

Blue Mountains Conservation Society Inc. - Management Committee

Duties And Responsibilities. March 2021 to March 2022

Management Committee Positions: The following Office Bearers comprise the Society's Management Committee (MC). These members attend monthly MC 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 the Society
- Chairs Society meetings
- Spokesperson for the Society
- Coordinates the Society's response to ad hoc matters with assistance from the MC.

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 subcommittees when required .

Administration Officer (30 hpm)

- Receives and distributes incoming mail from post and email, and monitors the phone
- Prepares monthly schedules of correspondence – inwards and outwards
- Manages office, including files, archives and stationery supplies
- Manages Hut foyer displays.

Bushcare Officer (12 hpm)

- Liaise with all LGA bushcare groups
- Represents the Society on networks
- Advises on bushcare issues
- Assists with relevant submissions.

Environmental Education Officer (15 hpm)

- Responsible for encouraging an interest in nature and conservation in school aged children (K-12) through eg learning materials, workshops, activities, events, etc

Events Coordinator (20 hpm)

- Chairs the Events Subcommittee
- Organises and runs general meetings and special events
- Mobilises volunteers to assist the role.

Gardens of Stone Officer (20 hpm)

- Lobbies to advance the reservation of Gardens of Stone Stage 2 as a state conservation area
- Opposes threats to the values of GOS Stage 2
- Campaigns to minimise degradation of existing protected areas in Gardens of Stone area.

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.

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.

Newsletter Editor (30 hpm)

- Liaises with existing and potential newsletter contributors
- Edits/produces 11 newsletters per year.

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.

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.

Publicity Officer (15 hpm)

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

Sustainability and Climate Change Officer (15 hpm)

- Liaises with other sustainability and climate change groups, and maintains the profile of sustainability and climate change in Hut News articles, submissions, the Society website and contact with decision makers
- Takes an active role in political/ governmental aspects of sustainability policy, submissions and grants
- Supports sustainable village models and concepts.

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.

Treasurer (15 hpm)

- Responsible for overseeing the Society's finances in collaboration with the Investments Committee and acting on MC 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.

Website Officer (30 hpm)

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

Project Officer (10-15 hpm)

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

Non Management Positions:

Bushfire Representative (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 b/walkers.
- 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.

Management Committee Meeting Arrangements

Tarella, Wentworth Falls, 9.15am to 12.15pm, usually third Saturday of the month.

Annual General Meeting – 31st March 2021.