

Landcare NSW Incorporated

Council Member – Roles and Responsibilities



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Landcare NSW Representative Council

Landcare NSW Council members are endorsed based on personal skill sets, and/or representation from each Landcare region across the State. As part of the Landcare NSW Council, their role is to provide information, guidance and advice to the Executive Committee and are responsible for approving the strategic direction of

Landcare NSW. Council members are the link between the region they represent and the Landcare movement at both a state and national level.

Council members are accountable to both the community of the region they represent along with the Landcare groups nested within their regions.

It is the responsibility of the Council member to keep informed of what is happening within their region, and consultation with their constituents prepare a quarterly regional report which will be presented by the Council Member to the Landcare NSW Council at the quarterly Council meetings.

Background

Landcare NSW Incorporated is a membership driven organisation. It is a peak body that represents Landcarers in NSW through their regional representatives on the Landcare NSW Council.

The first Landcare NSW Council was formed in 2007, and since its inception the Council has evolved to ensure a wide representation of Landcarers from all corners of NSW. Landcare NSW Council members are the most important conduit of information and input from the regions, district networks and local groups to Landcare NSW while also providing an important feedback loop from Landcare NSW back to their regions and groups. Landcare NSW Council members must also be prepared to support Council endorsed initiatives that are required for Landcare NSW to reach the organisation's strategic goals.

Council members are endorsed by their regions as regional representatives for a one-year term, or they may be invited by the Council to join as individual members of the Council based upon their specialised skills.

Structure

The Landcare NSW Council is made up of at least one endorsed member representative from each region along with any invited individual members who possess a valued skill set¹ but are not representative of any particular region or group.

¹ Landcare NSW Constitution (Section 2, Section 16 (1))

The Role of a Landcare NSW Councillor

Responsibilities

Landcare NSW expects a Council member will:

1. Provide regional leadership in the functions of Landcare NSW
2. Support initiatives and promote activities in line with the organisation's strategic objectives
3. Representing and understanding the issues, priorities and needs of their elected region
4. Providing a representative view of the region they represent to the broader Landcare NSW Council
5. Advocating on a broad range of issues that are important for their region and the Landcare movement in NSW
6. Council members must be available to act as a conduit of information either from any member of their regional Landcare network to Landcare NSW, or back from Landcare NSW to the networks
7. Ensuring any time-critical tasks are followed up accordingly
8. Disseminating information and any decisions made, or actions to be taken, back to their regional network from Landcare NSW.
9. Completing regional reporting in consultation with the Council members' network and responding to any items of a topical nature for consideration prior to each Council meeting
10. Liaise with their regional networks in preparation for each Council meeting
11. Attend Council Meetings – face-to-face meetings are held four (4) times a year in Sydney with Council members expected to attend as many as feasibly possible
12. Be prepared to participate in sub-committees or working groups of Landcare NSW
13. Plan for the future of Landcare NSW

