**Summary of NQCC Management Committee Roles**

North Queensland Conservation Council is the peak environmental non- government organisation for the North Queensland region including the Townsville, Burdekin, Charters Towers, Hinchinbrook, Palm Island, Cloncurry, McKinlay, Mt Isa and Richmond Shires.

NQCC promotes the values of the natural environment of North Queensland, working towards protection and rehabilitation of the environment through advocacy and education. NQCC works to ensure that resource use in the region occurs in an ecologically sustainable manner and respects species, habitat and integrity of ecosystems. NQCC collaborates and where possible assists organisations and individuals working towards environmental conservation within the region, working with governments to ensure that legislation, regulations, policies and plans are designed and implemented to protect the North Queensland environment.

**Role Descriptions for the NQCC Management Committee:**

The elected committee members of the Council shall be a President, two (2) Vice-Presidents, a Secretary, a Treasurer and not more than five (5) ordinary committee members.

**PRESIDENT:** The role of the President is to provide principled leadership and responsibility for the organisation and the committee. This includes being committed to the overall goals of the organisation, building good relationships internally and externally, having a good working knowledge of the constitution and rules and duties of office bearers. The President chairs committee meetings ensuring they are run efficiently and effectively, and acts as a signatory in all legal and financial matters. The President works with the committee to manage paid employees, including recruitment, retention, salary and performance reviews.

**VICE PRESIDENT:** The Vice-President assists the President in providing leadership and responsibility for the organisation and stands in for the President when required. The Vice President is also an alternate signatory for legal and financial purposes.

**SECRETARY:** The Secretary maintains records of the committee and ensure their effective management. The Secretary also develops the agenda for Management Committee meetings in consultation with other committee members.

**TREASURER:** The Treasurer is responsible for the financial supervision of NQCC to allow the Management Committee to provide good governance. The Treasurer reports to the Management Committee monthly.

**COMMITTEE MEMBERS:** Work with the office holders to provide a balanced and appropriate input into committee meetings and to undertake some tasks, as agreed at Committee meetings, to share the workload.

NQCC is committed to providing a safe and fair workplace for both committee members and paid staff based on respect and adherence to good workplace health and safety practices.