



SEEKING COMMITTEE MEMBERS FOR BELGRAVE SURVIVAL DAY

The Story

Belgrave Survival Day was first held on January 26th 2008. The event was started by a small group of local hills residents. It was held out the back of the Cameo Cinema. The only Indigenous act in the first year was a dance troupe from Healesville.

The event moved in 2011 to its current location at Borthwick Park Reserve in Belgrave.

BSD has become a prominent annual fixture of the Dandenong Ranges community, where it regularly attracts 2000-3000 attendees, featuring several entertainment acts, with stalls featuring vendors (food, drink, books, merchandise, information, community groups and Indigenous sector organizations).

Mission Statement

Belgrave Survival Day's mission is to increase understanding of, and respect for, Aboriginal and Torres Strait Islander cultures. The event is a living and breathing example of how the first peoples of this nation can be honoured and respected within a wider context of mutual respect and inclusivity.

The event is proud to provide a space to showcase traditional and contemporary Aboriginal culture, embracing cultural diversity and inclusivity and fostering goodwill by promoting positive role models of and from indigenous culture.

Belgrave Survival helps facilitate trust and openness from indigenous peoples towards non-indigenous members.

COMMITTEE ROLES AND RESPONSIBILITIES

We are looking for committed, passionate people to become committee members from July 1st 2018. All roles are in a volunteer capacity. A few of the roles are filled by current committee members but flexible - if you are interested in one specific role (or would be keen to do one of a number of roles), then let us know!

Ideally committee should be comprised of at least 7 active members – each of whom take on an area of responsibility. Certain roles will be shared as required.

The roles and basic responsibilities are as follows:

Chairperson

Role appropriate for 1 person

- Facilitate meetings
- Write and sending out agendas pre-meeting
- Diplomatically manage committee and help in deliberation so effective decision making can occur
- Assist in ensuring all documents and plans are up to date
- Be a bank signatory on the BSD Bendigo Bank Account

Treasurer

Role appropriate for 1 person

- Prepare & update draft budgets
- Track invoices and receipts - all incomings and outgoings
- Be a signatory on the BSD Bendigo Bank Account
- Prepare budget for any acquittals or reporting
- Work in collaboration with relevant committee members to resource and secure ongoing funds/sponsorship for the event

Secretary

Role appropriate for 1 person.

- Taking minutes at meetings
- Being a bank signatory
- Monitoring email account & forwarding relevant emails
- Work collaboratively to resource and secure sponsorship

Acts coordinator

Role appropriate for 1-2 people.

- Researching and booking all acts including musicians, dancers, speakers etc.
- Managing contracts and invoices from acts
- Scheduling
- Artist Liaison
- Stage assisting/managing on the day (including greeting acts and overseeing green room)

Volunteer Coordinator

Role appropriate for 1 person.

- Advertising for volunteers
- Liaising with volunteers
- Scheduling & putting together a roster for all volunteer roles
- Run volunteer information session prior, and induct them all on the day
- Ensure all volunteers have their meal and drink vouchers

Marketing & Publicity Coordinator

Role appropriate for 1-2 people

- Maintain marketing & publicity contacts list
- Manage online presence of event
- Write media releases and send
- Research and contact publicity outlets i.e. radio stations, newspapers, event listings, etc
- Coordinate all promotional activities

Logistics/Operations Coordinators

Role appropriate for 2-3 people

Obtain quotes and make bookings in relation to logistical/operational requirements including:

- Marquees
- Tables & Chairs
- Toilets
- Waste Management
- Generator/s
- Electrical Equipment
- Sound Equipment
- Staging
- Parking & Traffic
- Venue & Facilities
- First Aid
- Permits & Notifications
- Site Safety Management
- Market and food stalls
- Merchandise

How you will benefit

- Hands-on experience at a local cultural event
- Contributing to the ongoing work of reconciliation
- Supported working in a professional creative environment, while knowing your work contributes to the delivery of a high-quality cultural event
- Build relationships and networks in the local community
- Develop/strengthen skills in an array of areas relevant to community and cultural development and event management
- Opportunity to contribute *your* experience, knowledge, ideas and dreams to help develop Belgrave Survival Day into the future

Your responsibilities

- Bi-monthly meetings FEB - JUNE (4.5hrs total)
 - Monthly meetings JUNE - NOV (12 hours total)
 - Fortnightly meetings DEC (related to your position) (4 hours)
 - Weekly meetings including on-site meetings JAN (related to your position) (8 hours)
- = 28.5hrs total**

Attendance at the committee meetings is related to the workload/timing involved in each position. As such we welcome contributions to the meetings via Skype/online reporting or other suggested formats if required. For shared roles, attendance can also be shared at the meetings as there will be sub-committee meetings organized as required.

Meetings are conducted at **Burrinja Cultural Centre, 351 Glenfern Rd, Upwey VIC 3158.**

Meetings commence at 6.30pm and conclude no later than 8pm, and are usually held on Monday evenings.

November - January The timing of the workload varies depending on what area you are focusing on, but in total you may be required to contribute 5-8 hours of work a month relevant to your role. The workload generally intensifies between November & January, but we are aware that this can also be one of your busiest times of year so we will be working in collaboration with you to ensure

it is viable for both you and Belgrave Survival Day.

“A great way to celebrate Australia Day. All the Indigenous bands, dancers, guest speakers have such great talent and passion through what they do. The smoking ceremony was very special you could feel the serenity and spirituality through breathing in the natural scent. Hope the event continues on in the future, to inspire and educate generations to come. Everyone there was equal and could be themselves. Indigenous culture is sacred and has to be kept alive!” Tom - Survival Day Attendee 2018

“Such a beautiful and fun day. The feeling and environment is just lovely. Incredible talent and so much great work being done and people passionate to share their knowledge and experience. Definitely recommend to everyone.” Abi - Survival Day Attendee 2018

If you are interested in being a committee member, please send us through an email answering the following questions (along with your basic contact information):

- What role/s are you interested in and why?
- Have you attended the event in previous years?
- What do you hope to get out of working with Belgrave Survival Day?

SEND EMAILS TO: survivalday@gmail.com

For more information see our Facebook page: <https://www.facebook.com/belgravesurvivalday/>

We look forward to hearing from you!

Belgrave Survival Day Committee



Mullum Mullum
Indigenous Gathering Place



We respectfully acknowledge the traditional custodians of the lands and waters of Victoria.