Suggested Consultation Process

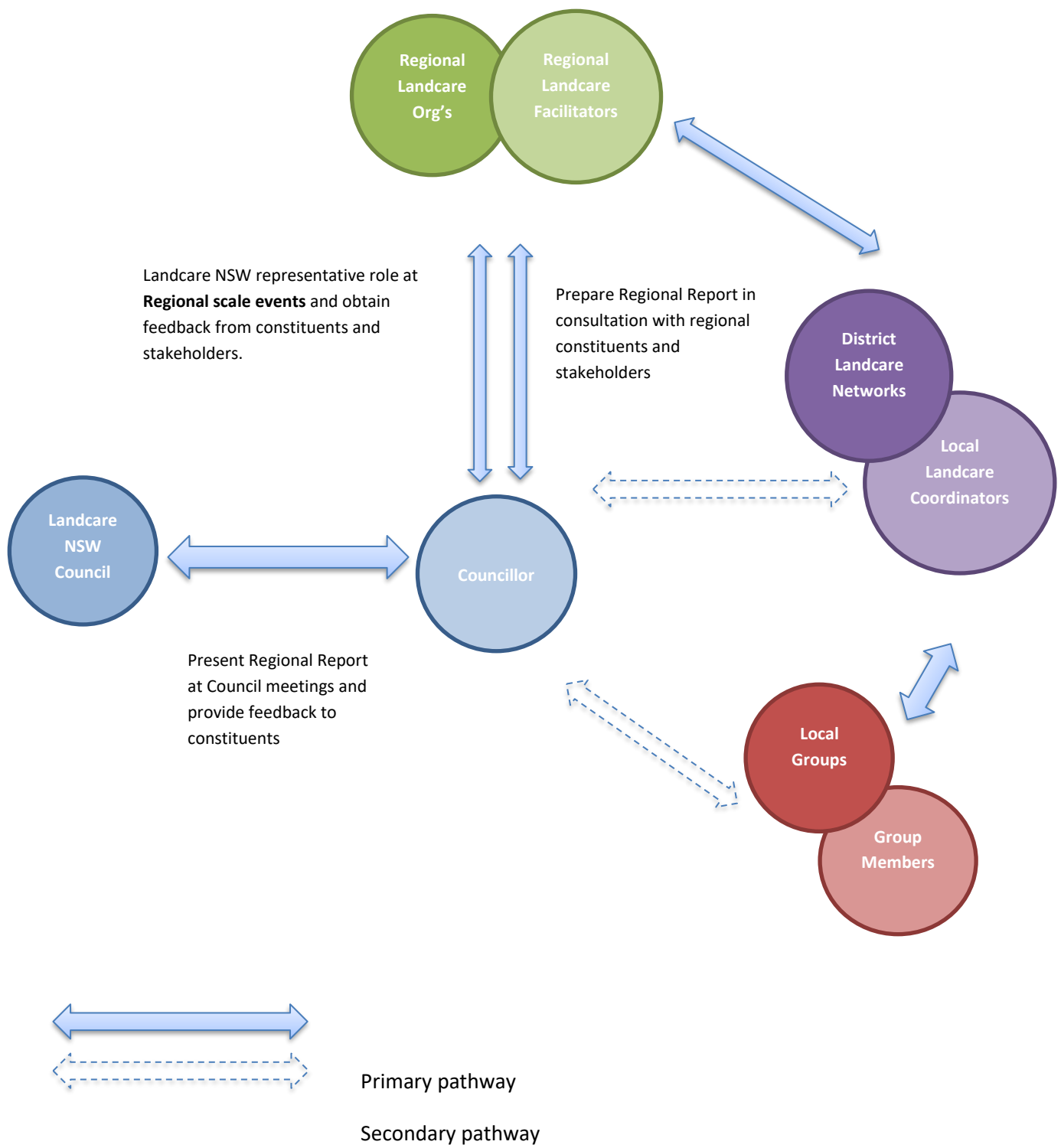
In order to fulfil the responsibility of providing a representative view of the region, Council members will need to consult with key stakeholders within their region in order to prepare the regional report for presentation at the Landcare NSW Council meetings. Key stakeholders who should be consulted during this consultation process include, but are not limited to:

- Regional Landcare Facilitators
- Local Landcare Coordinators
- Executive Officers

Suggested Feedback Process

Landcare NSW will provide Council members with the minutes from Landcare NSW Council meetings, along with a PowerPoint slide presentation tool to assist in providing feedback to your region on the information presented at Council meetings. This information is provided for use in regional and local meetings and events. The information is intended to give brief information on the current key activities of Landcare NSW.

Figure 1 - Consultation Process – Communication Feedback



Time and Travel Commitments

TERM – Council members are endorsed for a term of 12 months (1 year), or up until the next Annual General Meeting if the appointment of a Council Member has been less than 1 year.

MEETINGS – Landcare NSW usually holds four (4) face-to-face Council meetings in any one calendar year. The Council meetings are a full day affair commencing at 9am and finishing by 5pm. Depending on a Council member's residence, this may mean a 1–2 day commitment from the Council member four (4) times per year. A Council member may thus expect a maximum commitment of eight (8) days per calendar year for attendance at Landcare NSW Council meetings.

