

Woodside Better Business Arts Registration Form

Thank you for your interest in securing business advice and expertise through AbaF's **adviceBank** and **boardBank** services supported by our national principal partner Woodside.

adviceBank connects arts organisations and individual artists to business advisors to help resolve business challenges and **boardBank** connects business people with not for profit arts organisations seeking board members.

Who has access to the information you provide?

The information collected on this form helps us identify and nominate an appropriate business advisor or board candidate. This information will be shared with business advisors and, where relevant, boards as part of AbaF's role in facilitating an introduction for **adviceBank** or **boardBank**.

I would like to register for:		
<input type="checkbox"/> adviceBank (complete sections 1, 2 & 4)	<input type="checkbox"/> boardBank (complete sections 1, 3 & 4)	<input type="checkbox"/> Both (complete all sections)
Section 1 – Organisation		
Organisation		
Organisation website		
Project manager		
First name		
Surname		
Position		
Telephone	Mob	
Email		
CEO/Manager		
First name		
Surname		
Position (CEO, GM, etc)		
Telephone	Mob	
Email		
Board Chair (for boardBank registrations only)		
First name		
Surname		
Telephone	Mob	
Email		
Please indicate which skill(s) you would like to access from a business advisor (in order of priority, 1 being the highest):		
<input type="checkbox"/> Business development	<input type="checkbox"/> Human resources	<input type="checkbox"/> Information technology
<input type="checkbox"/> Management	<input type="checkbox"/> Legal	<input type="checkbox"/> Strategic / business planning
<input type="checkbox"/> Marketing & communications	<input type="checkbox"/> Financial	<input type="checkbox"/> Risk management
<input type="checkbox"/> Corporate relations	<input type="checkbox"/> Government relations	
<input type="checkbox"/> Other, please specify		

Please turn over

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Section 1 continued – What is your organisation’s legal structure:			
<input type="checkbox"/> Public company?	<input type="checkbox"/> Propriety company?	<input type="checkbox"/> Cooperative?	
<input type="checkbox"/> Public company limited by shares?	<input type="checkbox"/> Propriety company limited by shares?	<input type="checkbox"/> Unincorporated association?	
<input type="checkbox"/> Public company limited by guarantee?	<input type="checkbox"/> Incorporated association?	<input type="checkbox"/> Foundation, Trust or Fund?	
<input type="checkbox"/> Other? please specify:			
How long have you been operating in your current legal structure?			
What is your organisation’s ABN?			
How does your board/organisation oversee and manage risk:			
<input type="checkbox"/> Insurance – Directors’ Liability?	<input type="checkbox"/> Insurance – Workers’ Compensation?	<input type="checkbox"/> Other? please specify:	
<input type="checkbox"/> Insurance – Public Liability?	<input type="checkbox"/> Board – approved Risk Management Policy?		
Employment and financial details			
How many people does your organisation usually employ?			
No. full-time staff (permanent, paid):		No. contract or temporary staff (paid):	
No. part-time staff (permanent, paid):		No. volunteers (excluding board members):	
What was your organisation’s total expenditure last financial year?			
<input type="checkbox"/> Under \$50,000	<input type="checkbox"/> \$100,000 to \$499,999	<input type="checkbox"/> \$1 million to \$1,999,999	
<input type="checkbox"/> \$50,000 to \$99,000	<input type="checkbox"/> \$500,00 to 999,999	<input type="checkbox"/> \$2 million to \$4,999,999	
<input type="checkbox"/> Over \$5 million			
A copy of your organisation’s last two years’ annual reports is:			
<input type="checkbox"/> Attached	<input type="checkbox"/> Available on website	<input type="checkbox"/> Available at meeting	<input type="checkbox"/> Not available / does not exist
A copy of your organisation’s current strategic plan is:			
<input type="checkbox"/> Attached	<input type="checkbox"/> Available on website	<input type="checkbox"/> Available at meeting	<input type="checkbox"/> Not available / does not exist
A copy of your organisation’s governing documents (constitution or equivalent) is:			
<input type="checkbox"/> Attached	<input type="checkbox"/> Available on website	<input type="checkbox"/> Available at meeting	<input type="checkbox"/> Not available / does not exist
Your adviceBank or boardBank interest			
Are you interested in registering a project through adviceBank? If yes, please complete Section 2		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you interested in registering for a board member through boardBank? If yes, please complete Section 3		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you interested in both adviceBank and boardBank? If yes, please complete Sections 2 & 3		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Section 2 – Please complete this section if you are registering for adviceBank			
How many project/s are you registering?			
Please give a brief outline of the project/s?			
What is the desired outcome of the project/s?			
What is the project's ideal start date?		What is the project's ideal end date?	
Can aspects of the project be conducted by phone and/or email?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Which other people may be needed for this project and what is their availability?			
Are you aware of any expenditure that may be required during the project? If yes, is there an approved budget for this expenditure?			
Are there any funds to implement recommendations from the project?			
Documentation relating to the above questions is attached:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
What time/s would you prefer to meet with a business advisor			
<input type="checkbox"/> Before business hours (before 8:30am)?	<input type="checkbox"/> During business hours (8:30am – 5:30pm)?	<input type="checkbox"/> After business hours (after 5:30pm)?	<input type="checkbox"/> Weekends?
If regionally based, would you be open to receiving advice from an advisor located in your capital city via telephone, skype, teleconference or email?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please turn over

