WA NATURALISTS' CLUB - COUNCIL POLICY

EXECUTIVE ROLES AND RESPONSIBILITIES Rev 1.0

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APPENDIX A: AGM NOTIFICATION AND COUNCIL NOMINATION FORM

Revision History

Revision	Date	Reason
A	28/03/2018	Original compilation of existing information for review by Council and Branch chairs
B	28/04/2018	With revisions by John Dell / A (Mandy) Bamford
C	09/05/2018	With additions by John Gardner
D	03/08/2018	With addition by Steve Page
E	02/11/2018	With changes from DRB
F	05/11/2018	With changes from NSB
0	01/01/2019	Final accepted by Council

1.0	14/09/2022	Removed references to two Vice-presidents

Review frequency: every 5 year from Rev 0.

1. INTRODUCTION

This procedure sets out the roles and responsibilities of selected office bearers of the Club's Council and the Club's Branches.

2. AIMS OF THE WA NATURALISTS' CLUB

The key aim (as abstracted from the Constitution) of the WA Naturalists' Club (the Club) is to:

- Encourage the study of natural history in all its branches and to endeavour to prevent the wanton destruction of native flora and fauna.

The Club's Mission Statement is 'To Encourage the Study and Protection of the Natural Environment'.

3. CLUB MANAGEMENT

The overall affairs of the Club are managed by a committee (the Council) consisting of: President, Vice-President, Secretary, Treasurer, Editor, Librarian and not less than seven (7) committee positions. The Council ideally should include one or more members of each branch.

All council positions shall be full-members of the Club elected at the Annual General Meeting (AGM), or by the committee as required to fill a casual vacancy.

The Club's Branch affairs are managed by Branch committees, each consisting of: Chair and Treasurer, and not less than two (2) committee members who may hold positions decided by the Branch committee.

Any management matters not covered in this document or the Club's Constitution are managed in line with the Model Rules of the Associations Incorporations Act 2015.

4. ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Club's Council and Branch Committee positions are outlined below.

4.1. All Council and Committee Members

- Act always in the best interests of the WA Naturalists' Club and its members and at all times to protect and preserve the good name of the Club;
- Advocate, and be seen to be advocating, the aims and objectives of the Club;
- Act as the trustees and guardians of the Club in respect of all properties, goods, monies or other items in the ownership of the Club;
- Endeavour to attend all ordinary meetings, committee meetings and the Club's Annual General Meeting (AGM) whenever and wherever called as appropriate;
- Work diligently to further the aims of the Club, and to actively participate in and assist in preparation and promotion of Club functions, meetings, lectures, training and workshops;
- Assist, as required, other committee members in the discharge of their duties;

- Diligently undertake any specific task, role or duty granted or passed to them by the authority of the Committee;
- In circumstances where they are not able to fulfil their responsibilities for a period during their term as a Committee member, Council may choose to appoint a proxy to fulfil their role;
- Work to implement Club's Constitution, policies and procedures;
- Adhere to and implement the Club's responsibilities under the Associations Incorporation Act 2015 and any other laws or regulations;
- Avoid any conflicts of interest and the gaining of personal profit from their position or use of Club information.

4.2. The President

- Presides at the general and council meetings of the Club, and does so fairly and even-handedly such that any and all views and opinions may be expressed and heard;
- Exercises a casting vote on the Committee or in a full meeting of members in the event of an otherwise undecided matter, such a vote normally be in the negative;
- Represents the interests of the Club and its members in any and all appropriate forums, and strives to maintain and enhance its image in the perception of the community;
- Presents an annual report on the Club's activities at the Club's AGM;
- Prepares, or causes to be prepared, the agenda for the Council and Club General meetings;
- Signs documents on behalf of the Club;
- Advices the Council of any disputes and grievances and resolves these in accordance with the Club's Constitution;
- Plans for the succession of the President's position;
- Provides leadership in implementing the Club's Strategic Plan.

4.3. The Vice-President

- Assists the President in their duties and deputises for the president in their absence;
- Otherwise has the same duties and bears the same responsibilities as the President, but these are to be exercised only in the absence of the President, or when specifically directed by the President to assume those duties and responsibilities in their stead.

4.4. The Club Secretary

- Coordinates correspondence of the Club;
- Keeps and maintains, or causes to be kept and maintained, full and correct minutes and records of the proceedings of the Council and of the Club;
- Prepares a list of candidates for the election of the Club Council to be included in the notice of the Club's AGM;
- Prepares and disseminates agendas and minutes for Council meetings;
- Advises the Council on the Rules of the Constitution and its Bylaws;
- Is the point of contact between the Club and all regulatory bodies and authorities;

- Has custody of the Club's Common Seal, and ensures documentation and usage are in line with the Club's Constitution.

4.5. The Club Treasurer

- Coordinates all financial transactions of the Club;
- Keeps and maintains, or causes to be kept and maintained, the financial records of the Club and distributes prior to each Committee meeting a statement of the current financial standing of the Club;
- Makes available the accounts and books of the financial affairs of the Club for inspection by members by appointment;
- Has custody of all securities, books and documents of a financial nature and accounting records of the Club;
- Pays in a timely manner all accounts, taxes, dues or other financial outgoings authorised by the Council or by the members at an ordinary, special, emergency or Club's AGM;
- Receives annual dues and fees and other monies and issue receipts for the same on request;
- Distributes, from time to time, moneys to Branch committees as agreed upon by the Council;
- Keeps a record of the current membership and fee-paid status of all members;
- Keeps and maintains, or causes to be kept and maintained, a record of all goods and materials owned or otherwise held by the Club.
- Arranges for annual audit of the financial records of the Club;
- At the Club's AGM each year prepares and presents the audited financial statements of the Club.

