

# Blue Mountains Conservation Society

## Management Committee Duties and Responsibilities

### April 2003 — March 2004

#### Executive Positions:

The following office bearers comprise the BMCS executive. Executive 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 (20 hpm)

- Provides leadership and direction for BMCS
- Chairperson for BMCS meetings
- Spokesperson for BMCS

#### Senior Vice-President Second Vice-President

(two positions, each 15 hpm)

- Deputises for the President as required
- Takes responsibility for one or more nominated major projects
- Undertakes business arising at meetings, assists sub-committees when required
- Welcomes members and visitors at general meetings, assists with name tags and attendance book

#### Administration Co-ordinator (30 hpm)

- Networking and liaison with committee members
- Handles incoming and outgoing correspondence
- Maintains records management system
- Supervision and training of office volunteers

#### Meetings Secretary (15 hpm)

- Prepares agendas and minutes for meetings

#### Membership Secretary (30 hpm)

- Initiates programs to attract new members to the Society
- Keeps membership records
- Sends Welcome Aboard letter to new members
- Sends renewal notices; follows-up members who become unfinancial
- Removes unfinancial members from membership
- Provides monthly membership report
- Arranges printing and postage for each member mailout
- Deposits membership fees

#### Treasurer (10 hpm)

- Responsible for BMCS finances
- Responsible for BMCS insurances
- Pays accounts, deposits receipts
- Provides monthly financial report
- Arranges audit for AGM

#### Land Use Officer (25 hpm)

- Convenes land use sub-committee
- Monitors changes to land use legislation
- Monitors changes to planning legislation
- Prepares submissions

#### Newsletter Editor (30 hpm)

- Liaises with existing and potential newsletter contributors
- Publishes twelve newsletters per year

#### Publicity Officer (10 hpm)

- Promotes BMCS in the local press
- Distributes publications via the notice board in the Hut
- Advertises each General Meeting

#### Web Site Officer (10 hpm)

- Maintains BMCS website
- Updates content of website on a regular basis
- Provides contact point for internet service provider
- Manages BMCS dial-up accounts

#### Meetings Convenor (10 hpm)

- Arranges a speaker for each monthly meeting, after discussion with Management Committee
- Arranges hospitality for speakers, welcome, introductions, gift and supper

#### Environmental Education Officer (15 hpm)

- Responsible for education program for membership
- Liaises with BMCC to promote community education
- Convenes EE sub-committee
- Prepares publications, workshops, activities to inform community about nature and conservation issues

#### Walks Convenor (10 hpm)

- Organises and publishes a walks program
- Markets the walks program to members and non-members
- Convenes leaders' meetings bi-annually

#### Plant Nursery Manager (30 hpm)

- Responsible for the Blackheath and Lawson nurseries
- Liaises with NPWS staff at Blackheath
- Purchases materials required by the nursery
- Arranges seed collection and manages the seed bank
- Develops the marketing arrangements for nursery products
- Deposits receipts from product sales

#### Bushcare Officer (15 hpm)

- Liaises with NPWS, BMCC and other bushcare groups
- Represents the Society at Bushcare Network meetings
- Advises on Bushcare issues

#### National Parks Officer (15 hpm)

- Liaises with NPWS about Parks Management matters
- Lobbies to advance and enhance conservation in National parks
- Conducts campaigns for inholdings acquisitions

#### World Heritage Officer (15 hpm)

- Lobbies for funding for WHA management
- Monitors and comments on WHA management
- Identifies and campaigns for WHA additions

#### Bushfire Committee Rep (5 hpm)

- Represents NCC on BM Bushfire Management Committee and Risk Management Sub-committee
- Attends appropriate NCC workshops
- Convenes sub-committee on strategy for bushfire policy

#### Project Officers

(multiple positions, each 10 hpm)

- Takes responsibility for one or more nominated major projects and business arising at Management Committee and Members meetings

#### Non-Executive Position:

##### Public Officer (0.1 hpm)

(Contact point between BMCS and Department of Fair Trading)

- Ensures that annual returns are filed with Dept of Fair Trading

#### Management Committee Meeting Arrangements

Mid-Mountains Community Centre,  
Lawson, 9 am, Saturday prior to last  
Friday of the month.

#### Annual General Meeting

Conservation Hut, Wentworth Falls  
7.30 pm, Friday 28 March 2003

For further information, contact a member of the present Management Committee (contact details are on page 2 of Hut News), or come to a Management Committee meeting as an observer on Saturday 22 February or 22 March.