



# Conservation Council SA

## Conservation Council of SA Inc Executive Committee Overview

### Executive Committee Membership

The Executive Committee shall consist of the office bearers of President, two (2) Vice-Presidents, Treasurer, and Secretary, plus:

- a. Up to four (4) ordinary members elected at an AGM;
- b. Up to two (2) persons co-opted
- c. One representative of the Staff Association

### Executive Committee Responsibilities

The Executive Committee's role involves providing progressive, collective leadership and direction to the organisation. Specifically, Executive Committee is required under the CCSA Constitution to "manage the affairs of the Association".

In addition, the CCSA Constitution states that the Executive Committee shall be responsible for:

- Overseeing the development, updating and implementation of a Strategic Plan for the Association which has been approved by Council;
- The determination of the annual subscription payable by members; and
- The appointment of a Returning Officer to run elections at the Annual General Meeting.

More specifically, the Executive Committee

- Recruits, evaluates and guides the CE of the organization
- Provides strategic oversight and expertise
- Ensures compliance with established regulations
- Reviews financial statements, approves the budget and ensures that the

financial assets of the organization are safeguarded and used appropriately.

- Monitors the progress and achievement of the goals and objectives set forth in the Strategic plan.
- Advocates for the organisation and its objectives in the community.
- Helps acquire the resources needed to sustain the organisation (e.g. help with fund raising efforts, securing of grants, seeking donations of funds and/or identifying potential donors interested in supporting the Conservation Council mission and who have the resources to make significant donations).

**To achieve the above, Executive Committee members are required to:**

- Seek to attend all Executive Committee meetings (a minimum of 6 per year)
- Uphold the Constitution
- Participate in discussions and deliberations of the Executive Committee
- Be aware of their responsibilities under the relevant incorporating legislation and their responsibilities under common law
- Be aware of, declare and/or abstain from any conflict of interest
- Act in accordance with the Executive Committee’s Code of Conduct
- Keep informed of the Conservation Council’s programs and publicly support them, and
- Promote the organisation through community networking.

**All Executive Committee members come with differing experience, and collectively their skills aim to address:**

<b>Each Executive Committee member commits to contributing to:</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>environmental conservation</b></li> <li><input type="checkbox"/> <b>the best interests of the organisation and</b></li> <li><input type="checkbox"/> <b>policy setting</b></li> </ul>
<b>Collectively the Executive Committee needs to have:</b>
<input type="checkbox"/> <b>Financial skills</b> (understanding financial principles & practices, including reporting, budgeting and management)
<input type="checkbox"/> <b>Legal knowledge</b> (general & environmental)
<input type="checkbox"/> <b>Fundraising experience</b> (donor / grant relationships & fundraising activities)
<input type="checkbox"/> <b>Marketing skills</b> (positioning of the organization and its offerings/activities)

<input type="checkbox"/> <b>Public relations knowledge</b> (understanding how to communicate effectively internally and externally)
<input type="checkbox"/> <b>Generalist business skills</b> (Incl compliance and management)
<input type="checkbox"/> <b>NGO management</b> (understanding the workings & challenges of value / member based not-for-profit organisations)
<input type="checkbox"/> <b>Lobbying / Campaign skills</b> (understanding and experience in influencing decision makers)
<input type="checkbox"/> <b>Technology skills</b> (understanding the positioning of an organisation through technology)
<input type="checkbox"/> <b>Human Resource experience</b> (both strategic & management, including OH&S)
<input type="checkbox"/> <b>Organisational development skills</b> (strategic planning & organisational positioning experience)
<input type="checkbox"/> <b>Governance Experience / Training</b>
<input type="checkbox"/> <b>Community involvement knowledge base</b>
<input type="checkbox"/> Indigenous knowledge base
<input type="checkbox"/> Youth knowledge base
<input type="checkbox"/> Staff knowledge base
<input type="checkbox"/> Membership knowledge base

**Additional duties held by office bearers:**

**The President**

Constitutionally, the President also has the following additional responsibilities:

- Provide strategic leadership to the Association;
- Direct and receive reports from the Executive Officer;
- Set the agenda for meetings of Council and the Executive Committee subject to the provisions of this constitution and in consultation with the Executive Officer;
- Chair all meetings of Council and Executive Committee unless the meeting chooses another person to facilitate the meeting;
- Undertake any other duties that the Executive Committee may establish.

## **The Vice President(s) (x2)**

In addition to the commitments of an Executive Committee member, the Vice President(s) will:

- assume the duties of the President in their absence as approved by the Executive Committee.

## **The Secretary**

The Secretary has additional responsibilities that contribute to the governance of the Conservation Council. These include:

- Ensure that a register of members of the Association is kept and is up to date;
- Ensure that meetings of the Council and Executive Committee are called pursuant to the requirements of this constitution;
- Ensure that records are kept of all meetings of the Association;
- Ensure that a common seal is maintained in safe custody and used in accordance with the Act;
- Ensure that the books and records of the organisation are kept in safe custody and made available to members or others as required under this constitution or by law;
- Undertake any other duties as set out elsewhere in this constitution or that the Executive may establish.

## **The Treasurer**

The Treasurer has additional responsibilities that contribute to the governance of the Conservation Council. These responsibilities indicate that, where-ever possible, the Treasurer will have CPA or APA qualifications. Specific extra responsibilities include:

- Ensure that proper records are kept of all moneys received or expended by the Association and of matters pertaining to the finances of the Association;
- Ensure that there are proper delegations in place for the authorisation and expenditure of money on behalf of the Association, and advise the Executive Committee of any expenditure not properly authorised;
- In consultation with the relevant staff and officers of the Association, present an annual budget to the Executive Committee;
- Submit, or cause to be submitted, a financial statement at each meeting of the Executive Committee;

- Prepare a duly audited statement of accounts for each financial year and prepare annually a balance sheet for each financial year, setting out the assets and liabilities of the Association. Such accounts and balance sheet shall be submitted to the Annual General Meeting.
- Be responsible for fulfilling all requirements of the Act relating to the finances of the Association.

### **Executive Committee Commitments**

All positions after 2017 will be elected for two year terms. In 2017 following a change to the Constitution, some members were only elected for one year so that in future years there will be some continuing members. Elections for vacant positions are held at the AGM which is held around October/November each year. Members may stand for more than one term in consecutive years and there is currently no restriction on the number of years for which a position may be held. Positions are voluntary and unpaid.

Executive Committee members need to be able to commit to:

- Six meetings per year: Executive Committee meetings are held approximately every six weeks for approx. 3 hours. Additional preparation time may be up to 3 hours.
- Induction and planning sessions: Executive Committee Members are expected to attend an induction session upon being elected to the Committee and may also be involved in planning days (up to 2) or workshops that are approved during the year.
- Council meetings: Executive Committee Members are encouraged to attend General Meetings of the Council (held quarterly) and should attend the AGM (usually) in October/November.
- Other activities: During the course of the year Executive Committee members may also be asked to attend other functions, such as the Conservation Council Awards Event, sector liaison functions etc.

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