Council meetings require representatives to prepare information relating to their region prior to the meeting along with disseminating information from the Council meeting back to their regions. It is estimated that this commitment would be approximately two (2) days in duration (1 day prior and 1 day following each meeting). A maximum of eight (8) days per year should be allocated by each Council member to participate in these activities.

In total, the time commitment for being a Landcare NSW Council member is approximately **sixteen (16) days per year, which is equivalent to four (4) days per quarter.**

TRAVEL – Travel away from home may be required up to four (4) times per year to attend Landcare NSW Council meetings, depending on the Council members home location within NSW. Where an overnight stay is necessary for a Council member to attend the Council meeting, accommodation will be provided by Landcare NSW.

Landcare NSW may invite Council members to attend additional special events on an ad-hoc basis. These events include the Parliamentary Friends of Landcare celebrations, conferences (in particular the State Landcare Conference and the biennial Muster) or other special events or meetings.

Alternate Council Member

It is understood that there may be occasions whereby a Council Member may not be able to attend a meeting due to other commitments or illness. Should this occur, the regional network is encouraged to determine an alternative Council Member to attend in the endorsed member's place.

Landcare NSW is to be informed immediately via email when an alternative Council Member is determined by the regional network. The notification email to Landcare NSW is to be sent to

administration@landcarensw.org.au

Landcare NSW will continue to send all official correspondence to the endorsed Council member, and it is important to note that it will be the responsibility of that Council member (or the regional network) to ensure that all correspondence from Landcare NSW, such as meeting agendas and papers, are passed on to the alternative Council member in preparation for the meeting which they will be attending.

Alternative Council Members are subject to the same expectations as an endorsed Council member, in particular gathering information from their regional network prior to the meeting, along with disseminating information from the Landcare NSW council meeting back to regional stakeholders.

Cost Reimbursements

Landcare NSW will reimburse Council members for reasonable out of pocket expenses that are incurred by the member to attend the quarterly Council meetings. Examples of out of pocket expenses include reasonable public transportation costs (including airfares) along with reasonable meal reimbursements. Car travel will be reimbursed at a rate of 68c per km (ATO standard). Meals are catered for at Landcare NSW Council meetings, and as such no meal reimbursements are applicable for morning tea, lunch or afternoon tea on the days that the Council is meeting.

Accommodation is provided by Landcare NSW, and as such Landcare NSW will not reimburse any accommodation costs that are incurred by a Council member. It is the responsibility of the Council member to RSVP for each meeting to ensure that appropriate accommodation arrangements are made by Landcare NSW.

A [Travel Claim Form](#) is to be completed and submitted to accounts@landcarensw.org.au for processing within one (1) month of the meeting date. All expenses must be supported by scanned copies of the receipts for each claim as supporting evidence – reimbursements will not be provided without the appropriate receipts being submitted in conjunction with the [Travel Claim Form](#) (with the exception of car travel reimbursements).

Characteristics of a Council Representative

While Council members do not necessarily need to have any specific skills, Landcare NSW recommends that regional networks identify a potential representative with suitable experience within the network's Landcare region. The potential representative would ideally be an individual who is well connected to the Landcare community, and possesses exceptional communication and networking skills. Having a forward-thinking individual who is also interested in Landcare at all levels as a representative is considered highly advantageous.

Mentorship and Training

Dependant on resourcing, Landcare NSW will endeavour to provide governance and leadership style training to new Council members so that they may continue to build their skills within the Landcare community.

New Council Members can also be assigned a mentor on request. A current or former Landcare NSW Council member would provide this mentorship experience, with the mentor possessing not only active experience on how to be an effective Council member, but the mentor will also possess working knowledge on how the Landcare NSW Council operates as well as providing advice to the newly endorsed Council representative on how to represent their region effectively. Please contact the Landcare NSW team regarding this opportunity in writing via an email to administration@landcarensw.org.au

Executive Committee Opportunities

The Executive Committee of (at least) 8 members is selected by the Council members at the Annual General Meeting in November, with nominees being selected from endorsed Council members. Should you wish to nominate for an Executive Committee role, including Chair, Deputy Chair, Treasurer, Secretary or Committee Member, please complete the [Executive Committee Nomination Form](#), which must be submitted at least seven (7) days prior to the AGM.