



## Board Member Role Description

### About Wildcare

Wildcare Tasmania supports the care and conservation of Tasmania's wild places, wildlife and cultural heritage. Wildcare punches above its weight, powered by a team of passionate volunteers and donors and a small number of paid staff. Wildcare has grown steadily since the organisation formed over 20 years ago. It now has around 7,000 members and close to 70 active branches all around Tasmania. Donors are from all walks of life, including outside of Tasmania.

One of the primary objectives of Wildcare is to assist the Parks and Wildlife Service and other conservation and land managers to undertake activities necessary to conserve natural heritage on and off reserve in Tasmania and to assist with the management of reserves. The work undertaken by volunteers ranges from whale rescue to track management, bird counting to building restoration, weed removal to injured wildlife care.

Wildcare is a financially self-sufficient not-for-profit organisation charging an annual membership fee of \$25. Wildcare has a tax-deductible donation Gift Fund supporting reserve management and nature conservation activities and projects. Designated donation categories allow donors to target their gift to specific purposes such as conservation of coastal areas, wild walking tracks and the World Heritage wilderness. Projects enabled through the Gift Fund include upgrading the Frenchmans Cap walking track and eradication of feral cats from Tasman Island. Wildcare volunteer groups attract significant additional funding for reserve management projects through fundraising and external grants.

All year programs include the Tamar Island Wetlands Centre, wildlife care and rehabilitation, remote island caretakers, Adopt-A-Track caretakers. Seasonal programs include Orange-Bellied Parrot monitoring, Cradle Mountain volunteer visitor surveys, Lillico Beach penguin tours and wilderness beach clean-ups and scientific rubbish reporting.

#### **Key 2019 Wildcare events:**

**Friday 1 March - Sunday 3 March** - Official 20 year celebrations at Freycinet National Park. This is a Wildcare member focussed event with an exciting program of events occurring throughout the weekend.

**Friday 12 April** – Stakeholder thank you event at Government House. This event will be a thank you to key stakeholders who have contributed to the success of Wildcare and natural conservation in Tasmania. Invitees will be Tasmanian Government partners, significant donors and significant volunteer contributors.

## PRIMARY FOCUS AND ROLE

### Primary focus

The primary focus of the Wildcare Board is ensuring the ongoing achievement of Wildcare's goals of 'caring for wild places, wildlife and cultural heritage'.

### Role

The Wildcare Board:

- ensures that the objectives of Wildcare, as set out in the [Wildcare Constitution](#), are pursued
- provides contemporary governance, leadership and risk management of Wildcare
- ensures compliance with relevant industry bodies including, but not limited to, the following;
  - Australian Charities and not-for-profits Commission,
  - Australian Tax Office,
  - Register of Environmental Organisations
  - Consumer Affairs and Fair-Trading Tasmania
  - Workplace Health and Safety Act.
- ensures that Wildcare operates honestly and transparently and in accordance with all relevant laws
- sets Wildcare's strategic goals, performance measures and annual budget
- monitors the performance of the Wildcare CEO and oversees organisational performance measures and expenses against budget
- oversees the establishment of partnerships, securing of funding, and other resources to support Wildcare's work
- represents Wildcare's ethos in the community, being known by actions rather than lobbying
- leads a positive, respectful and productive culture in accordance with Wildcare's Code of Conduct expectations
- ensures that activities of Wildcare branches are compatible with Wildcare objectives and that branches are operating effectively with organisational partners
- ensures that relationships with donors are well managed
- ensures the Wildcare Gift Fund Committee is collecting and disbursing funds in accordance with the objectives for which it was established, and in accordance with tax law, Environmental Organisation and Deductible Gift Recipient requirements
- ensures that Wildcare Gift Fund moneys are invested appropriately and
- is responsible for appointment of Gift Fund Committee membership.

Recommended reading: [AICD Role of the Board](#)

## SKILLS AND CONDUCT

### Board skills and qualifications

People who have any of the following skills are encouraged to apply:

- Corporate governance, including finance, risk management and strategic planning
- Growing revenue and fundraising
- Strategic partnership development
- Community engagement
- Wilderness care and volunteer management
- Commercial business management

Current Board members are eligible to apply for reappointment.

Past relevant Board experience is considered valuable but passionate and suitably skilled and qualified candidates without past Board experience are still encouraged to apply.

Company Directors qualifications or commitment to completing these in 2019 is considered highly desirable.

### Conduct

Members of the Wildcare Board have legal and common law duties including the following:

- to act in good faith in the best interests of the objectives of Wildcare
- to not exercise powers provided by their position on the Wildcare Board for any purpose other than for the objectives of Wildcare;
- to act and make decisions with care and diligence:
- not to use their position or information gained for a personal advantage or for the advantage of someone else, or in a way which causes detriment to Wildcare.

Wildcare supports the ACNC [Governance for Good Guidelines](#).

Wildcare has a [Code of Conduct](#) which Board members are expected to comply with.

## WHAT LEVEL OF COMMITMENT IS NEEDED?

### Meetings and communications

The Wildcare Board currently has 4 ordinary meetings scheduled for 2019. At the time of writing, 2 meetings are scheduled in Hobart, 1 in Launceston and 1 in Ulverstone. Generally Board meetings are in the order of 5-6 hours duration, including lunch.

A Special General Meeting is anticipated to be held at Freycinet National Park on 3 March seeking approval of changes to the Constitution. This coincides with Wildcare's official 20 year celebration event.

The Annual General Meeting is scheduled for 23 March at the Lobster Ponds at Flowerdale.

Additional involvement on Board Committees is optional.

There will be communications between meetings through email and monthly financial reporting.

#### **Additional commitments for Wildcare Board Chair:**

The Wildcare Board Chair is desirably able to commit a minimum of a day per week to allow for regular collaboration in person and through electronic means with the CEO, communications as required with other Board members and maintaining a visible community presence, attending key Wildcare branch activities and meeting with stakeholders.

### What to expect

Wildcare Board members are generally passionate people with diverse skills who are committed to the not-for-profit ethos and natural environment sector. Candidates are expected to have a similar interest in the sector.

Wildcare Board members and volunteers report a very high degree of personal reward from being involved in a meaningful cause, contributing to visible results for Tasmania and feeling fellowship within the Wildcare 'team'.

### Remuneration

This is a voluntary role. Reasonable travel expenses will be reimbursed in accordance with the Wildcare policy.

#### **Further information:**

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