



EXPRESSIONS OF INTEREST FOR TREASURER APPOINTMENT

Seeking new committee member to act as Treasurer for:

THE BROUGHTON ART SOCIETY INCORPORATED (EST. 1965).

APPLY NOW!

***Help shape one of South Australia's longest running,
disability recreational art service providers.***

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Interested in joining a disability arts committee?

Are you looking for a way to use your lived experience of disability and/or passion for the arts and or disability to drive real and lasting change across the disability community?

As part of our succession planning and committee extension and regeneration, we are inviting expressions of interest in joining the committee of The Broughton Art Society Incorporated in a Treasurer role.

As a committee member / Treasurer of The Broughton Art Society, you will be uniquely placed to contribute to the strategic direction of an organisation that is achieving outstanding impact in the arts and disability communities. This opportunity will allow you to translate your passion and experience into real action and change.

About us:

Our organisation is a Disability Recreational Art Service Provider (Registered ACNC Charity) which is administered by a small committee of volunteers. For 60 years since 1965 our aim has been to discover the talents and develop the skills of our artists who are living with a disability by providing community-based group art activities with sessions that are open to all participants throughout Adelaide and South Australia.

We provide dedicated services to assist in enriching the lives of our participants through their artistic and creative endeavours with the opportunity to stimulate the imagination and enjoy a meaningful experience of hands-on activity in a calm and pleasant atmosphere. The studio is renowned for its friendly, welcoming, and inclusive environment. The sessions are tailored to suit individual abilities and interests.

Our skilled and knowledgeable art facilitators and volunteers provide educational and innovative art and craft sessions in the studio from Monday to Friday with instruction in painting, mosaics, ceramics, decoupage, papier-mâché and much more. We have approximately 70 participants who regularly attend every week and sometimes twice a week with many attending both sessions in one day. It is an extremely popular service that is thoroughly enjoyed by all our participants at every session.

Our history:

As a young man in his early twenties as a talented artist, The late Ian Broughton's ambition was to provide South Australian people with a physical disability the opportunity to get together and discuss mutual problems, to hold exhibitions of members' paintings and to establish a central recreational art studio to produce artwork including greeting cards and calendars and pursue their interest in the Arts.

Ian, who was affected by Muscular Dystrophy and resided at 'The Home for Incurables' (later was renamed the Julia Farr Centre) located at Fullarton, passed away later that year in October.

Ian successfully founded 'The Arts Society for the Handicapped' in February 1965 and in 1966, painting and drawing classes began. He also focused on obtaining transport for painting expeditions and to provide instructors and equipment for their members.

'The Arts Society for the Handicapped' was then renamed/rebranded to 'The Broughton Art Society Incorporated' in 1994. This unique service was originally located at Bedford Industries, and then in 1971, courtesy of the City of Unley, the Society moved to 'The Ian Broughton Memorial Art Studio' located at 269 Fullarton Rd, Parkside, SA 5063 which is a historic tram barn.

Founded in 1965, the Broughton Art Society celebrated its 60th anniversary in 2025, marking a significant milestone.

About the positions:

You are a values-driven leader with the ability to think and influence strategically, and a commitment to collaborative governance. You will demonstrate a passion for the role that The Broughton Art Society has in the development, wellbeing, and community connection for artists with a disability.

Expressions of interest are sought from suitably qualified people who would like to voluntarily contribute as Treasurer to the dynamic and socially important work of The Broughton Art Society Incorporated. You must have a collaborative and inclusive approach with a commitment to disability rights and community participation. The Treasurer plays a key governance role, supporting financial sustainability, compliance and transparency while contributing to positive outcomes for artists living with disability.

Positions on the committee are part-time and are strictly voluntary and are not remunerated due to our charity not for profit status as a disability provider. The committee generally meets either in person at our Parkside studio (or virtually if required) every month and usually run up to 2 hours on a Saturday morning (with ad hoc meetings when sometimes required).

Committee members are expected to comply with all requirements related to serving on the Committee as outlined in our internal policies and procedures. Potential candidates for our committee will be required to complete a Declaration of Interest outlining any possible conflicts of interest and if needed, a mitigation strategy.

As part of our succession planning and committee extension and regeneration, we are inviting expressions of interest in joining the committee of The Broughton Art Society Incorporated. The objectives of these positions will be achieved by collaborating with the committee to help:

- create the organisation's values, vision, mission, and strategies.
- oversee the organisation's governance.
- ensure the organisation is legally compliant.
- assist the organisation to continue to be financially sustainable.

