

Roles and Responsibilities for Landcare Groups

who is responsible for what in your Landcare group executive

The executive is responsible for ensuring that XYZ Landcare operates in accordance with its constitution and in such a manner that meets the needs and expectations of its members and sub group members. The executive are also responsible for ensuring that the operation of XYZ Landcare meets any legal requirements placed upon it. The committee may employ staff to assist it meet its obligations and to help carry on its business.

CHAIR / PRESIDENT

Chair has the role of ensuring the overall operation of the executive and of XYZ Landcare. He or she chairs meetings, submits an annual report and is called upon to be a 'public face and spokesperson' for the organisation.

The Chair is also the point of reporting for staff, and hence needs to be aware of the responsibilities of employers. Landcare NSW Employment Toolkit may assist at

<http://landcarenewsw.org.au/member-resources/landcare-employment-toolkit/>

VICE CHAIR / PRESIDENT

Vice Chair has the role of supporting the Chair and filling his/her position in their absence.

SECRETARY

Secretary is responsible for ensuring the taking of minutes of:

- 1) all appointments of officer bearers and members of the Committee and executive,

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of January 2017. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of Landcare NSW or the user's independent advisor.

- 2) names of members present at meetings, and
- 3) all proceedings of meetings.

They are also responsible for ensuring that an up-to-date register of members is kept and that all governance requirements are met.

TREASURER

Treasurer is responsible for ensuring that all monies due to XYZ Landcare are collected, and received, and all payments are authorised, and that correct books and accounts are kept showing the financial affairs of XYZ Landcare, including full details of all receipts and expenditure.

EXECUTIVE MEMBERS

Executive Members assist the chairman, secretary and treasurer to run XYZ Landcare. The number required can be determined by the constitution or by the committee if not specified in the constitution.

PUBLIC OFFICER

This position does not have to be filled by a committee member. The Public Officer's role is to be the point of contact for the incorporated organisation, for the Department of Fair Trading; and for ensuring that all such administrative requirements for the incorporated association are met.



This activity is part of the Local Landcare Coordinators Initiative



Local Land Services

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