

**Help make a difference**

NPA's goal is to protect nature through community action. We pursue this by providing the community with outstanding opportunities to experience and learn about nature, while vigorously advocating for the protection of nature within NSW and beyond.

Our natural areas presently face many significant and unprecedented challenges – weakened land clearing laws, intensified native forest logging, alpine areas trampled by feral horses, a growing list of species headed for extinction, rivers in terminal decline, and many others besides. Responding effectively to these and other threats – and charting a positive way forward – depends on know-how, skills and leadership generously contributed by members.

We are now seeking persons who would like to get involved and make a difference over the coming 12 months. Volunteering for an NPA Executive position will be rewarded by the satisfaction of working as part of a community of like-minded people, and applying your knowledge and skills to problems that really matter.

Positions available

The following positions on the NPA Executive are filled each November:

- President
- Senior Vice-President
- Vice President
- Secretary
- Treasurer
- General Executive members (4 positions).

Positions are elected by the NPA State Council. All positions are voluntary.

Overall role

Executive members play a key role in developing strategy. Working in conjunction with the Executive Officer, they are responsible for NPA's annual business plan and budget, and managing all associated financial and operational affairs. Annual expenditure is approximately \$1.2m.

Duties of Executive members

1. To regularly attend and contribute to Executive and State Council meetings.
2. To keep abreast of NPA affairs.
3. To contribute to strategy by constructive planning, questioning and suggestion.
4. To perform and maintain familiarity with relevant legal duties.
5. To apply basic financial and accounting literacy.

6. To apply any special skills that you bring to the position.
7. To apply good interpersonal skills, including to work as a group, to communicate personal points of view, and to listen to and respect other points of view.

Duties of office-bearers

Office-bearers hold the following additional duties.

President

- to chair general meetings, State Council meetings and Executive meetings
- to supervise the Executive Officer
- to represent the Association at public occasions and important meetings
- to review significant media or other public statements
- to oversee preparation of the Annual Report
- to deal with urgent matters
- to regularly report on the current state of the Association.

Senior Vice President and Vice President

- to assist the President (including by chairing meetings in the absence of the President).

Secretary

- to prepare agendas and notify relevant members of the time and place of general meetings, State Council meetings and Executive meetings
- to ensure that accurate minutes are kept of proceedings at general meetings, State Council meetings and Executive meetings
- to ensure that accurate registers are maintained in relation to the membership of the Association and of all appointments to positions
- to act as the Public Officer
- to keep the Chair informed of matters affecting the validity of meeting proceedings
- to periodically report on matters relating to the proper governance of the Association.

Treasurer

- to oversee the management of the Association's financial affairs
- to ensure that accurate financial accounts and records are kept
- to monitor income, expenditure and cash flow, review financial reporting processes and develop suitable policies
- to chair the Finance Committee,
- to oversee preparation of the Annual Budget,
- to regularly report on the current financial state of the Association
- to liaise as necessary with the Auditor.

Essential requirements

1. Current financial membership of NPA.
2. Sufficient time to devote to your duties as an Executive member.

Skills & experience

Each Executive member acts as a sponsor for several projects or activities included in the business plan. This may involve taking a leadership role, acting as a mentor, or simply being a point of contact. Skills or experience in several of the following fields would be an advantage:

- strategy, planning or policy development
- environmental planning, policy or law
- natural sciences or natural resource management
- advocacy or campaigning
- member recruitment, engagement or facilitation
- indigenous cultural affairs
- Federal, State or local government
- business, finance or accounting
- senior political or business relationships
- human resource management
- audit or risk management
- board or management experience
- fundraising or marketing
- media, communications or publishing
- nature-based recreation, education, citizen science
- rural or non-metropolitan background.

Desirable qualities

A successful Executive member will display and exercise the following qualities:

- personal integrity
- collaborative approach
- passion for nature
- openness to fresh perspectives
- ability to instil confidence and respect.

