

**BLUE MOUNTAINS CONSERVATION SOCIETY INC
MANAGEMENT COMMITTEE AND OTHER NON-VOTING POSITIONS
DUTIES AND RESPONSIBILITIES. MARCH 2024 TO APRIL 2025**

At our Annual General Meeting on Wednesday 27th March 2024, 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 are willing to renominate for their positions.

If you want to help to protect the Blue Mountains environment, please consider nominating for a role. Find out more: Email bmcs@bluemountains.org.au or phone 0490 419 779 and leave a message. A member of the management committee will contact you. 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 optional 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 (20 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
- Receives regular updates about campaigns and other Society activities
- Encourages contributions from members
- Meets with Hut News Team for ideas
- Aims for a balance of environmental news, environmental education
- Check with responsible office holders and others to ensure accuracy
- Edits/produces 11 newsletters per year

Events Coordination (20 hpm)

- Organises and runs general meetings and special events
- Mobilises volunteers to assist the role

Publicity Officer (15 hpm)

- Promotes and publicises BMCS activities and issues
- Maintains key media contacts
- Prepares media releases
- Works with MC members and subcommittees to prepare publicity

Environmental Education Officer (15 hpm)

Responsible for encouraging in the Blue Mountains community an interest in nature and conservation. Can organise workshops, activities, events for different age groups.

Nursery Manager (30 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

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

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.
- Convenes NP&WH Subcommittee

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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 (12 hpm)

- Liaise with all LGA bushcare groups
- Represents BMCS on networks
- Advises on bushcare issues
- Assists with relevant submissions

THERE CAN BE THREE PROJECT OFFICERS:

Project Officers (10-15 hpm)

- Introduces or adopts an environmental project at the request of the Management Committee. Can convene a subcommittee and/or work with other members of Management Committee. Can provide copy for website and newsletter.

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.
- Convenes meetings of bushwalking coordinators & other interested bushwalkers.

Management Committee Meeting Arrangements
 Mid Mountains Community Centre, Lawson,
 9.15am to 12.15pm, usually second Saturday of the month.
Annual General Meeting—April 2025

**Blue Mountains Conservation Society Inc.
 2024/25 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

Nominations from the floor are also accepted at the AGM.