Key Responsibilities of the Treasurer role

- Oversee financial management, record-keeping and cashflow monitoring
- Support budget preparation and financial sustainability planning
- Review financial statements and present clear reports to the Committee
- Strengthening financial procedures, internal controls and risk management
- Ensure compliance with ACNC obligations, GST/BAS and PAYG requirements
- Support appropriate handling and separation of NDIS and non-NDIS funds
- This is a governance/oversight role. Day-to-day bookkeeping and operational finance tasks are managed by bookkeeping-accounting contractor.

Essential Skills & Experience

- Financial literacy with experience in finance, accounting or bookkeeping
- Competence using Xero, and Microsoft Outlook/Word/Excel/SharePoint/Teams
- Experience managing budgets, bank accounts and financial reporting
- Understanding of not-for-profit financial management principles
- Ability to explain financial information clearly to non-financial stakeholders
- Business management / leadership

Governance & Eligibility

- Understanding of Australian charity governance and ACNC reporting
- Awareness of NDIS funding principles and financial safeguards
- Willingness to obtain a National Police Check and NDIS Worker Check
- Commitment to ethical use of funds and strong governance practices

How to submit an Expression of Interest (EOI)

If you are interested in being considered for one or more of the boards listed below, please complete the EOI form and send it as an attachment along with a copy of your CV/Resume to: secretary@broughtonartsociety.org.au

Applications close: 7 June 2026



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FAQs

Contact details regarding the EOI process

- You can contact us via email: secretary@broughtonartsociety.org.au
- Please note that we will endeavour to respond to email queries within 3 business days.
- Calls will be answered during normal business hours, subject to call volume.
- Please leave a message and your contact information to allow us to get back to you via phone or email.

Will I get an acknowledgement that my EOI has been received?

We will contact you to confirm receipt of your EOI via email using the contact details you provide. This may take several business days depending on the volume of applications being managed. The receipt email will state that your application will be held for consideration should a vacancy arise during the year.

What do I need to do if my details change or I wish to withdraw your application?

If your details change or you wish to update the information you have submitted, please submit a revised EOI form.

You can also withdraw your application at any time by contacting us at: secretary@broughtonartsociety.org.au

What type of information is required for the EOI?

The EOI form asks for all the information required to have your name entered on the register.

Please read the instructions carefully and provide only the information requested.

If you are being considered for a position, you may be contacted to provide specified pieces of additional information.

Timeframe for the applications / Waiting list and vacancies

The initial cutoff date for applications is 31st May 2026; however, the register will remain open indefinitely as the register will be consulted when vacancies arise. You will be prompted to update your application every 12 months.

Can I get feedback on my application?

No. The expression of interest is not an application for a standard recruitment process and no feedback on EOIs will be provided.



Expression of Interest Form

Committee Appointments

The Broughton Art Society will maintain an active register for those interested in being considered for appointment to our committee.

If you are interested in being considered for a committee member position, please complete this **Expression of Interest Form** and return it to:

secretary@broughtonartsociety.org.au

We will confirm receipt of your form using the contact details you provide.

If you have any questions about completing this form, including issues with accessibility, please contact secretary@broughtonartsociety.org.au .

Privacy notice

Purpose

The Broughton Art Society is collecting personal information for the purposes of compiling a register of people interested in being considered for positions on our committee (an EOI Register). Information will be collected in accordance with the Privacy Act 1988 (Privacy Act) and the Australian Privacy Principles (as set out in Schedule 1 of the Privacy Act).

Collection

To have your details entered on the EOI register, you will be asked to supply personal information in this EOI form including your name and contact details, information about your current and previous employment, and other activities which relate to your skills, qualifications and relevant experience for selected positions.

If you choose to provide the requested personal information, your application will be included on the EOI register. You will also have the opportunity (but are not required) to provide sensitive information about your gender, ethnicity, sexual orientation and disability status. This information is collected to facilitate consideration of candidates with a mix of skills and experience who represent all forms of diversity.

Use and disclosure

The Broughton Art Society will use the personal information you provide to develop a list of suitable candidates for consideration to fill positions that become vacant on our committee. To be considered for a position it is necessary to provide information that has been marked as mandatory to provide in the EOI form (noting that not all information requested is mandatory).

The information you provide will be stored securely on our record keeping system. The information will be accessible by officers within our committee responsible for matters relating to appointments to our committee.

