch with Music Victoria prior to the nomination period and can be provided with additional information about the organisation, as well as the opportunity to meet current Board members or observe a Board meeting. Email info@musicvictoria.com.au for further information.