



Role Description - Board Member

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. Wildcare supports over 50 branches of volunteers located across Tasmania.

Wildcare Tasmania Inc. is a registered charity and deductible gift recipient. Wildcare maintains a Gift Fund - Tasmanian Nature Conservation Fund (TNCF) which accepts tax-deductible donations. The TNCF supports the purpose and primary objectives of Wildcare. Wildcare volunteer groups also seek to attract additional funding through fundraising and external grants.

Wildcare Tasmania is committed to being an inclusive, flexible and equitable organisation where everyone is respected and valued for their unique background, identity, experiences, skills, and perspective. Our goal is to attract people from the widest pool of available talent and enhance our decision-making, innovative thinking and service delivery. We know that a diverse board leads to better outcomes. We encourage applicants from all backgrounds to apply, particularly those who can bring unique perspectives that reflect the community we serve.

Wildcare Tasmania is committed to the safety and well-being of children and young people. We are dedicated to creating a culture, adopting strategies, and taking action to promote child wellbeing and prevent harm to children and young people.

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.

Primary Focus

The primary focus of the Wildcare Board is ensuring the ongoing achievement of Wildcare's mission to 'support communities and volunteers to contribute to conservation actions that ensure long-term protection of Tasmania's natural environment'. Wildcare's [Strategic Plan 2025-2027](#) sets out the strategies for success.

Role

The Wildcare Board comprises seven elected and two appointed members. Each Board member is to work with other Board members so that the Board fulfils its functions (described below).

The Wildcare Board:

- ensures that the purpose and objectives of Wildcare, as set out in the [Wildcare Constitution](#), are pursued; and
- provides contemporary governance, leadership and risk management of Wildcare; and
- ensures compliance with requirements of regulators such as:
 - Australian Charities and Not-for-profits Commission (ACNC),
 - Australian Taxation Office, and
 - Consumer Building and Occupational Services (part of the Tasmanian Department of Justice); and
- ensures that Wildcare operates honestly and transparently and in accordance with all relevant laws, including the *Associations Incorporation Act 1964* and the *Work Health and Safety Act 2012*; and
- sets Wildcare's strategic goals, performance measures and annual budget; and
- monitors the performance of the Wildcare CEO and organisational performance reporting; and
- oversees Wildcare's financial position and ensures that both operational funds and Wildcare's TNCF are invested and managed appropriately; and
- represents Wildcare's ethos in the community, being known by actions rather than lobbying; and
- leads a positive, respectful and productive culture in accordance with Wildcare's [Code of Conduct](#); and
- appoints members of the Grants Committee, which administers Wildcare's TNCF, and the organisation's Public Officer (a position required by Tasmanian legislation).

Authorities and Accountabilities

To support the Board in its roles and responsibilities, Wildcare has established a contemporary governance framework that sets out a range of policies and procedures for its Board members, officers and volunteers. For example:

- [Wildcare Constitution](#)
- Process for Wildcare Board Elections and Appointments
- Delegation Policy
- Register of Interests
- [Code of Conduct](#), [Child Safety and Wellbeing Policy](#), and [Working with Wildcare](#)
- Privacy, Cyber Security, Risk Management, and other policies
- [Guidelines for the administration of the TNCF](#)

The Board is accountable to Wildcare's regulators in both the Commonwealth and Tasmanian governments. Importantly, the Board and its members are also accountable to Wildcare's members for the actions and decisions it takes on behalf of the organisation.

Board skills and qualifications

People who have any of the following skills and experience are encouraged to nominate for election:

- developing organisational partnerships
- growing revenue and ethical fundraising, including in the environment sector
- understanding of contemporary approaches to governance, leadership and risk management
- strong financial management and oversight
- community engagement
- legal qualifications
- environmental volunteer management/experience, especially knowledge of, or involvement with, Wildcare volunteer groups.

All elected Board members must be Wildcare members.

Each Board member must meet the conditions for a "responsible person" set out in [governance standards](#) under the *Australian Charities and Not-for-profits Commission Act 2012*.

Past Board experience is considered valuable but suitably skilled and qualified people without Board experience are still encouraged to nominate.

Company directors' qualifications are encouraged but not considered essential.

Wildcare Board members are generally passionate people with diverse skills who are committed to the not-for-profit ethos and natural environment sector. Nominees are expected to have a similar interest.

Recommended reading: [ACNC Governance for Good: Guide for Charity Board Members](#).

Board conduct

Members of the Wildcare Board have legislated duties. In summary, those duties include:

- to act with reasonable care and diligence; and
- to act honestly and fairly in the best interests of Wildcare and for its charitable purposes; and
- not to misuse their position or information they gain as a Board members; and
- to disclose conflicts of interest; and
- to ensure that the financial affairs of Wildcare are managed responsibly; and
- not to allow Wildcare to operate while it is insolvent.

As a charity registered with the ACNC, Wildcare supports the ACNC's [Governance for Good](#) guide and commits to meet the ACNC's [governance standards](#).

Wildcare has a [Code of Conduct](#) that Board members are expected to comply with.

Board members are responsible for ensuring a strong child-safe culture is created and maintained, and that policies and practices are effectively developed and implemented to support this, consistent with [Wildcare's Child Safety & Wellbeing Policy](#).

Board members must have completed or be willing to undertake Child Safety Awareness training.

Meetings and communications

The Wildcare Board generally meets 5 times per year, through a combination of online conferencing and face-to-face meetings. Meetings are held on a weekday and generally take around 4-5 hours. Board members are expected to prepare for, attend and actively participate in these meetings. In addition, members may be asked to contribute to the broader work program of the Board and its working groups.

Out-of-session Board meetings may also be held, usually via an online conferencing facility, if/as need arises.

There will be communication between meetings through email and monthly CEO and financial reporting.

Remuneration and rewards

This is a voluntary role. Reasonable travel expenses will be considered in accordance with Wildcare's policy.

Wildcare Board members find great satisfaction in supporting a meaningful cause and contributing to visible results for Tasmania.

For further information, please contact:

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