



Board Member Role Description

ABOUT WILDCARE

Wildcare Tasmania Incorporated (Wildcare) is a not-for-profit charity and registered environmental organisation with a purpose and love of bringing people together to care for nature, wildlife and cultural heritage in Tasmania.

Wildcare supports around 60 branches of volunteers located all across Tasmania.

Wildcare also operates a [tax-deductible donation fund](#), the Tasmanian Nature Conservation Fund, supporting nature conservation in wild places. Donors can target their gift to specific purposes such as the conservation of coastal areas, wild walking tracks and the World Heritage wilderness. Wildcare volunteer groups also seek to attract additional funding through fundraising and external grants.

PRIMARY FOCUS AND ROLE

Primary focus

The primary focus of the Wildcare Board is ensuring the ongoing achievement of Wildcare's mission to 'support communities and volunteers to contribute to conservation actions that ensure long-term protection of Tasmania's natural environment'. Wildcare's [Strategic Plan 2021-2024](#) sets out the strategies for success.

Role

The Wildcare Board comprises seven elected and two appointed members. Each Board member is to work with other Board members so that the Board fulfils its functions (described below).

The Wildcare Board:

- ensures that the purpose and objectives of Wildcare, as set out in the [Wildcare Constitution](#), are pursued; and
- provides contemporary governance, leadership and risk management of Wildcare; and
- ensures compliance with requirements of regulators such as:

- Australian Charities and Not-for-profits Commission (ACNC),
- Australian Taxation Office,
- Register of Environmental Organisations, and
- Consumer Building and Occupational Services (part of the Tasmanian Department of Justice); and
- ensures that Wildcare operates honestly and transparently and in accordance with all relevant laws, including the *Associations Incorporation Act 1964* and the *Work Health and Safety Act 2012*; and
- sets Wildcare’s strategic goals, performance measures and annual budget; and
- monitors the performance of the Wildcare CEO and organisational performance reporting; and
- oversees Wildcare’s financial position and ensures that both operational funds and Wildcare’s Tasmanian Nature Conservation Fund (TNCF) are invested and managed appropriately; and
- represents Wildcare’s ethos in the community, being known by actions rather than lobbying; and
- leads a positive, respectful and productive culture in accordance with Wildcare’s [Code of Conduct](#); and
- appoints members of the Grants Assessment Committee, which decides how to allocate funds from Wildcare’s TNCF, and the organisation’s Public Officer (a position required by Tasmanian legislation).

Authorities and Accountabilities

To support the Board in its roles and responsibilities, Wildcare has established a contemporary governance framework that sets out a range of policies and procedures for its Board members, officers and volunteers. For example:

- [Wildcare Constitution](#)
- Process for Wildcare Board Elections and Appointments
- Delegation Policy
- Register of Interests
- [Code of Conduct](#) and [Working with Wildcare](#)
- Privacy Policy
- [TNCF Guidelines](#)
- HR policies.

The Board is accountable to Wildcare’s regulators in both the Commonwealth and Tasmanian governments.

Importantly, the Board and its members are also accountable to Wildcare’s members for the actions and decisions it takes on behalf of the organisation.

SKILLS AND CONDUCT

Board skills and qualifications

People who have any of the following skills are encouraged to nominate for election:

- organisational partnerships
- growing revenue and fundraising
- governance including financial oversight
- community engagement
- environmental volunteer management/experience, especially knowledge of or involvement with Wildcare volunteer groups.

All elected Board members must be Wildcare members.

Each Board member must meet the conditions for a “responsible person” set out in [governance standards](#) under the *Australian Charities and Not-for-profits Commission Act 2012*.

Past Board experience is considered valuable but suitably skilled and qualified people without Board experience are still encouraged to nominate.

Company directors’ qualifications are encouraged, but not considered essential.

Wildcare Board members are generally passionate people with diverse skills who are committed to the not-for-profit ethos and natural environment sector. Nominees are expected to have a similar interest.

Recommended reading: [ACNC Governance for Good: Guide for Charity Board Members](#).

Conduct

Members of the Wildcare Board have legislated duties. In summary, those duties include:

- to act with reasonable care and diligence; and
- to act honestly and fairly in the best interests of Wildcare and for its charitable purposes; and

- not to misuse their position or information they gain as a Board members; and
- to disclose conflicts of interest; and
- to ensure that the financial affairs of Wildcare are managed responsibly; and
- not to allow Wildcare to operate while it is insolvent.

As a charity registered with the ACNC, Wildcare supports the ACNC's [Governance for Good](#) guide and commits to meet the ACNC's [governance standards](#).

Wildcare has a [Code of Conduct](#) that Board members are expected to comply with.

WHAT LEVEL OF COMMITMENT IS NEEDED?

Meetings and communications

The Wildcare Board generally meets 5 times per year, through a combination of online conferencing and face-to-face meetings. Meetings are held on a weekday and generally take around 4-5 hours. Board members are expected to prepare for, attend and actively participate in these meetings. In addition, members may be asked to contribute to the broader work program of the Board and its working groups.

Out-of-session Board meetings may also be held, usually via an online conferencing facility, if/as need arises.

There will be communications between meetings through email and monthly CEO and financial reporting.

Remuneration and rewards

This is a voluntary role. Reasonable travel expenses will be considered in accordance with Wildcare's policy.

Wildcare Board members find great satisfaction in supporting a meaningful cause and contributing to visible results for Tasmania.

Further information:

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