

Team member	Role	Contact for enquiries about	Contact details
Kim Willing	Volunteer Services Manager	<p>Volunteer management</p> <ul style="list-style-type: none"> <li>● Health and safety</li> <li>● Risk management</li> <li>● Code of Conduct</li> <li>● Privacy and confidentiality</li> <li>● Facilitating issues resolution</li> <li>● Insurance</li> </ul> <p>Group support</p> <ul style="list-style-type: none"> <li>● Leader's support and discussion forums</li> <li>● Program planning</li> <li>● Help with boosting volunteer numbers</li> <li>● Promoting upcoming events</li> <li>● Communicating your group's needs/stories</li> </ul> <p>Wildcare training and specialist services:</p> <ul style="list-style-type: none"> <li>● eg first-aid, brush-cutting, social media, fundraising</li> </ul> <p>Website usage enquiries</p> <p>Community discussion forums</p>	<p><a href="mailto:memberservices@wildcaretas.org.au">memberservices@wildcaretas.org.au</a></p> <p>Phone: 03 6165 4230 or 0437 343 382</p>

Linda Lever	Office administrator and bookkeeper	<p>Financial enquiries:</p> <ul style="list-style-type: none"> <li>● Invoices</li> <li>● Branch account balances</li> <li>● Receipt of external grant payments</li> <li>● Financial transactions</li> </ul> <p>Fundraising and event assistance</p> <ul style="list-style-type: none"> <li>● Online Wildcare shop products</li> <li>● Square tapnpay device loan</li> <li>● Loan of Wildcare event equipment (marquee, banners, brochures)</li> <li>● Enquiries about new fundraising ideas</li> </ul> <p>Asset register</p>	<p><a href="mailto:bookkeeper@wildcaretas.org.au">bookkeeper@wildcaretas.org.au</a></p> <p>Phone: 0486 034 067</p>
Jill Maxwell	CEO	<p>Organisational Partnerships</p> <p>Upcoming major projects and future funding needs</p> <p>Grant acquittals</p> <p>Media</p> <p>Donations/Bequests</p> <p>Other enquiries</p>	<p><a href="mailto:ceo@wildcaretas.org.au">ceo@wildcaretas.org.au</a></p> <p><a href="tel:0361654149">0361654149</a></p>
Alex Wise	Accountant (Contractor)	Specialised tax and accountancy enquiries	<p><a href="mailto:bookkeeper@wildcaretas.org.au">bookkeeper@wildcaretas.org.au</a></p> <p>0448 061 707</p>

Please note that all staff are part-time so if there is anything urgent and you haven't received a response through other channels, please contact [memberservices@wildcaretas.org.au](mailto:memberservices@wildcaretas.org.au)