

ROLES AND RESPONSIBILITIES OF VMRG EXECUTIVE AND COMMITTEE MEMBERS

STATEMENT OF PURPOSE OF THE VMRG

The aim of the VMRG is to promote Malleefowl conservation and preservation, and to promote the enhancement of the natural environment for Malleefowl in Victoria. It will achieve this through:

- (1) Promoting and implementing the goals and objectives of the National Malleefowl Recovery Plan in Victoria, specifically by:
 - undertaking on-ground management of monitoring, research activities, and other suitable conservation projects;
 - raising public awareness of Malleefowl issues through general education and publicity;
 - contributing to publications, and other media, to promote Malleefowl conservation;
 - maintaining and expanding a Victorian Malleefowl website;
 - conducting information sessions for local organizations, clubs and schools and providing displays at appropriate community functions;
 - applying for grants and preparing funding proposals regarding Malleefowl conservation;
 - promoting conservation through the support of covenants and private land purchases to expand reserves, seeking the cooperation of adjacent landholders and negotiating with relevant authorities to re-vegetate connecting corridors;
 - lobbying government and government departments and industry on Malleefowl issues.
- (2) Monitoring and undertaking field research on an annual basis;
- (3) Maintaining a close relationship with Parks Victoria;
- (4) Acting, by agreement with relevant bodies, as an umbrella organization for all Malleefowl conservation activities in Victoria;
- (5) Establishing and maintaining a public fund called the Malleefowl Recovery Fund for the specific purpose of supporting the environmental objectives of the VMRG.
 - the fund will receive all gifts of money or property for this purpose and any money received because of such gifts will be credited to its bank account;
 - the fund will not receive any other money or property into its account, and it will comply with sub-division 30-e of the Income Tax Assessment Act of 1997

Executive Members of the VMRG Committee shall:

- attend all meetings where possible, and tender an apology if unable to attend
- act in the best interest of the VMRG by participating fully, and contributing ideas and opinions freely and support decisions taken by the VMRG committee
- sit on sub committees as required
- perform specific tasks as determined by the committee in a timely manner

The President of the VMRG shall:

- be the Chairperson at all general and committee meetings
- convene meetings in accordance with the Constitution of the organisation
- ensure that the committee meets at least 4 times each year
- have the authority to convene a special meeting of the committee
- have a casting vote in addition to his or her deliberate vote
- in conjunction with the Secretary, compile agendas for all meetings covering all necessary business

- ensure all relevant information is made available to committee members
- ensure that the minutes taken in any official meeting are checked and signed as correct at the next official meeting to which those minutes relate
- sign documents on behalf of the association
- oversee activities and projects
- establish and build strong relationships with key stakeholders (e.g. Park Victoria, DSE, Environment Victoria, other volunteer environmental groups etc.)
- represent the VMRG on the Iluka Malleefowl Management Committee
- represent the VMRG at external meetings and events, or arrange a deputy to represent the organisation

The Vice-President of the VMRG shall:

- assume all duties normally assigned to the President, including presiding over meetings, when the President is unable to perform his/her duties
- represent the association in the president's absence

The Secretary of the VMRG shall:

- carry out duties under the direction of the Committee
- be the official contact for the organisation and all mail and email correspondence addressed to the VMRG should be lodged with the Secretary
- coordinate the correspondence of the VMRG
- communicate regularly with the president to ensure he/she is informed of any relevant matters arising from correspondence; agenda items and action required
- assist the president to prepare the agendas of all meetings
- issue notices of all meetings as required by the constitution
- issue notices for committee elections and act as returning officer
- keep a true and accurate record of all minutes of all meetings
- distribute minutes and action plans promptly
- have custody of all books, documents, records and registers, other than those to be kept and maintained by the Treasurer
- together with the Treasurer, maintain the register of members
- ensure all letters and other documents are properly filed
- lead applications for funding, or coordinate applications for funding
- be responsible for ensuring that newsletters, articles and reports are submitted to organisations where required
- in conjunction with the President, be the spokesperson for the VMRG in dealing with organisations and media as required

The Treasurer of the VMRG shall:

- keep proper books of account of all moneys received and disbursed, and generally perform all such duties as the Committee directs
- be responsible for the receipt of all moneys paid to or received by the VMRG and issue receipts for the same
- monitor the income and expenditure of the association, and keep committee members informed of the financial position of the association by presenting a financial statement of the current affairs of the VMRG. at each committee meeting (and general meeting where appropriate)
- pay all moneys received by the VMRG. into such accounts as the Committee directs
- make payments from the funds of the VMRG with the authority of a committee meeting and ensure that all cheques are signed by two signatories to the accounts
- be responsible for having the accounts audited by a qualified Auditor and shall present an audited Financial Statement at each Annual General Meeting
- meet all BAS requirements set out by the Australian Taxation Office, and other taxation matters

- ensure that all appropriate insurance policies are current and are reviewed annually
- be responsible for preparing and managing an annual budget, allocating funds, and developing budgets for new projects
- propose recommendations regarding expenditure of finance
- be a participant in all funding applications prepared and submitted by and on behalf of the VMRG
- together with the Secretary, maintain the register of members

The Public Officer of the VMRG shall:

- be appointed by the VMRG Committee, but does not need to be a committee member or a member of the VMRG
- notify the Department of Consumer Affairs of any changes in the association and lodge the regulatory annual return of the financial position of the VMRG
- be the official contact point for the VMRG as an incorporated association. The Public Officer's home address may be used as an official address for the service of documents on the association.

The Ordinary Members of the VMRG Committee:

The people who fill this role are anything but ordinary. They represent the general membership and make considered decisions at committee meetings as well as assist with tasks performed by the Executive of the VMRG.

- Ordinary Members of the VMRG Committee:
- shall attend all meetings where possible, and tender an apology if unable to attend
- shall act in the best interest of the VMRG by participating fully, and contributing ideas and opinions freely and support decisions taken by the VMRG committee
- shall sit on sub committees as required
- shall perform specific tasks as determined by the committee in a timely manner
- shall fill Executive Committee casual vacancies that may arise
- shall assume responsibility for particular tasks as assigned by the Committee

Other positions within the VMRG Committee:

At this time there are five specific tasks allocated to Committee or Executive personnel. Job Descriptions are not written down in detail, but have quite specific duties, and could and should be documented:

- Equipment Officer
- Safety Officer
- Winter Program Coordinator or Site Search Coordinator
This role has been documented with duties and tasks, but has not been taken up by a single person. The tasks and duties are filled by various people when the situation arises. Guidelines for this task have been developed
- Fire Sub-Committee:
The VMRG has only one sub-committee at this stage, consisting of interested committee members and a VMRG member co-opted onto the committee. The committee is currently chaired by a committee member, but it hasn't a clear set of terms of reference except all things FIRE.
- Web Page Manager:
The VMRG operates a detailed web page, and this requires a specific nominated coordinator. The Web Coordinator may or may not be a Committee or executive member. The web coordinator shall:
 - oversee the maintenance of the VMRG website
 - add and remove items, as appropriate
 - keep the calendar of events up to date
 - make recommendations to the Committee on future directions and use of the website
 - provide links to 'kindred' organisations