

**BLUE MOUNTAINS CONSERVATION SOCIETY INC  
MANAGEMENT COMMITTEE AND OTHER NON-VOTING POSITIONS  
DUTIES AND RESPONSIBILITIES. APRIL 2025 TO APRIL 2026**

At our Annual General Meeting on Saturday 5th April 2025, members will elect a new Management Committee and other members to fill non-voting positions. All positions will fall vacant. Some of the present office holders will nominate to continue in their role.

If you are considering nominating for a position, please contact [bmcs@bluemountains.org.au](mailto:bmcs@bluemountains.org.au) or 0490419779 for more information. A nomination form is on the reverse side of this page.

The following office bearers comprise the BMCS Management Committee. These members attend monthly Management Committee meetings and other meetings as needed. Additional personal time is needed to effectively handle the responsibilities. A guide to the total number of hours per month (hpm) is shown in brackets after each position.

**President (30 hpm)**

- Provides leadership & direction for BMCS
- Chairs BMCS meetings
- Spokesperson for BMCS
- Coordinates the BMCS response to ad hoc matters with assistance from Management Committee.
- Liaises with other environment groups

**Senior Vice-President (15 hpm)**

- Deputises for the President as required
- In consultation with the President, takes responsibility for nominated campaigns and activities
- Takes a special responsibility to coordinate with Membership Secretary to improve membership growth and retention, both generally and within specific demographics
- Undertakes business arising at meetings, assists subcommittees when required

**Second Vice-President (15 hpm)**

- Deputises for the President as required
- In consultation with the President, takes responsibility for nominated campaigns and activities
- Takes a special responsibility for liaising with MC members in their first term including familiarising them with their roles and responsibilities
- Undertakes business arising at meetings, assists sub-committees when required

**Administration Officer (30 hpm)**

- Receives and distributes correspondence received via email and post
- Prepares a monthly schedule of correspondence received and sent
- Is responsible for the Society's mobile phone and responding to calls as required
- Maintains the filing of all relevant documents etc on the Society's laptop
- Maintains office files, supplies and equipment
- Manages Hut foyer displays

**Meetings Secretary (15 hpm)**

- Prepares meeting agendas and minutes.

**Membership Secretary (35 hpm)**

- Maintains membership records in a set of databases
- Sends out newsletter, welcome letters to new members, and renewal notices to existing members
- Provides monthly membership report
- Deposits membership fees

**Treasurer (15 hpm)**

- Responsible for overseeing BMCS finances in collaboration with Investments Committee and acting on Management Committee decisions
- Pays accounts.
- Maintains financial records
- Provides monthly financial report
- Ensures any Government registration requirements are in place
- Produces annual financial report for AGM
- Acts as Public Officer

**Land Use Officer (20 hpm)**

- Convenes land use sub-committee
- Monitors changes to planning legislation
- Monitors local strategic planning changes and development proposals
- Prepares submissions
- Initiates campaigns on key issues

**Website Manager (30 hpm)**

- Maintains the Society's websites
- Manages the Society's domain names, hosting and email accounts

**Newsletter Editor (30 hpm)**

- Liaises with existing and potential newsletter contributors
- Meets with Hut News Team for ideas
- Aims for a balance of environmental news, environmental education, encourage contributions from members
- Where necessary check with responsible office holders and others to ensure accuracy
- Edits/produces 11 newsletters per year

**Publicity Officer (15 hpm)**

Coordinates publicising the activities of the Society through various media including social media, newspapers, items for the website. Liaise with other officers on MC, various Society members and other organisations as required.

**Education Officer (15 hpm)**

- The Education Officer focuses on increasing understanding of environmental issues, conservation practices, and sustainability through
- community outreach with schools and community members
  - educational programs related to school curriculum and target audiences
  - advocacy and awareness raising activities including community
  - campaigns
  - training and education for community members on conservation, advocacy and leadership
  - evaluating the effectiveness of educational programs and activities
  - building partnerships with other like-minded groups to align with
  - broader environmental goals

**Events Coordinator (EC) (5-20 hpm)**

The Events Coordinator's primary role in the Society is to liaise with other Society and MC members to plan events for Society members and broader Blue Mountains public. Initiates and organises up to four member specific events during the year inclusive of the AGM. Other events may be initiated by others and organised with the help of the EC. The EC can organise volunteers for events, maintain events equipment, maintain the Events Calendar. Monthly hours vary depending on the events on the events calendar.

**Nursery Manager (40 hpm)**

- Coordinates nursery operations at plant propagation and sales sites
- Purchase of nursery materials; collection and maintenance of a seed bank of local plants
- Promotes the use of Australian plants in private and council gardens
- Manages nursery financial affairs
- Coordinates research into customer needs and forward planning for nursery activities

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**Sustainability and Climate Change Officer (15 hpm)**

- Liaises with other sustainability and climate change groups, and maintain the profile of sustainability and climate change in letters, Hut News articles and contact with decision makers
- Takes an active role in political/governmental aspects of sustainability policy, submissions and grants

**National Parks and World Heritage Officer (25 hpm)**

- Lobbies to advance and enhance conservation in parks and wilderness.
- Campaigns for additions to the parks' estate.
- Opposes threats to the WHA's extended values, expansion and funding.

**Threatened Species Officer (15 hpm)**

- Liaises with Government and other Environment groups on threatened species issues
- Identifies threatened species and threatened ecological communities in our Area of Interest
- Assists Bushcare, Landcare, Government and other Environment groups to preserve and restore threatened species and habitat

**Bushcare Officer (25 hpm)**

- Liaise with and advise MC on bushcare/environmental repair issues.
- Support bushcare/environmental repair in the Blue Mountains as required.
- Initiate and conduct campaigns relevant to bushcare/environmental repair.
- Prepare Hut News articles, publicity material, correspondence, submissions, website material, social media etc relevant to bushcare/environmental repair.
- Represent BMCS on relevant organisations, networks etc.

**Project Officers (10-15 hpm)**

- Introduces or adopts an environmental project. Can form a subcommittee and/or work with other members of MC. Can provide copy for website and newsletter. 2 voting positions available.

**Management Committee Meeting Arrangements**  
Mid Mountains Community Centre, Lawson, 9.15am to 12.15pm, usually second Saturday of the month.  
**Annual General Meeting—April 2026.**

**NON-VOTING POSITIONS:** The following positions are presently filled by non-voting members. These members report to the Management Committee but do not vote at Management meetings.

**Bushfire Committee Rep. (5 hpm)**

- Represents NCC on BM Bushfire Mgt C/tee and Risk Mgt Sub-C/tee.
- Attends appropriate NCC workshops

**Walks Convenor (8 hpm)**

- Sends welcome packs to new bushwalkers.
- Maintains Bushwalkers' sub-group insurance and attendance records
- Has in depth & up to date knowledge of bw insurance policy & requirements.
- Organises meetings of bushwalking co-ordinators & other interested bushwalkers.

**Blue Mountains Conservation Society Inc.**

**2025/26 Management Committee Nomination Form**

I, .....being a member of the Blue Mountains Conservation Society, nominate for the position of .....

Signed/Email\* (nominee) ..... Date .....

We, ..... and .....

being members of the Blue Mountains Conservation Society, hereby support this nomination.

Signed/Email\* (support) ..... Date .....

Signed/Email\* (support) ..... Date .....

\* circle method used.

This form must be lodged with the Meetings Secretary at least 24 hours before the AGM.

P.O. Box 29, Wentworth Falls, NSW 2782 [bmcs@bluemountains.org.au](mailto:bmcs@bluemountains.org.au)

Nominations from the floor are also accepted at the AGM.