



Positions available

Nominations are invited for the following Executive positions:

- President
- Vice President (2 positions)
- Secretary
- Treasurer
- general Executive member (4 positions).

Positions are elected by the NPA State Council each November for a 1 year term. Up to 3 additional members may be appointed by the Executive members themselves to extend their range of skills. All positions are voluntary (unpaid). Only current financial members may nominate. Other eligibility requirements also apply (see below).

Principal role

The principal role of the Executive members is to manage and take overall responsibility for the Association's business and financial affairs. Important tasks include performance monitoring, financial management, regulatory compliance and overseeing the Chief Executive Officer.

As the 'responsible persons' for an incorporated association and registered charity, the Executive members hold certain legal duties. These include:

- to exercise reasonable care and diligence
- to act in good faith in the best interests of the Association
- not to misuse their position or information thereby obtained
- to disclose conflicts of interest
- to ensure responsible financial management
- not to allow insolvent trading.

It's expected that an Executive member will:

- conform to acceptable conduct standards
- show active support for NPA's objects
- regularly attend and contribute to meetings
- keep abreast of NPA affairs and governance
- devote a reasonable amount of time to the role
- make constructive input and suggestions
- apply basic management and financial literacy
- participate in any training that is provided
- communicate points of view
- be respectful to other points of view.

Role of senior officers

The senior officers have specific roles in addition to their general role as an Executive member.

President

- maintains a strategic overview of NPA's affairs
- supervises the Chief Executive Officer
- reports on matters of significance to members, Council members and Executive members
- represents and speaks for the Association at public events and in dealings with external bodies
- reviews important media or public statements
- chairs general meetings
- oversees preparation of the Annual Report
- deals with urgent matters.

Vice President (x2)

- assists with the planning, management, delivery and communication of key programs
- maintains contact with relevant groups
- assists with the ordinary work of the President.

One of the Vice Presidents focuses on nature conservation programs. The other focuses on member participation programs.

Secretary

- oversees compliance with regulatory and good governance procedures
- facilitates orderly processes for the conduct of meetings, elections and appointments
- ensures appropriate record-keeping practices for membership, appointments, meetings, documents and other non-financial matters
- executes formal instruments and lodges official returns on behalf of the Association
- periodically reports on the adequacy of the Association's governance framework.

Treasurer

- oversees and regularly reports on the Association's financial affairs and management
- ensures the accuracy of financial accounts
- monitors financial variables, reviews reporting processes and develops suitable policies
- leads the Finance and Fundraising Group
- guides the preparation of the annual budget
- liaises as necessary with the Auditor.

Assistant Secretary

- arranges Executive meetings
- prepares agendas and meeting minutes
- notifies the time and place of meetings
- tracks meeting actions and their completion
- assists the Secretary as required.

The Assistant Secretary is appointed from amongst the general Executive members.

Role as a State Council member

Each Executive member becomes a State Council member by virtue of their position (in addition to any other capacity held as a State Council member).

The State Council guides the Association's strategic direction and policy, supervises regional and specialist groups, elects Executive members and performs certain governance functions. Conservation, campaign and membership matters are of central interest.

Eligibility requirements

An Executive member must be a current financial member. The following matters trigger ineligibility:

- non-financial or lapsed membership
- paid employment by the Association
- any political office or candidacy
- a current disqualification from managing a corporation or a registered charity
- a conviction for fraud or dishonesty
- an undischarged bankruptcy, or failure to comply with a personal insolvency agreement.

Skills & experience

Skills or experience in several of the following fields is highly desirable:

- 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.

Familiarity with NPA's internal workings, membership of the State Council, or involvement with any NPA committee or group is desirable but not essential.

Disclosure of interests

Executive members (including candidates) must disclose any role, capacity or relationship that might give rise to a potential, perceived or actual conflict or incompatibility with the position (such as a role with another organisation).

If you are unsure about whether an interest needs to be disclosed, it's best to err on the side of caution and disclose the matter. This ensures open disclosure and alerts the need for measures to manage any conflict or incompatibility, should they arise.

A disclosure may be recorded on the Executive nomination form. Disclosures made at meetings or other occasions should be made on the disclosure of interests form, which is available from the Secretary.

Attendance at meetings

Executive meetings are held online approximately 8 times per year, generally on Thursday evenings. Face-to-face discussions or workshops may be held occasionally.

State Council meetings are held 4 times per year, generally on Saturdays. Current practice is to hold online meetings, but 1 or 2 meetings per year may be held face-to-face at a metropolitan or country venue.

Nomination & election process 2026

1. Complete the enclosed nomination form
2. Send the form to the Returning Officer (instructions are on the form)
3. Your nomination must be received by midnight on Tuesday 6 October 2026.

Late nominations cannot be accepted.

Candidates will be elected by secret ballot during the week preceding the Annual State Council Meeting, to be held online on Saturday 14 November 2025. You are encouraged to attend the meeting. The ballot will be conducted as required by the [NPA Governing Rules](#).

Enquiries

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

- Liz Jeremy, President
president@npansw.org.au
tel: 0408 269 329
- Ian Donovan, Secretary
secretary@npansw.org.au
tel: 0490 667 400

Nomination for Executive Position



Thank you for your interest in an Executive position. All positions are entirely voluntary. The term of office is 1 year, commencing in November (or the remainder of the term for a mid-term vacancy). You must be a current financial member. Role descriptions are available at www.npansw.org.au. Fields marked * are compulsory.

A. Your details

Name *

Membership no.

Residential address *

Email *

Telephone *

Birth date *

If elected, your name, residential address, birth date and position will be provided to the Australian Charities and Not-for-profits Commission for inclusion on the Charity Register. Only your name and position will appear publicly.

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. You can be elected to only one position, even if you nominate for several positions

☐

President

☐

Treasurer

☐

Vice President (2 positions)

☐

General Executive member (4 positions)

☐

Secretary

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 resources

☐

Natural sciences or natural resource management

☐

Audit or risk management

☐

Advocacy or campaigning

☐

Board or management experience

☐

Member recruitment or engagement

☐

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

E. Your statement to electors *

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

F. Disclosure of interests *

Do you hold any role, capacity or relationship that might give rise to a potential, perceived or actual conflict or incompatibility with the role of an Executive member? For example, as an officer with another organisation, or any employment that might reasonably be seen by others as potentially incompatible with the position.

☐ No

☐ Yes Details:

If you disclose an interest, this does not preclude you from holding a position. It ensures open disclosure and alerts the need for measures to manage any conflict or incompatibility, should they arise.

G. 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. I also undertake to immediately inform the Secretary should any matters required to be disclosed in Item F above arise during my term of office.
- There are no matters that would preclude my eligibility to be an Executive member, including:
 - non-financial or lapsed membership of the Association
 - paid employment by the Association
 - any political office or candidacy held by myself
 - 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 immediately inform the Secretary of any change to my eligibility.
Note: All nominees are required to be checked against the ASIC register of banned and disqualified persons.
- I understand that the Association is required to provide my personal information shown at Item A above to the Australian Charities and Not-for-profits Commission for inclusion on the charity register.

Sign or type your name

Date

HOW TO LODGE YOUR NOMINATION

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

Email: Save the form (choose 'Save As' from the file menu) and email it to returningofficer@npansw.org.au

Post: Print the form and post to:
The Returning Officer
National Parks Association of NSW
PO Box 528, Pyrmont NSW 2009



IMPORTANT

Nominations must be received by the notified closing date and time.
See www.npansw.org.au **Late nominations cannot be accepted.**