

NUTCOTE TRUST PTY LTD

POSITION DESCRIPTION - BOARD DIRECTOR

Key Responsibilities

- Strategic planning with other Directors
- Assist in the development of three to five year strategic plans
- Monitor progress regularly against key performance indicators
- Contribute to policy development and advise on areas that need strengthening or developed further.

Additional Skills

- commitment to the principles and values of May Gibbs' Nutcote
- ability and proven experience in refreshing, developing and shaping strategies to build organisational sustainability and growth
- preparedness to show leadership and commitment to the task
- an understanding of and commitment to the not-for-profit sector
- some knowledge of and interest in the museum sector or historic house museums, education, children's literature, art ,historic gardens, or other aspects of the life and works of May Gibbs
- an ability to build and maintain relationships with external stakeholders, private sector and government agencies.
- an understanding of volunteering in cultural organisations

Board Directors are appointed by the Board of the Nutcote Trust from nomination. Nominations may be put forward by Directors in accordance with an agreed procedure and/or a call for expressions of interest may be made.

BACKGROUND

Who we are

Cecilia May Gibbs (1877-1969) MBE, was one of Australia's foremost children's authors and illustrators and is best known today for the iconic Australian children's story, *The Complete Adventures of Snugglypot and Cuddlepie* (1919), featuring two gumnut babies and their escape from the big bad Banksia men. May lived at Nutcote for 44 years and her home and garden inspired many of her works.

'Nutcote' is the name of the house designed for May Gibbs and her husband James Ossoli Kelly by Sydney architect, BJ Waterhouse. The house, which would have 'compactness, convenience and charm' was built on land in Neutral Bay on the shores of Sydney Harbour and was completed in 1925. The Trust looks after the day-to-day running of the historic House Museum and Gardens.

The Deed of Settlement establishing the Nutcote Trust is dated 25 July 1990. Nutcote Trust Pty Ltd is a company limited by shares and is jointly owned by the Mayor and General Manager of North Sydney Council. It is a charitable trust, registered in NSW and is managed by a volunteer Board, which consists of members of the public and appointees from North Sydney Council. The Trust employs a Manager Curator who looks after the historic house and garden, May Gibbs' Nutcote,

which opened to the public as a House Museum on 1 May 1994. The Trust reports annually on its activities to North Sydney Council.

Our vision: May Gibbs' Nutcote: celebrating the life and works of an iconic Australian

Our purpose: To cherish May Gibbs' home, garden and life by offering memorable experiences and rewarding learning opportunities.

Our Goals:

Goal 1: Access, Inspiration and Learning To ensure people of different backgrounds, mobility levels and ages enjoy and are inspired by May Gibbs and her home, Nutcote, by offering rewarding experiences and memorable learning opportunities.

Goal 2: Community Engagement To engage a wide range of people to enjoy, understand, interpret the works of May and foster the caring of the House Museum and Garden.

Goal 3: Conservation and Curatorship To ensure the significance of Nutcote and May Gibbs continues to be cherished for future generations and protect and preserve its valuable assets.

Goal 4: Organisational Stability To ensure good governance and effective management of resources, including financial strategies.

Desired attributes of all Nutcote Trust Board members:

- Ability to volunteer time and skills to Nutcote – not just at Board meetings
- Esteem for and knowledge of May Gibbs, her work and her house, 'Nutcote'
- Integrity and knowledge of good governance
- Collegiality: The ability to work well with others, show respect for the viewpoint of others and to understand that the Board acts as one body that speaks with unity
- Leadership and vision: The ability to see the big picture and help set strategy and policy to help Nutcote achieve its Vision
- Advocacy: The ability to serve and promote the interests and goals of Nutcote
- Understanding that not-for-profit organisations also need to be entrepreneurial
- Eligibility to be a Director under the Corporations Act

Participation Requirements

Directors are required to:

- Participate in at least 5 meetings each year unless they have leave of absence approved by the Board
- Participate in Committees and Working Groups as appropriate
- Participate in events as appropriate

Board meetings are held bi-monthly, currently on the third Tuesday of every second month at 6:30pm. Various committee meetings are held at other times. The Chair will determine, with other Directors, participants in other committees as appropriate.

Costs

Board Directors participate in a voluntary capacity.

Reasonable costs associated with undertaking the role of Board Director may be covered with prior agreement of the Board.