

# Cockburn Community Wildlife Corridor Association Inc. (CWC)

## CWC COMMITTEE ROLES:

**Committee** (\*as per the Rules of Association)

1. Chairperson\* (Co-Convenors)
2. Vice Chairperson \* (Vice Convenor)
3. Secretary\* (Co-Secretaries)
4. Treasurer \*
5. Membership and Volunteer Coordinator
6. Aboriginal Liaison
7. Community Liaison
8. Youth Liaison
9. Grants Coordinator
10. Events Coordinator
11. Communications Coordinator
12. Ordinary Committee Members (5) \*

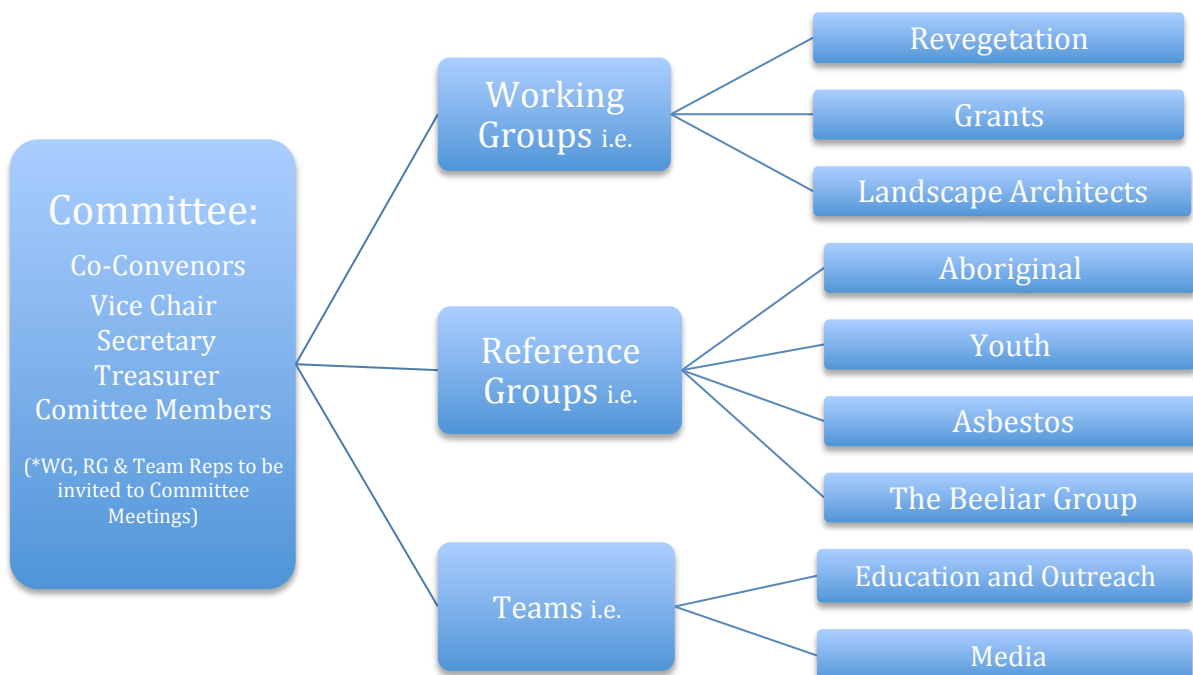
**Working Groups and Teams will be set up by the Committee with mandates to allow them to perform specific tasks on behalf of the Association. A Convenor will be invited to attend and/or report to Committee Meetings.**

## Examples of possible CWC Working Groups and Teams

1. Revegetation Working Group
2. Grants Team
3. Events Team
4. Communications Team
5. Fundraising Working Group
6. Landscape Architects Working Group
7. Site Clean Working Group
8. Propagation ...

## Examples of possible Reference Groups

9. Aboriginal Reference Group
10. Youth Reference Group
11. Asbestos Reference Group
12. The Beeliam Group (of Professors)



# CWC COMMITTEE ROLES

## DEFINITIONS:

**Coordinator** – Works to coordinate actions required by the association while collaborating with other Committee Members where required. Works with team of members with specific expertise to undertake actions required by the Association.

**Liaison** – Works with outside stakeholders such as Reference Groups to provide two-way communications.

**Working Group Convenor** – Works within Working Group (WG) Mandate and delegated authority to undertake actions required by the Association. Attends Committee Meetings or Reports as required.

**Member** – Financial member who has been approved by the Committee as per the Rules of the Association. All Committee Members must be Members of the Association.

**Supporters** – Non-Members who support the aims of the Association. Supporters should be kept informed of activities of the Association.

**Stakeholders** – i.e. Community groups, Friends of groups, environmental groups, Councils, MPs, State government departments, etc.

