

Brisbane Open House Board Directors and Ambassadors (Non-executive position description)

Be part of the future of our unique organisation and city.

Brisbane Open House produces a free annual 2-day event. Open House is known and loved by residents and visitors for the rare and generous opportunities it provides the public. Excited, curious participants and volunteers, each year discover a hidden wealth of contemporary design and architecture, a little engineering and rich social history in the spaces and places around Brisbane.

Open House opens people's eyes and minds to good design and curious spaces. From Brisbane's newest award-winning renovation projects to the Governor's mansion, east to Fort Lytton and the port, and west to the Mt Crosby Pumping Station, Open House is the event that anyone can attend. We remove language, physical, and financial barriers to participation. We encourage visitors to explore, re-examine and engage with Brisbane's built environment; and to take a look at the special place that is Brisbane.

We are looking for new Board members, and Ambassadors who reflect the breadth of Brisbane's community. We seek members with special expertise, perspectives, and the potential to contribute to the future of Brisbane Open House, and with it, to Brisbane's development through our partnerships.

Our objectives

Transformative interactions and raised awareness:

- Positively transform interactions of residents and visitors with the city of Brisbane
- Uncover stories, experiences, and places within the city to foster civic pride and engagement
- Provide access to significant public and privately-owned buildings
- Engage with the urban spaces that occur between our buildings

Explore and promote:

- Contemporary and historic architectural and urban/suburban attractions
- Well-designed built environment settings, including environmentally, economically, and culturally sustainable design in our subtropical city
- The diverse professions who contribute to, create, and protect Brisbane's architectural and design attractions
- Brisbane on a national and international stage as a design capital and a creative hub

Why BOH?

We are an essential part of the fabric of the city. With optimism and quality programs, we provide unique experiences that inspire public participation. We look to include the voices of our communities, to raise appreciation of the design, architecture and history of our subtropical city and its surrounds.

Why you?

You have Brisbane's future in mind as you ask this question of yourself. Your intention is to make genuine improvements as we contribute to the changing landscape that we have ahead of us. Your field may be one of the following: not for profit governance, fundraising, cultural tourism and the visitor economy, the built environment, finance, marketing and digital engagement, inclusivity, and First Nations representation.

BACKGROUND

Brisbane Open House specialises in uniquely enticing opportunities. Our audiences include the public of all generations and backgrounds, with a split in the majority between the age groups 35 – 50 years and the over 65s. Our other dedicated audience is the design and architecture practitioners of our city and of Australia more broadly. We intend to welcome new audiences with long-term strategic programs.

The inaugural Brisbane Open House was launched in 2010 with great success, attracting more than 12,500 visits. Each year the event has continued to grow. In 2019, our tenth anniversary, BOH attracted 85,000 visits from over 35,000 participants to 120 sites. In 2020, in response to COVID, we have changed the way we do things. We have created year-round offerings for smaller groups of participants under the business name **Brisbane Open**, to raise funds and to ensure the safety of our staff, visitors, and volunteers. We have shifted our next free weekend to the winter school holidays of 2021. And we built a digital program, which extends access to people for whom our program, ideas, direction, and speakers hold special fascination.

Following a decade of consistent State and local government support, and growing corporate support, 2020 has brought funding challenges. As a result of COVID economic impacts and social distancing rules, our organisation has seen a reduction in funding and in public participation opportunities. We have changed our business model and intend to build our board to support this direction.

Company Structures

BOH is a registered company under the Corporations Act 2001 in Queensland. The company is limited by guarantee and a public company. We are a not for profit with tax concession status, we are currently applying for registration as a charity that can accept donations. We will be registered as a tax-deductible gift recipient (DGR) within the next year.

Our licence to use the Open House name is granted from the licensee in London, and we are a member of Open House Worldwide, a substantial group of similarly run organisations that are closely aligned with our values.

