

**Role Title: Committee Member****Department/Team: Burning Seed Restructure Committee****Background**

Burning Seed is currently an annual event run by Red Earth City Pty Ltd, a privately-owned non-profit company. The Burning Seed Restructure Committee, a committee of Red Earth City Pty Ltd with defined [terms of reference](#), was established to research, undertake community consultation, educate, report and ultimately facilitate Burning Seed transitioning into a *community-owned* non-profit organisation with an elected board of directors and potential for registration with [ROCO](#) and the [ACNC](#).

**Project Status**

With initial community consultation and reporting now complete, the remaining four phases of this project are:

1. Selection of most appropriate legal entity type (either a co-operative, company limited by guarantee, or incorporated association) and entity structure
2. Constitution development
3. Development of memorandum of understanding between REC and the new entity
4. Election of founding board of directors

**Restructure Committee Purpose**

The Burning Seed Restructure Committee is responsible for facilitating the successful completion of these project deliverables through a combination of internal resources, and where necessary, external professionals. It is anticipated that once the founding board of directors has been elected, the role and activity of the Burning Seed Restructure Committee will cease and the new directors-elect will assume responsibility for completing the project by incorporating new entities and implementing the Memorandum of Understanding to effect the transition.

**Time Commitment**

**Online Meetings (Zoom)/ sometimes in-person in Melbourne:** At minimum one smaller committee meeting a month and one larger committee meeting (involving the Town Council and REC directors) meetings are 1.5-2 hours long and take place in the evening, usually Wednesday starting at 7-7:30 p.m.

**Reading/Research:** 30 min and up per week depending on roles/action items assigned and materials that need review prior to the meeting

New members will join the team 2 weeks from the close of the applications and, at minimum, commit to participating in regular meetings until the end of the project.

**Volunteer Responsibilities**

- Ability to commit to 1-2 committee monthly meetings monthly
- Willingness to participate in research and discussion
- Ability to draft or review key documents and provide constructive feedback
- Participate in team decision making and consensus development
- Take on key aspects/duties within the project as required

## **Necessary Qualities, Knowledge and Experience**

- An interest in the formation of a new entity structure for the Burning Seed event
- Knowledge of the current Burning Seed event
- Willingness to debate and discuss proposals and research
- Able to maintain confidentiality
- Thoroughness, competence, and the ability to work well with others
- Enthusiasm for a seemingly dry processes that facilitates community
- Agreement with Burning Seed volunteer and social media policies

## **Desirable Qualities, Knowledge and Experience**

We are particularly seeking community members with the following experience;

- Experienced in writing community group policy documents
- Experienced non-profit community director
- Cooperative Secretary or equivalent
- Solicitor with non-profit sector experience
- Accountant with non-profit sector experience
- Returning Officer experienced in online election software (e.g. ElectionBuddy)

## **References**

Burning Seed Restructure Committee Terms of Reference (ToR)

<https://drive.google.com/drive/u/0/folders/0B0-PpsGgA0DtckRVWTIGSU81Wkk>

Burning Seed Restructure Committee Website

<http://burningseed.com/about/future-of-seed/>

Register of Cultural Organisations

<https://www.arts.gov.au/what-we-do/cultural-heritage/register-cultural-organisations>

Australian Charities and Not-for-profits Commission (ACNC)

<https://www.acnc.gov.au>

ElectionBuddy

<https://electionbuddy.com>