MOOLOOLAH RIVER LANDCARE
VOLUNTEER POSITION DESCRIPTIONS

President (Volunteer Position)

- The Committee has general control and management of the administration of the affairs, property and funds of the organisation, and making sure its legal obligations are met.
- Members of the MRL Committee are entrusted to ensure that all decisions are taken in the best interests of the organisation and that their role is carried out effectively.
- The President is the principal leader of the organisation and has overall responsibility for the delivery of the organisation's mission and objectives.
- Individual members should demonstrate selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- It's important that Committee members pose reasonable questions to ensure the financial position of the organisation is clear.

Committee members also have duties under law, which include a duty:

- of due care, skill and diligence and the duty to act in good faith;
- to ensure that the organisation does not trade while insolvent (which means not allowing the association to incur debts it can't repay or is likely to be unable to repay);
- to not misuse information or position, and to disclose and manage conflicts of interest.

Duties/Responsibilities

- The President sets the overall annual committee agenda (consistent with the views of Committee and the organisation's members), helps the committee prioritise its goals, and keeps the committee on track by working within that overall framework.
- At the operational level, the major function of the President is to provide effective and efficient leadership, including facilitating effective committee meetings, and ensuring accountability for coordination, administration and finances.
    - Provides oversight to ensure committee members fulfil responsibilities, assisting them with their duties as needed, remains well informed of all organisation activities, and leads monthly Committee meetings, including managing, and reporting for, the AGM.
    - The MRL coordinator reports directly to the President or a nominated representative.
    - The President is a primary signatory for legal and financial matters.

Other information

- The President is, ideally, available to attend/support other activities of the organisation and represent the organisation, as required.
- Generally, the role can be completed with some time commitment to managing for, and attendance, at Committee meetings (generally 4-7pm 2nd Wednesday of the month) and 2-3 hours/week on oversight roles of the organisation.
- Be willing to use their own computer and phone.

MOOLOOLAH RIVER LANDCARE
VOLUNTEER POSITION DESCRIPTIONS

Secretary (Volunteer Position)

- The Committee has general control and management of the administration of the affairs, property and funds of the organisation, and making sure its legal obligations are met.
- Members of the MRL Committee are entrusted to ensure that all decisions are taken in the best interests of the organisation and that their role is carried out effectively.
- The Secretary is responsible for a wide range of administrative functions, including acting as the primary contact person for the organisation.
- Individual members should demonstrate selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- It's important that office bearers pose reasonable questions to ensure the financial position of the organisation is clear.

Committee members also have duties under law, which include a duty:

- of due care, skill and diligence and the duty to act in good faith;
- to ensure that the organisation does not trade while insolvent (which means not allowing the association to incur debts it can't repay or is likely to be unable to repay);
- to not misuse information or position, and to disclose and manage conflicts of interest.

Duties/Responsibilities

The Secretary's functions include, but are not limited to:

- calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President and Coordinator;
- ensuring minutes are kept for each meeting;
- ensuring copies of all correspondence and other documents relating to the association are kept; and
- ensuring the maintenance of the register of members of the organisation.

Other information

- Ideally, be available to attend/support other activities of the organisation where volunteer support is required due to the nature of the event e.g. the annual MRL Open Day.
- Generally, the role can be completed with some time commitment to preparing for (recording and management of meeting minutes and reports) and attendance at Committee meetings (generally 4-7pm 2nd Wednesday of the month) and coordination for the AGM.
- Proficient in Google suite of workplace apps and/or Office 365 and be willing to use their own computer and phone.

MOOLOOLAH RIVER LANDCARE
VOLUNTEER POSITION DESCRIPTIONS

Treasurer (Volunteer Position)

- The Committee has general control and management of the administration of the affairs, property and funds of the organisation, and making sure its legal obligations are met.
- Members of the MRL Committee are entrusted to ensure that all decisions are taken in the best interests of the organisation and that their role is carried out effectively.
- The Treasurer manages the finances of the organisation, although it is ultimately the Committee's responsibility to oversee the organisation's financial affairs.
- Individual members should demonstrate selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Committee members also have duties under law, which include a duty:

- of due care, skill and diligence and the duty to act in good faith;
- to ensure that the organisation does not trade while insolvent (which means not allowing the association to incur debts it can't repay or is likely to be unable to repay);
- to not misuse information or position, and to disclose and manage conflicts of interest.

