



## RESPONSIBILITIES AND DUTIES OF OFFICE BEARERS 2022-2023

Section 18 of the Constitution states that the NQWC's management committee 'consists of a president, treasurer, and any other members the association members elect at a general meeting'. Section 21 allows the Committee to appoint a member if there is a casual vacancy on the Committee.

Section 15 requires us to also elect/appoint a Secretary.

### RESPONSIBILITIES AND DUTIES OF ALL MEMBERS OF THE MANAGEMENT COMMITTEE

The Management Committee is responsible for the general control and management of the administration of the affairs, property and funds of NQWC. As NQWC is both incorporated under the *Associations Incorporation Act 1981*(Qld) and registered as a charity under the Australian Charities and Not-for Profit Commission, **ALL** members of the Committee must abide by the governance standards set by the Act and by the ACNC. These include the following duties:

- to act honestly and fairly in the best interests of the charity and for its charitable purposes;
- to act with reasonable care and diligence;
- to disclose conflicts of interest;
- to ensure that the financial affairs of the charity are managed responsibly;
- not to misuse their position or information they gain as a Committee member;
- not to make false or misleading statements to the association's members;
- not to allow the charity to operate while it is insolvent.

In practice, this means that **ALL** Committee members should do the following:

- work cooperatively and respectfully with other members of the Committee;
- participate meaningfully in the Committee's decision-making processes, at meetings and/or by email or other communication platforms used by the Committee;
- make a genuine attempt to attend all Committee meetings and send apologies if unable to attend;
- carefully read documents such as agendas, minutes, financial reports, draft policies, proposals, etc and ask for clarification if needed in order to be able to contribute to discussions and allow the Committee to make informed decisions;
- provide the Committee with regular updates of their activities;
- disclose any potential or actual conflict of interest (such as if a proposed action will financially benefit them) as soon as the conflict is identified;
- disclose to the Committee any matter that has the potential to cause material negative impact on NQWC's reputation, finances, integrity or legal obligations.

Committee members must meet the ACNC standards of suitability and therefore should advise the President or the Secretary if they become disqualified from managing a corporation or from being a responsible person (eg because of undischarged bankruptcy, or conviction for serious offences).

The Management Committee consists of the following positions:



#### **PRESIDENT\***

- Leads and oversees NQWC's operations and ensures that they comply with its Constitution, the relevant laws, policies and codes of practice;
- Chairs the Management Committee meetings and general meetings;
- In conjunction with the Secretary, prepares meeting agendas and minutes and ensures that the motions carried at the meetings are acted upon;
- Ensures Management Committee members fulfil their duties and responsibilities as per their position descriptions;
- In conjunction with the Treasurer, ensures the organisation uses its funds in a responsible manner;
- Works closely with the Vice-President to ensure smooth transition if needed;
- Represents the organisation at official engagements.

#### **VICE-PRESIDENT\***

- Chairs meetings in the absence of the President, and informs the President of the events of that meeting;
- Represents the organisation at official engagements in the absence of the President;
- Assists the President as required;
- Undertakes special projects consistent with NQWC's mission.

#### **SECRETARY\***

- Prepares committee and general meeting agendas and minutes in conjunction with the President and distributes to members;
- Ensures meetings are effectively organised and minuted;
- In conjunction with the President, ensures that the motions carried at the meetings are acted upon;
- Keeps records of agendas, minutes, reports and all inward and outward correspondence as recorded in meeting minutes;
- Acts as custodian of the organisation's governing documents;
- Keeps records of the organisation's activities;
- Keeps on file the original copies of all literature produced by NQWC;
- In conjunction with the President, coordinates the preparation of the annual report;
- Submits reports as required under state and Commonwealth laws;
- Ensures that correspondence is approved according to proper process prior to being sent;
- Ensures elections are in line with stipulated procedures and assists chairperson in counting votes by show of hands or by secret ballot as applicable;
- Ensures all branded materials are consistent and are reviewed annually;
- Maintains the Conflict of Interests Register;
- Maintains the register of members;
- Assists individual members who have difficulties with their membership account and send reminders for lapsed membership if necessary;
- Maintains records of members' individual or group rehabilitation permits and advises members and co-ordinators when permits are due to expire;
- Prepares monthly reports for the Management Committee;
- Circulates information to members by email as necessary;
- If required, advises DES of persons listed on the Group Permit.

