



Information for candidates

Thank you for your interest in making a personal contribution to nature conservation.

Elections are held each year to fill the following positions on the NPA Executive:

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

The Executive is elected by the NPA State Council at its Annual Meeting. All positions are for a term of one year, and are entirely voluntary. Successful candidates are eligible for re-election.

Your role as an Executive member

The Executive manages the affairs of NPA subject to policies, decisions and directions of the State Council. As an Executive member, you will be directly responsible for overseeing the financial and operational affairs of NPA, implementing the strategic plan and achieving its objects.

Duties of Executive members

These include:

1. To regularly attend and contribute to Executive and State Council meetings.
2. To keep abreast of NPA affairs.
3. To review 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

Additional duties held by office-bearers include:

President

- to chair general meetings, State Council meetings and Executive meetings,
- to supervise the Chief 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.

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 to the Executive and State Council 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 to the Executive and State Council on the current financial state of the Association,
- to liaise as necessary with the Auditor.

Essential requirements

1. You must be a current financial member of NPA.
2. Your nomination must be supported by at least one other current financial member.

Desirable qualities

1. A good working knowledge of the Association, its objects and activities through previous involvement in a branch committee, the State Council or any other voluntary involvement.

2. Suitable skills, experience and motivation. These might relate to one or more of the following fields:

- environmental policy, planning or law
- natural sciences / natural resource management
- advocacy or campaign experience
- volunteer or community engagement
- indigenous cultural affairs
- Federal, State or local government
- business, finance or accounting
- board or management experience
- fundraising or marketing
- media, communications or publishing
- nature-based recreation or education
- rural or non-metropolitan background
- other skills or experience.

Attendance at Executive meetings

The Executive meets approximately every 6 weeks between February and early December, generally on Thursday evenings in Sydney. Telephone attendance is permitted if unable or impracticable to attend in person. Between meetings, interaction occurs through various committees and by email.

Attendance at State Council meetings

State Council meetings are held 3 times per year on weekends at various locations across NSW. A policy applies for reimbursement of travel and accommodation expenses.

Nomination process

1. Lodge your nomination using the enclosed form.
2. Complete all required fields.
3. Send the nomination form to the Returning Officer by any of the specified methods.
4. Your nomination must be received by 4 pm on Friday 29 September 2017.

Date of election

Successful candidates will be chosen by ballot at the Annual Meeting of the State Council, to be held on 4 November 2017 at Lane Cove National Park Visitors Centre (Jenkins Hall), Max Allen Drive, West Lindfield. You are encouraged to attend. The ballot will be conducted in accordance with the election rules set out in the *NPA Governance Manual*.

Enquiries

For further information about the positions, please contact Anne Reeves <president@npansw.org.au> tel: 0407 210 608, Ian Donovan <secretary@npansw.org.au> tel: 0490 667 400 or Brian Everingham <brian.everingham@gmail.com> tel: 0419 260 236.