Entity Size

BOH, being traditionally seasonal, has a limited staff body employed year-round with outsourced digital, public relations and bookkeeping support. During peak times, the staff body consists of up to four additional waged members to produce events, coordinate volunteers and manage sponsors. We harness the enthusiastic support of up to 350 volunteers each year. Our cultural tourism pilot employs a coordinator, researchers, guides, and marketing and public relations, web technical support contactors.

Ensuring your confidence in our process

The Open House Board is composed of responsible people. Each member is respected, empowered, and heard during consultation and meetings. We respect your right to privacy. BOH Board members are protected against indemnity issues as required through our legal obligations.

BOARD ROLE

DUTIES AND STANDARDS

Brisbane Open House seeks to appoint independent non-executive Board members as well as Ambassadors. This role is vacant due to recent planned expansion of skills and our recognition of our need for diversity amongst the board members and representatives. The role of non-executive director requires attending approximately 8 board meetings (primarily online with fewer face-to-face). Sub committee positions are also available. As you make the role your own, you may see an opportunity to provide pro bono expertise. We encourage you to participate in the program, to fully appreciate BOH from your own perspective.

BOARD MEMBER REQUIREMENTS AND QUALIFICATIONS

- A minimum of 1-year experience working in management within a similar environment
- Tertiary or higher qualification or similar experience with business knowledge in a related industry
- Knowledge of the design, planning, tourism or community sector is preferred
- Capacity to commit to the organisation for two years

BOARD MEMBER SKILLS

- **Knowledge of a Board members' responsibilities** – includes an understanding of the role as well as the legal, ethical, and financial responsibilities
- **Strategic expertise** – the ability to review the strategy through constructive questioning and suggestion and contribute to the effective decision making of the board
- **Accounting and finance** – the ability to read and comprehend the company's accounts, financial material presented to the board, and some understanding of not-for-profit business modelling
- **Legal** – understanding of business compliance with numerous laws and individual directors' legal duties and responsibilities
- **Risk Management** – experience in managing areas of major risk management to the organisation and a willingness to speak about the risks that you perceive
- **Managing people and achieving change** – experience in current management thinking on employment, branding, engagement, strategic leadership and stakeholder communication

BOARD MEMBER AND AMBASSADOR PERSONAL ATTRIBUTES

- **Centred, with integrity** – acts on Board members' duties and responsibilities; acts ethically, with appropriate independence; puts the organisation's interests before personal interests; declares conflicts
- **Collaborative yet curious and courageous** – effective team member with curiosity to ask questions and the courage to engage in productive, robust discussions with management and fellow board members
- **Emotional intelligence** – empathy manifested through strong interpersonal skills; interested in others' perspectives
- **Commercial judgement and instinct** – good business instinct and acumen, and be able to assimilate and synthesise complex information
- **Active contribution** – active contributor with genuine interest in the company and its business between meetings

AMBASSADOR ROLE

When our Board and Executive Officer seeks Ambassador support, it is for informed public representation of the organisation. Ambassadors are prepared with agreed content, at coordinated events, to be the spokesperson for a particular industry on behalf of Brisbane Open House.

How to approach us

Nominations process

Expressions of interest for nomination to fill a Board vacancy or as a potential Ambassador are invited from suitably qualified individuals in the form of a:

- covering **letter** (of no more than ONE page) demonstrating alignment with the competencies (listed below) and outlining your motivation for joining our Brisbane Open House Board; and
- current CV (three pages) including the names and contact details of two professional referees.

Note these roles have an estimated three-year term.

Contact the **Chair Malcolm Middleton** via info@brisbaneopenhouse.com.au to discuss.

This call out extends until 1 February 2021.



[Brisbane Open House](#)

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The inaugural Brisbane Open House was launched in 2010 with significant support from our Founding Partners the [Queensland Government](#), [The Committee for Brisbane](#) and [The National Trust of Australia \(Queensland\)](#).

Brisbane Open House acknowledges the traditional owners of the Turrbal and Jagera lands of Brisbane where we work and host events, and of Quandamooka country. BOH is committed to our shared equitable, respectful future with Indigenous Australians.