



2009 OPERATIONAL STRUCTURE

Name	Role/Description	Voting Rights	Governance Responsibilities	Meeting Attendance	Communication
Board Member	<ul style="list-style-type: none"> -9 individual member board to collectively govern South West Arts -must be a general member -public advocate for organisation 	<ul style="list-style-type: none"> -1 vote per member at Board -1 vote per member at general meetings 	<ul style="list-style-type: none"> -Overall governance responsibilities -Employment of Executive Officer 	<ul style="list-style-type: none"> -Required to attend all board meetings -Required to attend all general meetings (minimum of 3 per year) 	<ul style="list-style-type: none"> - Receive all SWA correspondence -Correspondence to staff via executive officer
General Member	<ul style="list-style-type: none"> -Individuals only -Written membership nomination required prior to AGM -retained as member until resignation or death -Must reside in SWA geographical boundary -can nominate for board at Jan/Feb board meeting 	<ul style="list-style-type: none"> -1 vote per member at general meeting 	<ul style="list-style-type: none"> -No governance responsibilities -Can submit items for consideration to board or agenda items 14 days prior to meeting via executive officer or chairperson 	<ul style="list-style-type: none"> -General Meetings 	<ul style="list-style-type: none"> -2 newsletters per year -SWA E Bulletin -Notification of minutes via email on web
FRIENDS	<ul style="list-style-type: none"> -Interested individuals -Interested organisations 	<ul style="list-style-type: none"> -No voting rights 	<ul style="list-style-type: none"> -No governance responsibilities 	<ul style="list-style-type: none"> -General meetings 	<ul style="list-style-type: none"> -2 newsletters per year -SWA E Bulletin -Notification of minutes via email on web
STAKEHOLDER -Arts NSW -9 x Local Govt	<ul style="list-style-type: none"> -Financial contributor -Service agreement 	<ul style="list-style-type: none"> -No voting rights 	<ul style="list-style-type: none"> -Annual business planning opportunity -Can submit items to a board member or request item on the agenda via executive officer or chairperson 	<ul style="list-style-type: none"> -General meetings 	<ul style="list-style-type: none"> -2 newsletters per year -SWA E Bulletin -Notification of minutes via web
Sponsor	<ul style="list-style-type: none"> -Project/initiative specific income -Service agreement if required 	<ul style="list-style-type: none"> -No voting rights 	<ul style="list-style-type: none"> -No governance responsibilities 	<ul style="list-style-type: none"> -General meetings 	<ul style="list-style-type: none"> -2 newsletters per year -SWA E Bulletin
Executive Officer	<ul style="list-style-type: none"> -overall organizational management -employment and management of staff 	<ul style="list-style-type: none"> -No voting rights 	<ul style="list-style-type: none"> -Public officer governance responsibilities 	<ul style="list-style-type: none"> -Required to attend all board meetings -Required to attend all general meetings 	<ul style="list-style-type: none"> -Responsible for all outward correspondence
All Staff	<ul style="list-style-type: none"> Project and program delivery in reflection of adopted Business Plan 	<ul style="list-style-type: none"> -No voting rights 	<ul style="list-style-type: none"> -No governance responsibilities 	<ul style="list-style-type: none"> -Required to attend all board meetings -Required to attend all general meetings 	<ul style="list-style-type: none"> -Responsible for development of all outward correspondence