#### **TREASURER\***

- Maintains the organisation's books and accounts using the current accounting software;
- Ensures that all monies are banked as soon as possible after receipt;
- Ensures that all donations are recorded appropriately and deposited into the Trust account;
- Ensures that receipts are issued for each tax-deductible donation;
- Prepares and submits a report for the Management Committee's monthly meetings, including Profit and Loss, a Balance Sheet and comments on current income and expenditure;
- Ensures that all expenditure is approved or ratified by the Management Committee;
- Arranges for a qualified auditor to prepare a financial report after the end of the financial year and presents this report at the Annual General Meeting;
- Passes on asset purchase information to the manager of the asset register.



- Manages the bookings for the hire of the Centre;
- Manages the food and other subsidies.

*\*NB – If approved by the Committee, the President, Vice-President, Secretary and Treasurer constitute the Executive Sub-committee.*

## **SPECIES COORDINATORS**

### **Species Coordinators are responsible for:**

- overseeing and coordinating the rescue, collection, care and release of relevant animals by their species team;
- ensuring that rescue, collection, care and release practices for their species are undertaken according to best practice and high animal welfare standards;
- distributing animals to carers according to ability, experience and capacity;
- introducing their species to potential carers at *Introduction to Wildlife* training;
- preparing/updating and delivering species-specific training to new and existing carers (Note that any training material prepared as part of NQWC training remains the property of NQWC and should be made available to NQWC to use freely or archive. NQWC training material may not be used elsewhere without prior written consent);
- mentoring and guiding new and existing carers and ensuring they achieve competencies relevant to their species;
- monitoring the availability, adequacy and use of food, equipment and housing for relevant species;
- overseeing carers' recordkeeping on WildMan and ensuring records are up to date and accurate;
- nominating and training volunteers to take calls from the wildlife phone system;
- maintaining training and caring experience records for individual carers on Wildman;
- maintaining a list of new and existing carers;
- providing the Secretary with details of new carers to be added to the Group Permit as well as records of training attendance and competency;
- where appropriate, providing a reference to carers with more than 2 years' experience to enable them to apply for their own rehabilitation permit;
- where appropriate, delegating some of the above tasks to members of the team, to promote skills development.

### **Multiple coordinators**

- For species groups with large number of animals, the Species Coordinator on the Management Committee may nominate one or more non-committee coordinators for appointment by the Management Committee;
- All coordinators for that species group are responsible collectively for the above functions and must be willing to work cooperatively as a team;
- The Species Coordinator on the Management Committee is responsible for reporting and providing information as required by the Committee (eg. monthly reports).

### **Criteria for election or appointment**

Unless agreed otherwise by the Management Committee, a species coordinator must:

- have at least 3 years' experience in caring for the relevant species
- have demonstrated critical care experience with their species from pinkie/pup to adult
- hold an Individual Rehabilitation Permit from the Department of Environment and Science
- have good team-leading skills
- be motivated to undertake further training in order to continually improve standards of care.

### **2022-2023 Coordinators on the Committee**

- Birds - Echidnas - Flying foxes - Macropods - Microbats - Possums/small mammals

*NB – Whilst there can be several coordinators for the same species, only 1 coordinator per species group is elected on the Management Committee.*



### **TRAINING OFFICER**

- Coordinates training activities for NQWC members and members of the public;
- Sets dates for training sessions in collaboration with relevant coordinators;
- Coordinates the Introduction to Wildlife Care Workshops, including updating slides and handouts, arranging speakers and catering, setting up, and chairing;
- Notifies the Social Media/Public Relations/Newsletter Editor of training events for promotion;
- Maintains an up to date register of training attendees and circulates to Co-ordinators as needed;
- Identifies the need for further training;
- Work with species coordinators to record and maintain competency standards for all species.

