

**CONSERVATION COUNCIL OF SOUTH AUSTRALIA
HONORARY SECRETARY**

Founded in 1971, the Conservation Council of South Australia Inc (CCSA) is the peak body for environment and conservation in this State. As a community-powered organisation we stand for South Australia's environment when it's under threat, help our member groups and other nature champions, and create and tell stories about ways for people and nature to live in balance. Together we are a force for nature.

Our Executive Committee is effectively the Board of the organisation and we are seeking to appoint three new members to increase our capacity and skills and to oversee the next phase of the delivery of our new strategic plan.

The Executive Committee member will join a group of ten individuals who meet eight times per year to discuss governance issues associated with the organization.

Qualifications/Skills

Applicants will ideally have been and have an interest in conservation, experience with community groups and a 'hands-on' approach.

Term

The Executive Committee member is currently elected, unopposed, by the Council on an annual basis at its AGM in November. Ideally, they would be committed to serve a minimum two-year term.

Requirements

- An interest in Conservation
- An ability to communicate information
- Computer and online literacy, specifically Microsoft 365 business
- Prepare for and participate in the discussions and deliberations of the Board
- To foster a positive working relationship with other Board members, and with the general staff
- Be aware of and abstain from any conflict of interest.

Major Duties

- Assures that an agenda has been prepared by the board president and/or CEO and that the agenda is distributed in advance of the meeting
- Oversees the distribution of background information for agenda items to be discussed
- Prepares the official minutes of the meeting and records motions, discussions, votes, and decisions
- Schedules and notifies Executive Committee members of upcoming meetings



- Following up actions with Executive Committee members between meetings
- Ensuring CCSA is meeting recordkeeping and reporting obligations
- Performing other ad hoc duties as the need arises
- Attendance at Board meetings and up to two planning days per year.
- Attendance at Annual General Meeting

Executive Committee membership is a voluntary role. Meetings are held every 6 weeks from 4:30 to 7:30 on Thursdays but these times can be flexible and decided by the group overall.

CCSA is an equal opportunity organisation. We celebrate diversity and are committed to creating an inclusive environment for all.

For more information about this rewarding position, phone Mark Anderson, President 0407 755 873

Please submit a CV and a covering letter by 30 September to President@conservationsa.org.au

Prospective Executive Committee members who best meet our requirements will be invited to speak to some of our existing members at the October meeting.