

Friends of Maatsuyker Island, Wildcare Inc. (FOMI) Committee

Terms of Reference

Background and Role:

The Friends of Maatsuyker Island, Wildcare Inc. (FOMI) was formed in 2003. This volunteer group aims to contribute to the conservation, protection and promotion of Maatsuyker Island's natural and cultural values. The actions of FOMI are guided and directed by the FOMI Strategic Plan. FOMI reporting is based on the standard Australian financial year rather than the calendar year due to FOMI projects spanning the summer field season. These Terms of Reference are in line with Wildcare Inc.'s Constitution and Wildcare Group Operating Guidelines. The FOMI AGM is open to all Wildcare members and any other invited guests.

FOMI Committee Membership:

The Committee is elected at an Annual General Meeting (AGM) which is usually held in September or October. Committee members agree to be guided by the Terms of Reference and to work respectfully and collaboratively towards achieving Strategic Plan outcomes in a team spirit.

The Committee comprises approximately 12 to 15 members. The Committee's size may be increased or decreased, on the recommendation of the Committee, by simple majority at an ordinary or general meeting of the Committee.

Committee Nominations:

Nominations will be called for annually and will be promoted and advertised before each AGM. Nominations must be submitted prior to or at the AGM. An independent Returning Officer (e.g. a Wildcare Inc. Board of Management Director) will oversee the election process at the AGM, including a vote if required (i.e. if nominations exceed the number of available positions).

Outside of the AGM, nominations for any vacant positions are welcome and will be considered by agreement of the Committee.

Wildcare Inc. members interested in joining the Committee are encouraged to contact the Committee to attend, as a guest, Committee meetings during the year as a means of familiarisation prior to nomination at the AGM.

Executive Roles:

From the Committee membership an 'Executive' comprising a President, Vice-President (one or two), Secretary and Treasurer are elected. Only current financial FOMI (Wildcare Inc.) members can nominate or be nominated for membership on the Committee.

The role of the **President** is to provide leadership in terms of Strategic Plan review and delivery. The President is usually the Chair of Committee meetings and may delegate the role of committee meeting chair at their discretion.

The **Vice-President(s)** is responsible for assisting the President and/or Secretary in their roles and for filling in as proxy for either of these positions as needed.

The **Secretary**, in communication with the President, is responsible for the logistics of meetings and managing communications among members. The Secretary is responsible for preparing and circulating draft minutes from each meeting. Minutes of meetings are kept and circulated to Committee members when finalised.

The **Treasurer** is responsible for the financial workings of FOMI and is responsible for presenting an up-to-date financial report at each Committee meeting.

The Committee may elect other positions relating to sub-committees or working groups, as the Committee deems appropriate.

The Executive may hold discussions out of session to facilitate progress on planning and implementing actions. The Executive will communicate all key points from out of session discussions to the full Committee for their information and/or decision-making.

Meetings

The Committee aims to meet at least four times a year to progress actions based on the Strategic Plan.

The Committee makes decisions by 'simple majority'. A quorum for Committee meetings is 50% or more of Committee membership including at least two Executive positions and including the President or proxy for the President (as appointed by the President).

Elected Committee members are expected to attend all Committee meetings and to contribute to the functioning of the Committee in implementing actions. If unable to attend, Committee members should notify the President or Secretary prior to the meeting to put in their apology for the meeting.

If a Committee member is absent without an apology for two or more consecutive meetings, they will, by default, step down from the Committee.

Succession:

The Committee plans for succession to ensure that the running of the Committee remains consistent and that new people may have the opportunity to participate in key roles within the Committee. The Committee aims to recruit at least one new volunteer member at each AGM. The Committee plans to prepare potential successor volunteers to take on the Executive position roles with the aim of positional change every 3-5 years.