### 1. Co-Convenors

- Ensures meetings are organised as per the Rules of the Association
- Ensures Committee promotes the 'Objects of the Association'
- Organises facilitation of meetings and authorises minutes of meetings
- Official Spokespersons and point of contact for Councils, politicians, media etc.
- Management of contractors and employees on behalf of the Association

### 2. Deputy Convenor

- To assist the Co-Convenors in their duties.

### 3. Secretary(s)

- Call for agenda items, sends agenda out to Committee
- Take minutes, distributes to Committee
- Co-ordinate the correspondence of the Association
- Maintain in an up to date condition the Rules of the Association
- Maintain a record of Committee and appointments

### 4. Treasurer

- Keep accounting records of the Association and have custody of all securities, books and documents of a financial nature and accounting records of the Association
- Submit a monthly financial report to the Committee explaining the financial transactions and position of the Association
- Collect membership fees and request membership renewals by 1 July annually
- Receipt all money received
- Make payments from the funds of the Association with the authority of the Committee
- Submit to Members at each AGM a report explaining the financial position of the Association

### 5. Membership and Volunteer Coordinator

- As delegated from Secretary role, comply with section 27 of the Act by keeping and maintaining an up to date condition a register of the members of the Association and their postal or residential addresses
- Provide new membership requests to Committee for approval
- Support Members into volunteer roles in Working Groups and where needed in the Association
- Maintains a database contact list of Members, Supporters and Stakeholders (such as in Mailchimp)

### 6. Aboriginal Liaison

- Liaise with Traditional Owners and representative Aboriginal groups and individuals to ensure their values are promoted in the organisation where they meet the Objects of the Association

### 7. Community Liaison

- Liaise with community groups, friends of groups and community members to ensure their values and ideas are promoted in the organisation where they meet the Objects of the Association
- Liaise with Membership and Volunteer Coordinator to promote volunteer roles

#### **8. Youth Liaison**

- Liaise with youth groups and individuals to ensure their values are promoted in the organisation where they meet the Objects of the Association

#### **9. Grants Coordinator**

- Seeks out grants and coordinates submissions of grants appropriate for the requirements of the Association and Working Groups
- Ensure grant conditions are complied with and that grants are acquitted

#### **10. Events Coordinator**

- Coordinate events, workshops and outreach
- Ensure event venues, resources (human and material) are available, booked and paid for

#### **11. Communications Coordinator**

- Coordinates Media and Marketing to promote the organisation and as requested by the Committee
- Manages a team with expertise in areas such as Website; IT; Media; Social Media; Marketing and Newsletter Editor

#### **12. Ordinary Committee Members**

- Support the Committee in promoting the 'Objects of the Association'
- Undertake specific tasks as they arise on behalf of the Committee

**Expression of Interests are requested for people with skills in these Non-Committee Team Member Roles and as Convenors for proposed Working Groups. These will be appointed by the Committee. Suggestions for other working groups will be considered.**

##### **a) Media Liaison**

- Writes media releases and alerts, and communicates with media outlets and journalists
- Alert Committee to media events, stories
- Provide briefings for media contacts and spokespeople

##### **b) Website & IT**

- Maintain the website
- Provide support for change requests
- Coordinate with other media updates
- Provide IT expertise in related areas

##### **c) Online (Social) Media**

- Maintain and post to Facebook, Twitter and other online social media that is available
- Respond to online comments and questions within 1 day whenever possible
- Coordinate with other media updates

##### **d) Newsletter Editor**

- Publish regular newsletters to Members, Supporters and Stakeholders (using Mailchimp)
- Coordinate with other media updates
- Liaise with the Membership and Volunteer Coordinator on contact information

##### **e) Outreach**

- Organise stalls and education events to promote the Objects of the Association

### **Working Group Convenors: i.e.**

Revegetation; Fundraising; Landscape Design; Site Cleans, Propagation, ...

## **Objects of Association**

### **Section 3 (1) The objects of the Association are-**

1. The protection of a corridor of urban bushland to provide habitat for native flora and fauna connecting the Beeliar Wetlands with the Indian Ocean.
2. The reassignment of what is presently called the Roe Highway road reserve into the Beeliar Regional Park to be managed in accordance with the principles contained in the Management Plan.
3. Promotion of community activities, education, health, amenity and community spirit within the communities connected to the wildlife corridor.
4. To engage with the political, community, legal, processes to promote the wildlife corridor.
5. To provide education services to the immediate and wider communities informing of the natural values of the wildlife corridor and the promotion of community activities in conjunction with those natural values.
6. To promote and facilitate passive recreation within the wildlife by members of the association and members of the community.