Prior working knowledge of NPA gained through involvement with a member group, branch committee or the State Council is highly desirable but by no means essential.

Attendance at Executive meetings

The Executive meets 8 times per year (approximately every 6 weeks) between February and early December, generally on Thursday evenings. Meetings are currently being conducted on-line via Zoom due to the covid pandemic. If in-person meetings are resumed, they will be held in Sydney, but members residing outside the Sydney Region will be able to attend online. Costs incurred in attending meetings are at your own expense.

Attendance at State Council meetings

Executive members are also members of the NPA State Council. The State Council meets 3 times per year on weekends at various locations across NSW. Meetings are currently being held online via Zoom due to the pandemic. Reimbursement of travel and accommodation expenses is available.

Nomination process

1. Complete the nomination form below.
2. Send the form to the Returning Officer.
3. Your nomination must be received by 4 pm on Friday 2 October 2020.

Election process

Candidates will be elected by ballot at the Annual Meeting of the State Council, to be held online via zoom on Saturday 14 November 2020. You are encouraged to attend. The ballot will be conducted in accordance with the NPA Constitution and By-Laws.

Enquiries

If you think you might be interested in any of the positions, and would like to discuss what's involved, please contact either:

- Grahame Douglas
president@npansw.org.au
tel: 0418 256 700
- Ian Donovan
secretary@npansw.org.au
tel: 0490 667 400

NOMINATION FOR EXECUTIVE POSITION

Complete this form electronically, or fill out a printed copy. Forwarding instructions are provided below.

* Required fields

A. Your details

Name *

Membership no. *

Residential address *

Email *

Telephone *

Birth date *

Birth date is required by the ACNC Charity Register, but is not made public.

B. Your sponsor

Provide the name and membership number of a current member who supports your nomination

Name *

Membership no.

C. Which position(s) are you nominating for? *

Tick each that applies. If you nominate for an office-bearer position but are unsuccessful, you will be automatically included as a candidate for general Executive member, unless you untick the box.

President

Secretary

Senior Vice President

Treasurer

Vice President

General Executive member

D. Do you have skills or experience in any of the following fields?

Tick each that applies

Strategy, planning or policy development

Senior political or business relationships

Environmental planning, policy or law

Human resource management

Natural sciences or natural resource management

Audit or risk management

Advocacy or campaigning

Board or management experience

Member recruitment, engagement or facilitation

Fundraising or marketing

Indigenous cultural affairs

Media, communications or publishing

Federal, State or local government

Nature-based recreation, education, citizen science

Business, finance or accounting

Rural or non-metropolitan background

Other

D. Your statement to electors *

What do you hope to contribute or achieve by being elected to the position?

E. Disclosure of interests *

Do you hold any role, capacity or relationship that might give rise to a potential, perceived or actual conflict of interest with the role of an Executive member? For example, as an officer or employee of another organisation.

No

Yes Details:

F. Your declaration *

- If elected, I consent to acting as an Executive member. I undertake to always act with integrity and in the best interests of the Association.
 - If elected, I undertake to disclose any conflict of interest not referred to above that may subsequently arise.
 - There are no matters that would affect my eligibility to act as an Executive member, including:
 - a current disqualification from managing a corporation or a registered charity
 - a conviction for an offence involving fraud or dishonesty
 - an undischarged bankruptcy, or failure to comply with a personal insolvency agreement.
- I undertake to inform the Association should the above circumstances change.
- I understand that, if elected, my name and position will appear publicly on the ACNC Charity Register.

Type your name, or sign by hand

HOW TO LODGE YOUR NOMINATION

Please send the completed form by any of the following methods.

Email:

[CLICK HERE TO SEND BY EMAIL](#)

or manually save the form and email it to returningofficer@npansw.org.au

Post:

The Returning Officer,
National Parks Association of NSW,
PO Box 528, Pyrmont NSW 2009



IMPORTANT

Your nomination must be received by 4.00 pm on **Fri 2 October 2020**