



Tasmanian Nature Conservation Fund Grants Committee Member (Volunteer) Role Description

About Wildcare

Wildcare Tasmania cares for Tasmania's wild places, wildlife and cultural heritage. Wildcare is a team of passionate volunteers and donors, supported by a small group of committed staff. Wildcare has around 2,000 members and 60 volunteer groups operating all around Tasmania.

Wildcare Tasmania Inc. is a Registered charity and deductible gift recipient. Wildcare maintains a Gift Fund – the Tasmanian Nature Conservation Fund (TNCF), which accepts tax-deductible donations. The TNCF supports the purpose and primary objectives of Wildcare as described in the [Wildcare Constitution](#). Donors can make a donation through the [donations portal](#) on the Wildcare website.

About the Wildcare TNCF Grants Committee

Decisions about awarding grants using TNCF funds are made by a committee appointed by the Wildcare Board – the Grants Committee. Committee members may be appointed for a term of up to three years.

The Wildcare Board 'opens' the TNCF by calling for grant applications twice per year.

The Grants Committee assesses and approves or rejects grant applications and advises the Wildcare Board of the outcomes. The Grants Committee ensures that donations are allocated to projects in accordance with:

- [Public funds - Australian Taxation Office \(ATO\)](#); and
- The purpose and primary objectives of Wildcare as stated in the [Wildcare Tasmania Inc. Constitution](#).

Committee member skills and qualifications

The majority of members of the Committee must be 'responsible persons' as described by the ATO.

In addition, the Wildcare Board has identified the following range of desirable skills and fields of expertise:

- Nature conservation
- Reserved land management
- Legal, particularly in relation to not for profit organisations and/or gift funds
- Teamwork and leadership

Conduct

Current TNCF Grants Committee members are eligible to apply for reappointment.

Members of the committee have legal and common law duties including the following:

- to act in good faith in the best interests of the purpose and objectives of Wildcare and the Wildcare Gift Fund;
- to not exercise powers provided by their position on the committee for any purpose other than for the purpose and objectives of Wildcare;
- to act and make decisions with care and diligence;
- keep confidential information received as a committee member; and
- not to use their position or information gained for a personal advantage or for the advantage of someone else, or in a way which causes detriment to Wildcare or the Tasmanian Nature Conservation Fund.

Full member requirements and duties are described in Clause 3.5 of the [Tasmanian Nature Conservation Fund Operating Procedures V4.0](#).¹

Wildcare has a [Code of Conduct](#) which TNCF Grants Committee members are expected to comply with.

Commitment of Members

Based on the current TNCF opening schedule set by the Wildcare Board, the committee will meet at a minimum of 2 times per year, via online video conferencing, to make decisions about grant applications.

There will be communications between meetings via email and phone regarding the operation of the TNCF. Additional meetings may be held if necessary. Committee members are expected to work cooperatively to share workloads, as needed and as agreed among its members.

Staying informed about environmental management issues in Tasmania is an expected part of the role.

¹ Note: the TNCF Operating Procedures and Grant Guidelines are currently under review and are expected to be finalised prior to the TNCF opening for applications in September 2024. As a result, there are some changes expected to Grant Committee member's requirements and duties, and the TNCF Grant Guidelines.

Additional commitments for TNCF Grants Committee Chair

The Grants Committee Chair is selected annually by its members. The chair's role includes a commitment to:

- chair the committee meetings;
- liaise with Wildcare's Board, CEO, Financial Services Manager and Grants Committee regarding the operation of the TNCF, eligibility of projects and applicants, and grant acquittals and variations as may be required;
- communications with stakeholders where appropriate;
- attendance upon invitation (via online video conferencing or in person) at Wildcare Board meetings (maximum twice per year); and
- represent Wildcare at public events, at the request of the Wildcare Board.

The TNCF Grants Committee is expected to be a group of passionate people with diverse skills who share a commitment to the not-for-profit ethos and to the care of Tasmania's wild places.

Remuneration

This is a voluntary role. Reasonable travel expenses will be reimbursed in accordance with the Wildcare policy.

Further Information - Contacts

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