4.6. The Librarian

- Maintains Club custody of all library books and periodicals;
- Ensures the acquisition and storage of suitable books and periodicals;
- Updates and maintains the Library database;
- Manages loans and review of books.

4.7. The Editor

- Maintains the production of two parts per year of the *Western Australian Naturalist* by the following actions:
  - Communicates with authors as required;
  - Advises potential authors on preparation of manuscripts;
  - Receives manuscripts and undertakes preliminary editing to determine suitability for journal;
  - Communicates with prospective referees for submitted manuscripts and selects referees as appropriate;
  - Receives and reviews referee reports and forwards to authors together with editorial report;

- Receives amended manuscript and edits for quality, consistency and scientific accuracy and communicates any further requirements to authors;
- Selects manuscripts for each copy of journal.
- Obtains suitable illustration(s) for journal cover;
- Ensures the list of office bearers for inside cover pages is accurate;
- Sends electronic copies of journal manuscripts to typesetter for desk-topping;
- Receives pdf copies for sending to authors;
- Receives corrections, undertakes final checking to send to desk-topper;
- Checks final copy with desk-topper and authorises desk-topper to undertake printing.

4.8. The Branch Chair

- Presides at the general and committee meetings of the Branch, and does so fairly and even-handedly such that any and all views and opinions may be expressed and heard;
- Exercises a casting vote on the Branch Committee or in a meeting of Branch members in the event of an otherwise undecided matter;
- Represents the interests of the Club and its members in any and all appropriate forums, and strives to maintain and enhance its image in the perception of the community;
- Presents an annual report on the Branch activities at the Branch AGM;
- Prepares, or causes to be prepared, the agenda for the Branch' General meetings;
- Keeps and maintains, or causes to be kept and maintained, full and correct minutes and records of the proceedings of the Branch;
- Ensures the agendas and minutes of Branch meetings are prepared and disseminated either by themselves or other appropriate committee members.

4.9. The Branch Treasurer

- Coordinates all financial transactions of the Branch;
- Keeps and maintains, or causes to be kept and maintained, the financial records of the Branch;
- Provides Branch's annual financial records to the Club Treasurer as required for the annual audit of the Club finances;
- Pays in a timely manner all accounts, taxes, dues or other financial outgoings authorised by the Branch Committee;
- Keeps and maintains, or causes to be kept and maintained, a record of all goods and materials owned or otherwise held by the Branch.

4.10. The Office Manager

- Coordinates and carries out all office duties of the Club;
- Maintains the Membership database;
- Is responsible for attending to and the filing of Club documents and correspondence;
- Maintains relevant statements in public media on events, meetings, etc.

4.11. The I.T. Administrator

Oversees information technology (I.T.) hardware, software and I.T. processes including:

- Installation, configuration and updating of office software;
- Managing office I.T. equipment including desktop computers, laptop computers, printers and projectors, and backup of files and data;
- Managing the WA Naturalists' Club website, www.wanaturalists.org.au including installing software updates and hosting, including liaising with third-party providers;
- Managing email hosting and configuration including liaising with third-party providers.

APPENDIX A

AGM NOTIFICATION AND COUNCIL NOMINATION FORM

ANNUAL GENERAL MEETING [YEAR]

The Annual General Meeting of the Western Australian Naturalists' Club (Inc.) will be held at: **[PLACE,**

TIME AND

DATE]

It is important the membership from all Branches is represented.

Nominations are called for 13 positions, all of which will be vacated:

President	Vice President	Secretary	Treasurer
Journal Editor	Librarian	seven (7) Council Members	

Nominations should preferably be emailed to the Western Australian Naturalists' Club Office info@wanaturalists.org.au or mailed to The Secretary, WA Naturalists' Club:

PO Box 8257, Perth Business Centre,
Perth, 6849

Nominations will be accepted up to the Council meeting immediately preceding the AGM.

NOMINATION FORM COUNCIL POSITIONS

Section 12 Club Management

12.1 The general management of the Club shall be in the hands of a Council which shall consist of President, Vice-president, Secretary, Treasurer, Editor, Librarian and seven other members.

Section 11 Election of Office-bearers

11.3 Nominations in writing of members for election to Council, Intermediate, Junior and branch committees shall be in the hands of the Secretary or his or her nominee by the date of the Council meeting immediately preceding the annual general meeting. They shall be signed by two financial members and by the candidate unless acceptance has been otherwise given in writing.

In accordance with Clauses 39 & 40 of the Associations Incorporated Act 2015, I have not been declared bankrupt, insolvent or convicted in the last five (5) years, and I accept nomination for the position of:

Nominations for Council [YEAR]

Position .....

Name of person nominated

.....

Signature .....

Date .....

Name of proposer .....

Signature .....

Name of seconder .....

Signature .....