



## Board Member Role Description

### About Wildcare

Wildcare Tasmania cares for Tasmania's wild places, wildlife and cultural heritage, through supporting volunteer groups and managing donations from the public. Wildcare punches above its weight, powered by passionate volunteers and donors and a small number of paid staff. It has around 5,000 members and close to 80 active branches all around Tasmania. Donors are from all corners of the earth and walks of life.

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 nature conservation activities and projects. Designated donation categories allow donors to target their gift to specific purposes such as the 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 eradicating feral cats from Tasman Island. Wildcare volunteer groups attract significant additional funding through fundraising and external grants.

### What's On

Some key volunteering opportunities are in our ['What's On'](#) flyer. The [Wildcare calendar](#) provides details of many more upcoming volunteering events.

### 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 and

○ 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 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.

## SKILLS AND CONDUCT

### Board skills and qualifications

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

- Corporate governance
- Growing revenue and fundraising
- Strategic partnership development
- Community engagement
- Environmental volunteer management/experience

Current Board members are eligible to apply for reappointment.

Past Board experience is considered valuable but suitably skilled and qualified people without Board experience are still encouraged to apply.

Company Directors qualifications are desirable.

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

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

## 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 2020, with 2 meetings in Hobart and 2 in Launceston. Currently, Board meetings are on Fridays and are in the order of 5-6 hours duration, including lunch.

The Annual General Meeting is scheduled for 21 March in Hobart (venue to be confirmed).

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

### What to expect

Wildcare Board members and volunteers report a very high degree of satisfaction from being involved in a meaningful cause and contributing to visible results for Tasmania.

### Remuneration

This is a voluntary role. Reasonable travel expenses will be considered in accordance with Wildcare's policy.

#### Further information:

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