



## Board Member Role Description

### About Wildcare

Wildcare Tasmania cares for Tasmania's wild places, wildlife and cultural heritage, by supporting Wildcare's volunteer branches and managing donations to the Tasmanian Nature Conservation Fund. Wildcare punches above its weight, powered by passionate volunteers and donors and a small number of paid staff. It has around 2,500 members and over 60 active branches all around Tasmania. On the ground volunteering is organised by the Wildcare branches with support and training provided by Wildcare. Supporters are from all corners of the earth and walks of life.

Wildcare is a not-for-profit organisation charging a modest annual membership fee. Wildcare has a tax-deductible fund, the Tasmanian Nature Conservation Fund, which supports nature conservation activities and projects. Designated donation categories allow supporters to target their gift to specific purposes such as the conservation of coastal areas, wild walking tracks and the World Heritage wilderness. Individual Wildcare branches also attract significant additional funding through fundraising and external grants.

Wildcare is an Incorporated Association under Tasmania's Associations Incorporation Act (1964).

### PRIMARY FOCUS AND ROLE

#### Primary focus

The Board is responsible for the overall governance, strategic direction and performance of Wildcare, and for ensuring the ongoing achievement of our goals of 'caring for wild places, wildlife and cultural heritage'.

#### Role

The Wildcare Board is primarily a governing board with paid staff managing the operations of the organisation. In addition to the governance role of the board, directors may also contribute their time and expertise to supporting strategic projects for the organisation. This ensures that Wildcare can gain the maximum benefit from its limited financial resources.

Board members have the general responsibilities of a director which can be found in [Australian Institute of Company Directors Role of the Board](#). Additional responsibilities may include:

- Member engagement and communications;
- Fund raising and organisational partnerships;
- Appointment of Grants Assessment Committee members; and
- Assisting with governance documentation.

## SKILLS AND CONDUCT

### Board skills and qualifications

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

- Natural values conservation
- Strategy planning
- Risk management
- Financial and performance setting and monitoring
- Legal and/or corporate governance
- Marketing, public relations and communications
- 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 not necessary and all suitably skilled and experienced people are encouraged to apply.

Company Directors qualifications are desirable but not required.

Wildcare Board members are passionate about Wildcare's cause with diverse skills who are committed to the not-for-profit ethos and natural environment sector.

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 purpose and objectives of Wildcare
- to not exercise powers provided by their position on the Wildcare Board for any purpose other than for the purpose and 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](#).

In addition, Wildcare has a [Code of Conduct](#) which Board members are required to comply with.

## WHAT LEVEL OF COMMITMENT IS NEEDED?

### Meetings and communications

The Wildcare Board currently has 4 ordinary meetings per year. Video conferencing is available. Face to face attendance at least twice per year in Hobart and Launceston is preferred. Generally, meetings are in the order of 4 hours.

The Annual General Meeting is usually scheduled for mid-late March and is shared between Tasmania's three regions. Board members are expected to attend this meeting.

There will be communications between meetings through email, along with monthly performance and financial reporting. Board members may also contribute to key strategic initiatives, where agreed.

Out of session decisions are required from time to time. A commitment to attend volunteer events throughout the year is required.

Board members are expected to commit additional time to activities between meetings. This may include sub-committees, working groups, attending member meetings and community events.

### 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:

Sharon Smith, Wildcare CEO, [ceo@wildcaretas.org.au](mailto:ceo@wildcaretas.org.au), (03) 61654149