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Section 3 - Please fill out this section if you are registering for boardBank:			
How many board members are you seeking?			
What is the length of term of appointment?			
How many board members do you currently have?			
How many board members are required by your governing documents?			
Please fill out the table below, indicating how much time you usually require of board members:			
Type of event/meeting	Number per year	Number of hours per event/meeting (approx)	Approximate total
Board meeting			
Subcommittee meeting			
Board planning days			
Events/functions			
Other (please specify):			
When are board meetings usually held:			
<input type="checkbox"/> Before business hours (before 8:30am)?	<input type="checkbox"/> During business hours (8:30am – 5:30pm)?	<input type="checkbox"/> After business hours (after 5:30pm)?	<input type="checkbox"/> Weekends?
Are board members expected to raise or contribute funds personally?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment (optional)			
Are board members expected to make introductions for fundraising purposes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment (optional)			
Are board members expected to perform 'hands-on' operational activities?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment (optional)			
Are you obliged to secure government approval or confirmation for appointment of board members?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment (optional)			
A list of your current board members and their areas of expertise is:			
<input type="checkbox"/> Attached	<input type="checkbox"/> Available on website	<input type="checkbox"/> Available at meeting	<input type="checkbox"/> Not available/does not exist
A list of your current board committees and responsibilities of each committee is:			
<input type="checkbox"/> Attached	<input type="checkbox"/> Available on website	<input type="checkbox"/> Available at meeting	<input type="checkbox"/> Not available/does not exist
A statement of the board's code of conduct is:			
<input type="checkbox"/> Attached	<input type="checkbox"/> Available on website	<input type="checkbox"/> Available at meeting	<input type="checkbox"/> Not available/does not exist
A copy of your board's most recent board papers is:			
<input type="checkbox"/> Attached	<input type="checkbox"/> Available on website	<input type="checkbox"/> Available at meeting	<input type="checkbox"/> Not available/does not exist
A board induction kit is:			
<input type="checkbox"/> Attached	<input type="checkbox"/> Available on website	<input type="checkbox"/> Available at meeting	<input type="checkbox"/> Not available/does not exist

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Section 4 - Acceptance of terms

AbaF does not guarantee to find a business advisor or board candidate for every application from an arts organisation.

AbaF has no liability, in negligence or otherwise, for the ultimate suitability of candidates or for any acts or omissions on the part of the individual business advisors recruited through adviceBank and boardBank.

AbaF recommends that each business volunteer make enquiries of the arts organisation and their role as advisor or board member; and the arts organisation should assist them in their enquiries. A business advisor or board member acts purely in a personal capacity and not on behalf of an employer or AbaF or any other organisation.

For an adviceBank placement AbaF requires the parties to enter into an agreement and provide an evaluation of the project on its completion.

Any personal information collected on this form is handled in accordance with AbaF's Privacy Policy which is available on our website www.abaf.org.au.

I acknowledge that I have read and accept the terms.

Signed (CEO)

Name in capitals

Date

boardBank applicants please fill out the section below:

Signed (Chair)

Name in capitals

Date

What to do with your completed form

Thank you for completing this form and registering your interest in AbaF's adviceBank and boardBank services.

Please return a signed copy to your AbaF state or territory office and we will be in contact with you soon. Note: it is acceptable to sign, scan and email a copy of the completed form to your AbaF state or territory office.

ACT	–	email: act@abaf.org.au	fax: 02 6257 4421
NSW	–	email: nsw@abaf.org.au	fax: 02 9215 9075
Qld	–	email: qld@abaf.org.au	fax: 07 3211 5172
SA/NT	–	email: sa@abaf.org.au	fax: 08 8233 0699
Tas	–	email: tas@abaf.org.au	fax: 03 6233 8424
Vic	–	email: vic@abaf.org.au	fax: 03 9614 2550
WA	–	email: wa@abaf.org.au	fax: 08 9366 8111