The Broughton Art Society may also use the personal information (including any sensitive information) you provide to:

- assess and administer your application,
- communicate with you in relation to your application,
- comply with any applicable Commonwealth legislation and policies applicable to the handling of the information you provide,
- use de-identified and aggregated data for reporting purposes,
- and monitor and review our practices and processes in relation to committee appointments.

The Broughton Art Society will only use your personal information, or disclose it to another person, organisation, or government agency relevant to the EOI Register for the purposes we have described above, or if disclosure is otherwise required or authorised by law.

From time to time, after an initial period of 12 months from registering your interest, you will be asked to update or reconfirm the information you provided in the EOI form. If you choose not to update or confirm your information, you will not be considered under the appointment processes described above. The information you provide will be retained on our record management systems in line with secure record keeping requirements.

At any time, you may change or update the personal information you have provided for the EOI Register by contacting secretary@broughtonartsociety.org.au and asking for the information to be changed or updated, or by submitting a new EOI form. You can also request for your information to no longer be considered as part of the appointment consideration processes described above by emailing secretary@broughtonartsociety.org.au.

By completing and submitting this EOI form, you acknowledge that you have read and understood this notice, and that you consent to the collection, use and disclosure of your personal information in accordance with this notice.

Please check the box to confirm that you have read and agree to the privacy notice.

Your details

Personal and contact information

Full Name:		
Gender (select one):	Male Female	Gender X Prefer not to say
Email:		
Mobile Phone:		
Address:		
Age (select one):	over 45 years	under 45 years
Please select if you identify as any of the following (or leave blank if you prefer not to say):	A person with disability Aboriginal or Torres Strait Islander Culturally and Linguistically Diverse LGBTQIA+	

Current employment

Current job title:	
Employer name:	
Commenced date:	
If retired or other, please advise:	

Committee experience

Please use the table below to list any recent previous experience you have serving on committees or boards or leave blank if you have no relevant experience or prefer not to say:

Committee/Board name	Position	

Social media

Please provide links to your social-media profiles (or leave blank if you do not use social media or prefer not to say):

LinkedIn	
Facebook	
Instagram	
X (formerly Twitter)	
Other	

Expression of interest

Please read this information and express interest only in those that fit your knowledge, skills and experience.

I have skills, experience and/or qualifications in the following areas

(please select any that apply):

Disability access	
Arts or cultural sector	
Accounting / financial management / bookkeeping	
Business management / Leadership	
Diversity and inclusion	
Governance / audit / risk	
HR / WHS	
Government / NDIS	
Information technology	
Legal	
Marketing / public relations / social media / communications	
Philanthropy / fundraising	
Teaching /training	
Other:	

If you ticked 'other' above, please specify any extra have skills, experience and/or qualifications.	
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Suitability for selected position

Briefly outline your suitability for a committee position:

Declaration

Please note: This form allows you to express your interest in being considered for a committee position. Your information will be kept on a secure records register, which will be consulted by our committee. Should your skills and interests align with a vacancy, you may be contacted to confirm your interest in the position and provide additional information.

Potential candidates will be asked to submit additional information, including a Curriculum Vitae / Resume. Any individual proposed for appointment must also sign a Private Interests Declaration (PID).

In submitting this Expression of Interest form:

I declare I have read and understood the information above.	
I consent to being contacted by a representative of The Broughton Art Society if the vacancy matches my skills and experience.	
I understand that potential candidates are required to provide additional information including a Private Interests Declaration and if appointed to the committee, are expected to comply with the required policies and procedures.	
I understand that elected candidates will then be required to provide a current security clearance check. (The Broughton Art Society can provide a free security clearance check through SA Police as we have a registered Volunteer Organisation Authorisation Number (VOAN) available.	
I understand that elected candidates will then be required to provide a current NDIS worker check or be willing to apply for one to be vetted by The Broughton Art Society.	
I consent to the information and material I have provided being used for the register described above and for the purpose of identifying candidates for vacant committee positions.	
I confirm that I am the person named in this Expression of Interest or have the authority to submit on their behalf.	
I confirm that the information I have provided is true and correct.	
I understand that under section 137.1 of the <i>Criminal Code Act 1995</i> (Cwth) giving false or misleading information is a serious offence.	
I will inform The Broughton Art Society immediately if I suspect or know that any of the assurances (however described) contained in this Expression of Interest are not, or are no longer, correct.	
Full Name (please DO NOT add an e-signature):	
Date of declaration:	