



Role Description – Tasmanian Nature Conservation Fund (TNCF)

Grants Committee Member (Volunteer)

About Wildcare

Wildcare Tasmania Inc. (Wildcare) is a community of members, volunteers, and donors dedicated to caring for Tasmania's wild places, wildlife, and cultural heritage. Wildcare is a not-for-profit registered charity. Through our state-wide network of Wildcare groups and 1500+ strong membership, we unite and support people to protect and sustain our natural environment for future generations to experience and enjoy.

Our Vision

Our Vision Wildcare supports the protection and management of Tasmania's wild places and natural values through community engagement in targeted conservation programs.

Our Mission

Support communities and volunteers to contribute to conservation actions that ensure the long-term protection of Tasmania's natural environment.

About the TNCF

Wildcare Tasmania Inc. is a registered charity and deductible gift recipient. Wildcare maintains a Gift Fund – the Tasmanian Nature Conservation Fund (TNCF), which accepts tax-deductible donations. The TNCF supports the purpose and primary objectives of Wildcare which are to:

- *support communities and volunteers to contribute to conservation actions that ensure long-term protection of Tasmania's natural environment,*
- and to
- *to help conservation and land managers (including PWS) conserve natural heritage in Tasmania (on and off reserves) and manage reserves in Tasmania;*
 - *to foster community interest in, support for and involvement in nature conservation in Tasmania (on and off reserves) and management of reserves in Tasmania; and*
 - *to foster community interest in, support for and involvement in the Association (Wildcare).*

To support the purpose and help deliver the primary objectives, the TNCF provides funding through grants to Wildcare branches (aka Wildcare groups) and members through biannual grants rounds.

About the Wildcare TNCF Grants Committee

Decisions about awarding grants using TNCF funds are delegated to, and made by, a committee appointed by the Wildcare Board – the Wildcare Tasmanian Nature Conservation Fund Grants Committee (Grants Committee). Grants Committee members are appointed for three year terms.

The Grants Committee's role is defined in the TNCF Operating Procedures as follows:

2.1 Functions

2.1.1 The main function of the Grants Committee is to assess, and either accept or reject, applications for grants in accordance with the Tasmanian Nature Conservation

Fund Grants Guidelines.

2.1.2 The Grants Committee also has the function of accepting or rejecting any application for variation of a grant that affects the overall amount of the grant or the overall purpose of the grant.

2.1.3 The Grants Committee is also to inform the Wildcare office team and Board about matters relating to the committee's functions described in paragraphs 2.1.1, and

2.1.2 (e.g. decisions the committee makes on applications for grants or variation of grants).

2.1.4 The Wildcare Board may also assign other functions to the Grants Committee

Additionally, the Grants Committee ensures that donations are allocated to projects in accordance with:

- [Public funds - Australian Taxation Office \(ATO\)](#); and
- The purpose and primary objectives of Wildcare as stated in the [Wildcare Tasmania Inc. Constitution](#).

Committee member requirements, duties, and conduct

Committee Members must be registered 'Responsible Persons' with the Australian Charities and Not-For-Profit Commission (ACNC).

It is desirable that the Grants Committee is made up of members with these skills and expertise:

- Nature conservation
- Reserved land management
- Legal, particularly in relation to not for profit organisations and/or gift funds
- Teamwork and leadership

At the conclusion of a three-year term, current TNCF Grants Committee members are eligible to apply for reappointment.

Members of the Grants Committee have procedural, legal and common law duties including the following:

- to act in good faith in the best interests of Wildcare to further its purpose;

- to not exercise powers provided by their position on the Grants Committee for any purpose other than for the purpose and objectives of Wildcare;
- to act and make decisions with care and diligence;
- keep confidential information received as a Committee member; and
- not to use their position or information gained for a personal advantage or for the advantage of someone else, or in a way which causes detriment to Wildcare or the TNCF.

Full member requirements and duties are described in Clause 2.4 of the [Tasmanian Nature Conservation Fund Operating Procedures V5.0](#).

Wildcare has a [Code of Conduct](#) which TNCF Grants Committee members are expected to comply with.

Commitment of Members

The Grants Committee is required to meet a minimum of two times per year, via online video conferencing, to perform its duties. Additional meetings may be scheduled if necessary. Grants Committee members are expected to attend all meetings, as far as reasonably practicable. A schedule is provided in advance by the Wildcare office, who have delegated responsibility for administering the TNCF. Decisions require a quorum of four Committee members.

Infrequent, out-of-session administrative emails and phone calls between the Wildcare office, Grants Committee Chair, and Committee members, are to be expected. Committee members are also expected to work cooperatively to share workloads, as needed and as agreed.

Committee members are expected to stay informed about environmental management issues in Tasmania is an expected part of the role.

Additional commitments for TNCF Grants Committee Chair

The Grants Committee Chair is selected annually by its members.

The chair's role includes a commitment to:

- chair the committee meetings;
- liaise with Wildcare's Board, CEO, Financial Services Manager and Grants Committee regarding the operation of the TNCF, eligibility of projects and applicants, and grant acquittals and variations as may be required;
- communications with stakeholders where appropriate;
- attendance upon invitation (via online video conferencing or in person) at Wildcare Board meetings (maximum twice per year); and
- represent Wildcare at public events, at the request of the Wildcare Board.

Remuneration

Committee membership roles are voluntary. This is a voluntary role. Reasonable travel expenses will be reimbursed in accordance with the Wildcare policies.

For further information, please contact:

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