



Chairperson Position Description

Queensland Poetry Festival Inc. (QPF) is an independent festival and arts organisation, which exists to support, cultivate, and promote a vibrant poetry culture in Queensland, Australia and beyond. It aims to inspire, entertain, challenge, and bring poetry in all its forms – page poetry, readings, slam, spoken word, performance, music, ekphrastic poetry, collaborations, installations, cross-platform creations, film, and more – to a wide audience, and works with individuals, artists, schools, and organisations.

QPF has grown to be the finest spoken word festival in Australia, and an important part of the literary calendar, with an established reputation for excellence and innovation amongst audience, artists and industry worldwide.

We exist to reflect and provoke the depth of thinking and feeling necessary for open-minded and progressive communities to thrive.

Our vision is for the QPF to be Australia's flagship annual poetry event, honouring poetry's traditions and fostering its future, and our mission to offer a platform for voices to be shared and to be heard.

As an organisation our core values are: Creative Excellence, Trust, Openness, Challenge, Collaboration, Inclusion, and Diversity.

The QPF Board plays an integral role in overseeing the management and operations of the organisation. As part of its strategic plan, the QPF Board will endeavor to appoint an Operations Manager in 2016/2017 to take on the management and operations responsibilities, however this is subject to the availability of funds.

Chairperson Role

All board meetings for the QPF are managed by the Chairperson and in a manner designed to encourage diversity of opinion. The Chairperson must ensure that all directors are given an opportunity to contribute to discussion and decision-making process.

The Chairperson is bound by our board's policies and decisions and thus has no authority to alter, amend or ignore these. Except where stated in the Constitution, our board has not delegated to the Chairperson the right to independent decision taking.

Function

- Provide leadership for the QPF board, ensuring that the board supports the work of the organisation.
- Provide mission based leadership and strategic governance, optimising the organisation's performance
- Mentor and manage the Operations Manager (when appointed), Festival Director(s) and other board members, helping them to achieve the mission of the organisation.
- Provide leadership and strategic support for philanthropy and fundraising to achieve QPF's goals.

Leadership, governance and oversight

Adhere to all general duties outlined in the board member duty statement, and in addition:

- Chair all meetings of the QPF Board, and see that the Board functions effectively, interacts with management optimally, and fulfils all of its duties;
- Chair the Annual General Meeting;
- Respond to calls for, and chair, Extraordinary General Meetings
- With the Operations Manager (when appointed), Festival Director(s) and Secretary develop meeting agendas and ensure that the Board is effectively served with appropriate papers and contextual information;
- With the Operations Manager (when appointed), Festival Director(s) and board members recommend composition of board sub-committees and recommend committee Chairpersons with an eye to future succession;
- Work with the QPF Board to help recruit new board members, when required;
- Induct and train newly-elected board members;
- In consultation with the Operations Manager (when appointed) and/or Festival Director(s), recruit staff and other talent for whatever volunteer assignments are needed;
- Reflect any concerns management has regarding the role of the board or individual members and reflect to the Operations Manager (when appointed) and/or Festival Director(s) any concerns of the board and/or other constituencies;
- Oversee the recruitment of the QPF Operations Manager (when appointed), Festival Director(s) and/or other senior executives and staff, when required;
- Lead regular appraisals of the Operations Manager (when appointed) and Festival Director(s), and recommend appointment and/or contractual terms and conditions for consideration by the board;

- Personally abide by the organisation's Code of Conduct and provide leadership to board members;
- Undertake an annual review of each board member's performance. Set targets for individual and collective board action and encourage active engagement and participation;
- Ensure the board provides appropriate leadership and input to the organisation's strategic planning;
- Annually focus the board's attention on matters of organisational governance that relate to its own structure, role, and relationship to management;
- Co-ordinate external relationship building and maintenance with the Operations Manager (when appointed) and Festival Director(s), and serve as an alternate spokesperson;
- Arrange for the Vice Chair or other board member to chair meetings in the absence of the Chair;
- Ensure board members receive agenda, minutes and board papers in a timely manner;
- Work in partnership with the Operations Manager (when appointed) and/or Festival Director(s) to make sure board resolutions are carried out; and
- Fulfil other assignments, as the Chair, which the Operations Manager (when appointed) and/or Festival Director(s) agree are appropriate and desirable for the Chair to perform.

Fundraising

- Oversee and collaborate with the Operations Manager (when appointed) and/or the Festival Director(s) in the generation of annual fundraising revenue;
- Personally treat QPF as a top philanthropy priority;
- Assist with identifying, cultivating, soliciting and stewarding major individual donors, and corporate and/or foundation gifts; and
- Support the development of events, philanthropy, donor development and major giving and bequests.

Term

One year with the opportunity to nominate for re-election at the annual general meeting.