



THIS IS NOT A REHEARSAL

Help Shape the Future of CabFringe – Board Member Expressions of Interest Now Open

Dear friends of CabFringe,

Cabaret Fringe Festival 2025 is in the books, and what a festival it was! But as the curtain falls, we find ourselves at a turning point. As many of you will have seen in recent media coverage, the funding and grants that have helped us deliver CabFringe for years have come to an end. We are a small, grassroots organisation, and the future of CabFringe is evolving – we don't yet know exactly what shape it will take, but we know that the arts community needs champions now more than ever. Read more about CabFringe and our history [here](#) on our website.

Many of our dedicated Board members have been with us since 2019. They've given time, energy, networks, and heart, but now it's time to make room for new voices, new energy, and fresh perspectives. **Succession planning is vital for any healthy organisation, and we're looking for people who can help guide Cabaret Fringe Association Inc through this stage of transition.**

What we need from future Board members:

- **Passion and time.** We are a volunteer board – there's no payment, but there is enormous value in being part of something grassroots, creative, and impactful.
- **Preparedness for uncertainty.** This is a time of change and challenge. We need people who can work with us to explore options, think big and small, and roll up their sleeves.
- **Skills in governance, law, finance, and advocacy.** Strong governance and strategic thinking are critical to our future, as is the confidence to be an advocate – in government halls, community events, and on the ground at the festival.
- **Energy and visibility.** This is a hands-on board. We need people willing to attend events, meet stakeholders, and be the face of CabFringe.

Importantly, the Association holds insurance to cover Board members for work done for the Association. **If you are passionate about the arts and believe you can contribute to a Board that's small but mighty, we'd love to hear from you.** EOI details below. Whether you're interested in the Chair role, the future Treasurer role, or joining as a Board member, your skills and networks could help shape what comes next.

How to express your interest:

Send us a brief letter (1–2 pages) and CV outlining your background, experience, and what excites you about this opportunity. Please email your EOI to info@cabaretfriagefestival.com by **10th October 5pm, 2025**. Thank you for considering being part of this exciting (and yes, challenging!) chapter. Together, we can keep CabFringe's creative spirit alive.





THIS IS NOT A REHEARSAL

Chair of the Board (Immediate Appointment)

Overview

The Chair leads the Board of Cabaret Fringe Association Inc and will be responsible for guiding the organisation through this period of transition. This is a hands-on, volunteer leadership role that requires time, commitment, and confidence. The Chair works closely with the Festival Producer (if one is appointed), Board members, and stakeholders to ensure effective governance, strategic planning, and advocacy for the Cabaret Fringe Festival.

Key Responsibilities

- Leadership and Governance: Lead board meetings (1 per month on average), ensure good governance practices, set agendas, and keep the board focused on strategic priorities.
- Advocacy and Representation: Be the public face of CabFringe; attend events, engage with artists, funders, and community stakeholders; represent the festival to media, government, and partners.
- Strategy and Transition: Guide the organisation through its current uncertain stage, exploring opportunities, mitigating risks, and supporting succession planning.
- Support and Oversight: Provide support to the Treasurer and other board members, as well as the Producer, and ensure reporting and compliance obligations are met.
- Networking and Fundraising: Build connections that can strengthen CabFringe's profile and sustainability.

What We're Looking For

- Passion for the arts and community.
- Board or leadership experience, preferably with governance knowledge and/or a legal background.
- Time and availability to attend meetings, events, and represent the organisation.
- Confidence and willingness to be an advocate.
- Ability to think strategically and remain calm in uncertain circumstances.

Time Commitment and Term

- Meetings are typically monthly and usually virtual, with an in-person meeting every few months.
- Board members are expected to attend key festival events and support activities as needed.
- Terms are generally open, with succession planning underway.

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Treasurer of the Board (Immediate Appointment)

Overview

The Treasurer is responsible for overseeing the financial health of Cabaret Fringe Association Inc. This role is critical as we navigate limited resources and a changing funding landscape. The Treasurer ensures financial transparency and compliance, and supports the board in making sound financial decisions. In this small organisation the Treasurer has been responsible for budgeting, finance-related areas of grant acquittals, cash-flow management, payment processing, payroll, and weekly bookkeeping using Xero accounting software.

Key Responsibilities

- **Financial Oversight:** Monitor and report on the Association's finances; ensure accounts, budgets, and reports are accurate and accessible to the board. Work with the appointed auditor to complete financial statements each year.
- **Compliance:** Ensure the Association meets all reporting and regulatory obligations, including to the ACNC and other bodies as required.
- **Advice and Guidance:** Provide financial insights to support strategic decisions, especially during this transition stage.
- **Collaboration:** Depending on funding available, and the personal skills of the Treasurer and Producer, there may be an option to engage and collaborate with any bookkeepers, accountants, or finance volunteers (if available).

What We're Looking For

- Financial or accounting background (CPA/CA desirable but not essential).
- Understanding of nonprofit or small-organisation finances.
- Governance or board experience (preferred).
- Passion for the arts and willingness to volunteer time and skills.
- Ability to communicate financial information clearly to non-financial audiences.

Time Commitment and Term

- Meetings are typically monthly and usually virtual, with an in-person meeting every few months.
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General Board Member (Immediate Appointment)

Overview

General board members are the backbone of the Association's governance. They bring networks, energy, and expertise to guide the festival. This is a volunteer role for those passionate about supporting the arts at a grassroots level. Although not an essential part of the role, Board members are encouraged to contribute additional time and energy to smaller operational tasks of the festival, as guided by the Producer, when necessary.

Key Responsibilities

- Participation: Attend board meetings (usually monthly or as scheduled), contribute to discussions and decisions, and take on specific tasks as needed.
- Advocacy: Support and promote the Association in the community; attend events, meet artists, and be an active presence.
- Governance: Understand and uphold the Association's constitution, values, and legal obligations.
- Support: Assist with fundraising, networking, and strategy development as required.

What We're Looking For

- Passion and enthusiasm for the arts.
- Willingness to give time and energy to a volunteer board.
- Useful skills in one or more areas (governance, law, finance, marketing, fundraising, events, or community engagement).
- Desire to be part of a small, collaborative team shaping the festival's future.

Time Commitment and Term

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