**Landcare Tasmania – Appointment of Directors to Board**

**Skills assessment (v1.0)**

This document is for assessment of existing and potential members of the Landcare Tasmania Board against the agreed range of Preferred and Desirable skills for Board composition.

***Please enter your personal details here:***

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Current position:** |  |
| **Email contact:** |  |
| **Best phone contact:** |  |
| **Is your CV attached:** |  |

Please fill out the sections on following pages as described below.

|  |  |
| --- | --- |
| **Skill** | This is the skill area we are seeking. Please do not enter this column. |
| **Qualification / experience** | Please provide a summary of your qualifications and/or experience against the skill. Include as much detail as you consider appropriate. |
| **Skill level** | Please rank your skill level against the following scale:   * None * Basic – Has a basic understanding of the skill but limited practical experience. * Medium – Has functional knowledge and/or experience of skill area, either through limited experience or in either a professional or non-professional capacity. * High – Extensive qualifications and/or experience in this skill, including professional experience with direct responsibility or extensive experience in a non-professional capacity. |

**If you have questions or require further information please contact:**

**Rod Knight (Executive Officer) on (03) 6234 7117 or by email at** [**support@landcaretas.org.au**](mailto:support@landcaretas.org.au)

**Please return the completed form, and your CV, to: support@landcaretas.org.au**

***Preferred skills***

|  |  |  |
| --- | --- | --- |
| **Skill** | **Qualifications / Experience** | **Skill Level** |
| Knowledge and experience of community Landcare, particularly in Tasmania |  |  |
| Financial planning, management and accounting (CPA or equivalent) |  |  |
| Board and organisational governance |  |  |
| Workplace health and safety |  |  |
| Fundraising |  |  |
| Marketing promotions and communications |  |  |
| Risk management |  |  |
| Strategic planning |  |  |
| Experience in requirements and operation of Deductible Gift Recipient funds |  |  |
| Qualification as a Responsible Person for a DGR fund (Attachment 1) |  | Y / N |

***Desirable skills***

|  |  |  |
| --- | --- | --- |
| **Skill** | **Qualifications / Experience** | **Skill Level** |
| Board level experience in the Not-for-profit sector |  |  |
| Experience/qualification as company director |  |  |
| Legal qualifications and experience |  |  |

***Succession***

Under the Landcare Tasmania Constitution, additional Directors may also be co-opted in order to provide for future succession of the Board. You can nominate yourself as someone who is likely to form part of the Succession process by indicating a long-term commitment (in-principle) to engaging at the Board level. As a general guide, a commitment to participate for a period of 3 years is recommended. Directors being considered on the basis of Succession may not possess as wide a variety of skills, but need to be willing to work to develop these, particularly in areas where the Board skills matrix may less than desired.

Yes I would like to be considered for the Executive Committee as part of providing for Succession of its membership.

**ATTACHMENT 1**

**Requirements for qualification as a ‘Responsible Person’**

Landcare Tasmania is a registered Deductible Gift Recipient organisation operating the Tasmanian Landcare Fund (TLF). The TLF is listed on the Register of Environmental Organisations and subject to rules of both the Department of Environment and taxation legislation. These rules require that there be a Public Fund Management Committee responsible for management of the TLF, and that a majority of members of the Committee must be ‘Responsible Persons’ who meet any of the categories below.

*To qualify as a ‘responsible person’, the nominated member must satisfy one or more of the following categories.*

*Place a box*

**X** *in the categories as appropriate and provide detail where asked.*

🞎 person with honours (OBE, KCMG, OAM, AO etc).

🞎 clergy or church authority

🞎 trustee or board member of a non-for-profit school or college

🞎 justice of the peace

🞎 judge / magistrate / barrister / solicitor

🞎 public servant with more than five years service (currently employed, not retired)

🞎 doctor (medical practitioner, not PhD)

🞎 accountant 🞎 CPA, 🞎 ASA, 🞎 ICA, 🞎 NIA, 🞎 CA

🞎 person holding public or elected office:

Name of Office:

🞎 mayor

🞎 town clerk

🞎 councillor

🞎 member of parliament

🞎 director of public companies with responsibilities under the companies code

Title: Name of Company:

🞎 academic or teacher with more than five years experience (currently employed, not retired)

🞎 person who holds (or has held) a public position (e.g. member of the Australia Council)

🞎 past or present office holder of a community organisation other than the applicant organisation.

(e.g. President of Parents and Friends Association, Secretary of Lions, Treasurer of Rotary)

Title: Name of Organisation: