



## **Landcare Tasmania General Committee - Information Pack 2016**

### **What is Landcare Tasmania?**

Landcare Tasmania is the peak membership body that represents, strengthens, supports and grows Tasmania's community Landcare movement to improve the health of our natural and productive landscapes. Landcare Tasmania provides an independent, representative voice for around 200 community Landcare groups. Our members include Landcare, Bushcare, Wildcare and 'Friends of' groups and other groups whose aim is to improve the health of our natural and working landscapes.

Our mission is to:

- Promote community Landcare
- Connect people and organisations with an interest in Landcare
- Support landcarers with administration, information and funding
- Represent community Landcare as an advocacy body
- Establish and maintain a public fund to be called the Tasmanian Landcare Fund for the specific purpose of supporting the environmental objects/purposes of Landcare Tasmania

### **Governance and role of the committee**

Landcare Tasmania is an incorporated Not for Profit organisation registered under the *Associations Incorporations Act 1964 (Tasmania)*. The Annual General Meeting of members elects a General Committee which in turn elects four members to form the Executive Committee.

The General Committee provides information, guidance and advice to the Executive and is responsible for approving the strategic direction of the Association. The Executive Committee is authority to perform all activities for the proper management of the affairs of the Association and to achieve the strategic direction of the Association. Rules for the membership and management of the organisation are outlined within the Landcare Tasmania constitution which is available upon request or on our website - <http://www.landcaretas.org.au/constitution> .

## **Management of the affairs of organisation**

The affairs of Landcare Tasmania are managed by the Executive Committee consisting of the President, Vice President, Secretary and Treasurer with the Executive Officer attending in an ex officio capacity. The day to day management of the organisation is carried out by the Executive Officer and Landcare Tasmania staff. There are currently 3 staff members based in our office in Hobart and fourth in northern Tasmania. Other staff may be employed on a casual basis from time to time on specific projects.

Management of the organisation is as set out in the Landcare Tasmania constitution. The strategic direction and activities of the organisation are outlined in the Strategic Plan - [http://www.landcaretas.org.au/strategic\\_plan](http://www.landcaretas.org.au/strategic_plan) . It is subject to major review approximately every 5 years. Day to day management is specified in a range of policies and procedures.

## **Committee selection process**

The General Committee consists of a minimum of six members and a maximum of 13, with a maximum of three individual members. At least one member is required to be elected from each telephone region, i.e. 62..., 63... and 64... prefixes.

Nominations for election as members of the General Committee of the Association must be made in writing, signed by one care group member and accompanied by the written consent of the candidate. Nominations must be received by the Public Officer at least seven days prior to the Annual General Meeting.

A secret ballot to elect members of the General Committee is conducted at the Annual General Meeting each year. Each care group member present at the Annual General Meeting will have one vote in the ballot to elect General Committee members. Individuals are elected to the General Committee if they receive more than 50 per cent of the vote of care group members present and eligible to vote.

## **Selection Criteria**

Applicants must be an individual Landcare Tasmania member or a member of a community care group which is a current member of Landcare Tasmania and should have a broad understanding of Landcare and natural resource management in Tasmania. Nominees will be self-motivated and ideally have skills, knowledge or experience in one or more of the following areas: Landcare, sustainable agriculture, Coastcare, natural resource management, indigenous engagement, environmental education, weed control, revegetation, project planning or volunteering. Applicants with skills in finance, governance, fundraising, business development, facilitation or advocacy will be welcomed.

## **What Committee membership involves**

It is expected that Landcare Tasmania General Committee members commit to:

- Attendance and participation in meetings of the Committee. At least three meetings are required to be held each year but may be more. Meetings are face to face in locations across the state. These meetings are full day meetings and will involve travel.
- For Executive Committee members, at least six meetings are required to be held each year. Meetings are either by teleconference and/or face to face.
- Participation in ad hoc working groups and sub-committees.
- Participation in events, field days, forums and consultations organised by Landcare Tasmania.
- Undertake training to improve skills as necessary. Members elected to the General Committee are required to participate in a one day workshop on principles of governance. Consultation on suitable dates will be undertaken prior to a date being set.
- Be available to be contacted by members, especially those in your general area.

## **What are the responsibilities of General Committee members**

As a member of the Landcare Tasmania General Committee you are legally required at all times to act only in the best interests of Landcare Tasmania. To do otherwise is an offence.

Be properly prepared for meetings. Papers for the General Committee are circulated in advance by email. It is the responsibility of Committee members to read papers in advance and to ensure they are well informed for participation in decisions (e.g. by contacting other Committee members).

General Committee members are often asked to undertake specific tasks between meeting. Members should note any tasks agreed by them, and ensure they are carried out in a timely manner.

Members are encouraged to discuss agenda items for meetings with other members, and to be proactive in contributing agenda items for discussion and proposals for resolution. Landcare Tasmania has also recently introduced a greater emphasis on engagement with its members, with Committee members being given responsibility for some contact with members in their area.

General Committee members are also responsible for submitting apologies for any meeting they cannot attend. The position on the Committee of member who misses three consecutive meetings without leave will become vacant.

The Landcare Tasmania General Committee is not a management committee – its primary function is to determine the strategic direction of the organisation. It does, however, provide information, guidance and advice to the Executive Committee. Management of the affairs of Landcare Tasmania is the responsibility of the Executive and is delivered by the Executive Officer through instruction and/or delegation of authority. General Committee members should not interfere with day to day operations and have no authority to instruct staff.

General Committee members are also responsible for ensuring they do not, unless authorised in advance:

- Incur any expenditure on behalf of Landcare Tasmania that has not been specifically approved in advance by the Executive Officer.

- Make public statements on behalf of or in the name of Landcare Tasmania.
- Sign any documents on behalf of or in the name of Landcare Tasmania.
- Purport to be a representative of Landcare Tasmania in forums, committees, working groups or the like.

In the case of any doubt on the above matters General Committee members should contact the President or Executive Officer.

### **Term of Office**

The term of office for all members of the General Committee is one year until the next Annual General Meeting.

### **Nominations**

Nominations for election to the General Committee must be submitted on the prescribed form. Nominations may be:

- Emailed to: [support@landcaretas.org.au](mailto:support@landcaretas.org.au) with the subject title “Nomination for General Committee”
- Mailed to: Public Officer – Confidential, Landcare Tasmania, PO Box 4791 Bathurst Street, Hobart, TAS, 7000.
- Delivered to the Landcare Tasmania office: Level 2, 100 Elizabeth St, Hobart, TAS, 7000. Nominations should be in a sealed envelope clearly marked ‘Public Officer – Confidential’.

**Nominations received after 4:00 pm on Friday 2 September 2016 will not be considered.**

### **For more information**

Potential applicants are encouraged to visit the Landcare Tasmania web site, read the 2014-15 Annual Report ([http://www.landcaretas.org.au/annual\\_report](http://www.landcaretas.org.au/annual_report) ) and also talk to current committee members or the Executive Officer. Contact with other Landcare Tasmania staff is prohibited. You are also welcome and encouraged to contact the President of Landcare Tasmania for further information:

- Executive Officer – Rod Knight. Ph: (03) 6234 7117.  
Email: [support@landcaretas.org.au](mailto:support@landcaretas.org.au)
- President - Roger Tyshing. Ph: 0448 666 500. Email: [rtysHING@gmail.com](mailto:rtysHING@gmail.com)