### **24 HOUR PHONE & RESCUE CO-ORDINATOR**

- Oversees the functioning of the phone system;
- Organise the phone roster;
- Maintains a register of members and volunteers who are able to rescue animals;
- Updates the phone manual regularly and circulates to phone volunteers;
- Coordinates rescue and phone training;
- In cooperation with the Resources Officer, identifies required rescue equipment.

### **FUNDRAISING OFFICER**

- Develops a yearly fundraising action plan;
- Identifies fundraising opportunities and coordinates fundraising events;
- Completes and submits grant applications in conjunction with the Treasurer and provides grant acquittal information to Treasurer;
- In conjunction with the Treasurer, keeps records relating to fundraising monies;

### **WEBMASTER**

- Maintains and updates NQWC's website, and ensures SEO is in place and site is backed up on a regular basis;
- Manages nqwildlife domain email addresses;
- Ensures the domain name [www.nqwildlife.org.au](http://www.nqwildlife.org.au) is maintained and not allowed to lapse;
- Ensures the Web Server/hosting is maintained and functioning well and not allowed to lapse;
- Assists committee members, especially regarding nqwildlife email, management of membership lists and Teams functionality;
- Assists members with IT enquiries (website access, logins and other enquiries);
- Needs backend knowledge of WordPress, server and 365 admin portal Azure as well as design and IT tech skills.

### **SOCIAL MEDIA OFFICER**

- Coordinates NQWC's presence on social media;
- Prepares and design content;
- Supervises the social media team;
- Coordinates media statements and ensures they are approved by two management committee members prior to release;
- Invites interviews of self or other members of NQWC;
- Maintains a list of media contacts;

### **SHOP MANAGER**

- Oversees the management of NQWC's shop;
- Orders supplies as needed and ensures the shop is appropriately stocked;
- Fills online orders;
- Prepares regular reports of shop sales;
- Prepares and circulates a roster of available volunteers;
- Ensures all volunteers have access to the Centre for their shift;
- Trains new volunteers.



**OTHER POSITIONS (NOT ON THE MANAGEMENT COMMITTEE – i.e. NOT ELECTED BUT APPOINTED BY THE COMMITTEE AFTER THE AGM)**

**EVENTS OFFICER**

- Organises stalls at events such as Eco Fiesta, Pet Expo, Strand Markets, Cotters Markets, Bunnings, etc.
- Recruits and rosters members to help on the stalls;
- Organises and handles storage of display materials.

**PUBLICATIONS OFFICER**

- Produces the newsletter;
- Liaises with the Membership Secretary or Webmaster as appropriate for circulating to members.

**RESOURCES OFFICER**

- Maintains a database of NQWC resources;
- Maintains the key register;
- Ensures all large resources are tagged for record keeping purposes;
- In conjunction with the Treasurer, ensures where necessary that members pay a deposit for large resources that go out to their property;
- Researches costs and types of resources for replenishment as and when required;
- Reports to the Management Committee requirements for additional resources when required.

**EDUCATION OFFICER**

- Liaise with schools about visits, fairs and other activities
- Educates kids about wildlife care and promotes wildlife friendly behaviour
- Prepares or collect material as needed

**CENTRE PROVIDOR**

- Ensures adequate supplies are purchased and stored at the Centre including beverages, cold drinks, cleaning and bathroom materials;
- Coordinates cleaning roster of the premises;
- Maintains a schedule of mandatory/recommended servicing of equipment such as air conditioners and fire extinguishers and advises the Management Committee of upcoming servicing requirements;
- Ensures fridges and freezers are cleaned out regularly for expiring/expired products;
- Organises the recycling of drink containers via Containers for Change;
- Advises the Management Committee of any maintenance or specific issues requiring attention at the Centre.

**WILDMAN OFFICER**

- Oversees the use of Wildman by Coordinators and ordinary members;
- Runs training programs for new and existing members;
- Liaises with Longgrass owner and Webmaster to update WildMan when necessary;
- Produces regular reports.

**RESTRICTED MEDICINES COMPLIANCE OFFICER**

- Liaises with the Health Department to ensure compliance with the legislation;
- Liaises with veterinarians regarding ordering and dispensing of drugs;
- Coordinates permit applications from approved members.