

**BLUE MOUNTAINS CONSERVATION SOCIETY INC — MANAGEMENT COMMITTEE  
DUTIES AND RESPONSIBILITIES. MARCH 2019 TO MARCH 2020**

**MANAGEMENT COMMITTEE POSITIONS:** 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 and direction for BMCS
- Chairs BMCS meetings
- Spokesperson for BMCS
- Coordinates the BMCS response to ad hoc matters with assistance from the Management Committee
- Liaises with Environment Liaison Office.

**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 incoming mail from post and email
- Prepares monthly schedules of correspondence – inwards and outwards
- Manages office, including files, archives, stationery supplies, computer and other office 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 Hut News, welcome letters to new members, and renewal notices to existing members
- Provides monthly membership report
- Deposits membership fees

**Treasurer (15 hpm)**

- Responsible for BMCS finances
- Responsible for BMCS insurance
- Pays accounts.
- Maintains financial records
- Provides monthly financial report
- Arranges audit for AGM
- Acts as Public Officer

**Land Use Officer (20 hpm)**

- Convenes land use sub-committee
- Monitors changes to land use/planning legislation
- Monitors developments and impacts
- Prepares submissions
- Initiates campaigns on key issues

**Newsletter Editor (30 hpm)**

- Liaises with existing and potential Hut News contributors
- Edits/produces 11 newsletters per year

**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
- Manages BMCS social media and does E-blasts

**Website Officer (30 hpm)**

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

**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

**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

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

- Liaises with other sustainability groups, and maintain the profile of sustainability in letters, Hut News articles 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, with an emphasis on transport and food solutions

**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.

**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

**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

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

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

**Non Management Positions:**

**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 coordinators & other interested bushwalkers.

**Management Committee Meeting Arrangements**

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

**Annual General Meeting—March 2020**