

# Resources

## Managing arts boards: understanding roles and responsibilities

Understanding the governance requirements, legal duties and reporting responsibilities of your arts board is fundamental to positioning your organisation as a viable, strategic and accountable organisation with the ability to deliver on its strategic plan and objectives. The following resources may assist with the implementation of best practice governance processes and structures.

### Guides and templates

- [Managing arts boards \[seminar slides\]](#)
- [Best practice governance documents – Governance Institute of Australia](#)  
Examples and guides for developing governance documents including an agenda, minutes, voting form, chair run sheet, register of interests and action items list.
- [Board agenda – Australian Institute of Company Directors](#)  
A guide to developing a board agenda including points to consider and a sample document.
- [Board papers – Australian Institute of Company Directors](#)  
A guide to developing board papers including points to consider and a sample document.
- [Essential governance practices for arts organisations – Australia Council for the Arts](#)  
A guide detailing best practice principles and recommendations for managing an arts board.
- [Good governance guide: board papers – Governance Institute of Australia](#)  
A guide to best practice presentation of board papers including formatting, distribution and provision of supplementary material.
- [Good governance principles and guidance for NFP organisations – Australian Institute of Company Directors](#)  
10 principles and questions for consideration that promote good governance on not-for-profit boards.
- [Indigenous governance toolkit – The Australian Indigenous Governance Institute](#)  
An online resource developed for Indigenous nations, communities, individuals and organisations searching for information to build their governance.

### Useful links

- Arts Acumen – [www.arts.qld.gov.au/arts-acumen](http://www.arts.qld.gov.au/arts-acumen)
- Australian Charities and Not-for-Profits Commission – [www.acnc.gov.au](http://www.acnc.gov.au)
- Australian Indigenous Governance Institute – [www.aigi.com.au](http://www.aigi.com.au)
- Australian Institute of Company Directors – [www.companydirectors.com.au](http://www.companydirectors.com.au)
- Governance Institute of Australia – [www.governanceinstitute.com.au](http://www.governanceinstitute.com.au)