Duties/Responsibilities

- ensuring proper records of the association's transactions to correctly record the financial position of the organisation;
- providing monthly financial reports to the Committee;
- ensuring planning and budgeting to allow the organisation to be sustainable and operate in accordance with the wishes of the Committee, including preparing an annual budget, overseeing budget discipline, and managing income and expenses with the Administration and Accounts officer, and other relevant staff;
- liaison with banking institutions and acting as the main account and financial manager for the organisations finances;
- ensuring the organisation's financial statement is audited annually and submitted to the members at the annual general meeting;
- lodging the organisation's financial statement and other necessary documents with the ACNC.

Other information

- Ideally, be available to attend/support other activities of the organisation where volunteer support is required due to the nature of the event e.g. the annual MRL Open Day and, particularly, to initiate and assist in activities which improve the financial position of the organisation.
- Generally, the role can be completed with some time commitment to preparing for (liaison with the Coordinator and Accounts officer and preparation of financial reports through Xero) and attendance at Committee meetings (generally 4-7pm 2nd Wednesday of the month) and 2-3 hours/ week to oversee the finances of the organisation.
- Proficient in Google suite of workplace apps and/or Office 365 and be willing to use their own computer and phone.

MOOLOOLAH RIVER LANDCARE
VOLUNTEER POSITION DESCRIPTIONS

Committee Member at Large (Volunteer Position)

- The Committee has general control and management of the administration of the affairs, property and funds of the organisation, and making sure its legal obligations are met.
- Members of the MRL Committee are entrusted to ensure that all decisions are taken in the best interests of the organisation and that their role is carried out effectively.
- A Committee Member at Large is a full Committee member who doesn't hold a defined position.
- Individual members should demonstrate selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- It's important that office bearers pose reasonable questions to ensure the financial position of the organisation is clear.

Committee members also have duties under law, which include a duty:

- of due care, skill and diligence and the duty to act in good faith;
- to ensure that the organisation does not trade while insolvent (which means not allowing the association to incur debts it can't repay or is likely to be unable to repay);
- to not misuse information or position, and to disclose and manage conflicts of interest.

Duties/Responsibilities

- The role of a Committee Member at Large involves participating in Committee meetings, providing input on key decisions, and contributing expertise or guidance on matters relevant to the organisation's mission and objectives.
- Committee Members at Large may be assigned tasks by the President or Committee, which often align with their skill sets, motivations and interests.
- Other than having flexible duties, a Committee Member at Large is as influential as any other Committee member and are full voting members.
- The importance of a Committee Member at Large lies in their ability to offer a broad perspective and diverse insights to the organisation. They bring knowledge, experience, and skills from various backgrounds, which can enrich discussions, enhance decision-making processes, and ensure the Committee considers a wide range of viewpoints.

Other information

- A Committee Member at Large should commit to regularly attending monthly Committee meetings, including the AGM.
- Ideally, be available to attend/support other activities of the organisation where volunteer support is required due to the nature of the event e.g. the annual MRL Open Day.
- Generally, the role can be completed with some time commitment to preparing for (reading meeting minutes and reports) and attendance at Committee meetings (generally 4-7pm 2nd Wednesday of the month).

MOOLOOLAH RIVER LANDCARE
VOLUNTEER POSITION DESCRIPTIONS

Events Coordinator (Volunteer Position)

Duties/Responsibilities

The Events Coordinator is responsible for:

- Assisting in initiation and development of fundraising events such as film nights, workshops, high profile guest speakers/entertainers - with the purpose of raising funds/resources, and building awareness and motivation to contribute to the environmental goals of MRL.
- Coordinating event logistics, including liaising with staff/presenters, organising venues (the MRL Seed Pod and Outdoor Space are preferred) and suppliers, sourcing fund raising resources/materials, overseeing ticket sales and responding to enquiries.
- Developing and maintaining the event run sheet and assisting in the preparation and delivery of the event.
- Supporting the awareness and promotion of each event through social media and other means.
- Overseeing budget discipline and managing income and expenses with the administration and accounts officer, and other relevant staff.

Skills/Experience/Qualities

- Previous experience or qualifications in event management or fundraising.
- Proficient in Google suite of workplace apps and/or Office 365. Experience with Facebook, Canva and Humantix are desirable.
- Excellent verbal and written communication skills.
- Event coordinator is outgoing, reliable, organised and loves developing relationships.

Other information

- It is hoped that the event coordinator could initiate and deliver a minimum of six events/annum, with the time commitment at the discretion of the volunteer.
- Be available to attend the events organised.
- Generally, the role can be completed outside of office hours; however, some contact with staff and stakeholders will be required during office hours (and attendance may be required at some Committee meetings (4-7pm 2nd Wednesday of the month).
- Be willing to use their own computer and phone.
- Reports to the MRL Coordinator and liaises closely with other key staff.