Friends of Maatsuyker Island, Wildcare Inc. (FOMI) Committee

Terms of Reference

Background and Role

The Friends of Maatsuyker Island, Wildcare Inc. (FOMI) was formed in 2003. This volunteer group aims to contribute to the conservation, protection and promotion of Maatsuyker Island’s natural and cultural values. The actions of FOMI are guided and directed by the FOMI Strategic Plan.

FOMI Committee Membership

These Terms of Reference are in line with Wildcare Inc.’s Constitution and Wildcare Group Operating Guidelines. However, for logistical reasons due to FOMI projects spanning the summer field season, FOMI reporting is based on the standard Australian financial year rather than the calendar year. The Committee is elected at an Annual General Meeting (AGM) which is usually held in September or October. The AGM is open to all Wildcare members and any other invited guests. The Committee will aim to have a membership size of 14 or less. From this membership of 14 or less, an ‘Executive’ comprising President, Vice-President (one or two), Secretary and Treasurer are also elected. Only current financial FOMI (Wildcare Inc.) members can nominate or be nominated for membership on the Committee. Nomination is via a paper nomination process that will be promoted and advertised before each AGM with all paper nominations required to be submitted prior to the AGM. An independent Returning Officer (e.g. a Wildcare Inc. Board of Management director) will oversee the election process including a vote if required (i.e. if nominations exceed the number of available positions).

The Committee aims to have a succession plan to ensure that the running of the Committee remains consistent and that new people have the opportunity to participate in key roles within the Committee. The Committee aims to recruit at least one new volunteer member at each AGM. The Committee plans to prepare potential successor volunteers to take on the Executive position roles with the aim of each position changing every 3-5 years. Any Wildcare Inc. member interested in joining the Committee is encouraged to contact the Committee to find out about attending Committee meetings during the year as a means of familiarisation prior to any intended nomination at the AGM.

The role of the President is to provide leadership and accountability in terms of Strategic Plan review and delivery. The President is usually the Chair of meetings. The President is responsible for keeping implementation of actions on schedule.

The Vice-President(s) is responsible for assisting the President and/or Secretary in their roles and for filling in as proxy for either of these positions as needed.

In communication with the President, the Secretary is responsible for the logistics of meetings and managing communications among members. The Secretary is responsible for preparing and circulating draft minutes from each meeting. Minutes of meetings are kept and circulated to Committee members and, when finalised, distributed to relevant PWS staff. Finalised minutes are not public documents.

The Treasurer is responsible for the financial workings of FOMI and is responsible for presenting an up-to-date financial report at each Committee meeting.

The Committee may elect other positions relating to sub-committees or working groups, as the Committee deems appropriate.

The Executive may hold discussions out of session to facilitate progress on planning and implementing actions. The Executive will communicate all key points from out of session discussions to the full Committee for their information and/or decision-making.

Meetings

The Committee aims to meet at least four times a year to progress actions based on the Strategic Plan. The Committee makes decisions by ‘simple majority’. A quorum for Committee meetings is 50% or more of Committee membership including at least two Executive positions and including the President or proxy for the President (as appointed by the President).

Elected Committee members are expected to attend all Committee meetings and to contribute to the functioning of the Committee in implementing actions. If unable to attend, Committee members should notify the President or Secretary prior to the meeting to put in their apology for the meeting. If a Committee member is absent without an apology for two or more consecutive meetings, they will be required to step down from the Committee.

Committee members agree to be guided by the Terms of Reference and to work respectfully and collaboratively towards achieving Strategic Plan outcomes in a team spirit.