



GUIDE FOR BOARD NOMINEES

ABOUT CONSERVATION COUNCIL ACT REGION

The Conservation Council is the region's leading environmental advocacy organisation and hub for community groups. Our mission is to protect nature and create a safe climate future in the ACT and region. Since 1981 we have been at the centre of the region's most important wins for wildlife, bushland and communities. We run campaigns, promote and upskill local groups, undertake research, advocate passionately, and engage and inform our community.

Our vision is for a healthy planet for humans and all other life, where nature is protected and communities respect and live in harmony with the environment. Our mission is to protect nature and create a safe climate in the ACT and region.

You can view our [webpage](#), [constitution](#), and [strategic plan](#).

THE ROLE

Conservation Council invites passionate individuals to nominate for election to join our wonderful board. Board members play a critical role in steering the organisation through constructive discussions and impactful decision-making on strategic initiatives and the health of the organisation. Your contribution could be the driving force behind Canberra's nature protection and climate change action.

The Conservation Council is seeking multiple general board members, a president and a secretary to steer the organisation through a period of transition.

The duties of a **general board member** are to attend and participate in monthly board meetings, read Board papers, respond to emails out of session, participate in sub-committees, and attend a yearly planning session

The **president** of the board oversees the board's work and facilitates board meetings. Duties include working with the executive director to make sure things are running smoothly, oversee the financial health of the organisation, keep the board and staff connected and informed, arrange new board member inductions and to collaborate with the board to enhance a culture of engagement, communication and trust.

The **secretary** is a critical member of the leadership team, the person who keeps track of the organisation's governance obligations. Duties include taking minutes of all proceedings at board meetings and general meetings, keep minutes of all elections and appointments of the board, collating and providing board papers to the board in a timely manner, and other communication and correspondence relating to board governance.

ABOUT YOU



We are seeking individuals who want to contribute to Canberra's environment and safe climate, with some of the following traits:

- Time management
- Strategic thinking and planning, judgment, integrity, and a team player
- Willingness and ability to invest time and energy in the role

The Council is committed to supporting diversity in Board membership, skills and experience. We encourage people from diverse cultures, backgrounds, abilities and identities to apply for positions on the Board.

As a membership organisation, board nominees must also be a member of one of more of our [member groups](#).

Board members may also have passion, knowledge or experience in one or more of the following areas:

- Governance
- Fundraising
- Campaigning
- Community Organising
- Law
- Climate Change
- Environmental conservation
- Biodiversity
- Public policy
- Regulation and program management
- Finance and Auditing
- Human Relations
- Business
- Understanding of ACT and relevant Commonwealth government environmental issues, policies and laws

HOW TO GET INVOLVED

Board members will be elected at the Conservation Council Annual General Meeting on Thursday 21 November at 6pm at the Conservation Council Office.



You can find out more about how to nominate for the board on the [AGM web page](#). Nominations must be received by Wednesday 13 November.

We can help you to secure nominations for the AGM if needed.

Please note, we can't guarantee your nomination will be successful as the decision lies with the member groups voting at the AGM. However, if you have skills to contribute and are passionate, you have a good chance!

If you are interested, we encourage you to contact the Executive Director, Simon Copland at director@conservationcouncil.org.au or the Board President, Rod Griffiths at president@conservationcouncil.org.au to discuss.

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The election of the Conservation Council Board is conducted at the AGM.

The Conservation Council ACT Region Inc Annual General Meeting will be held **Thursday 21 November 2024 at 6.00pm at the Conservation Council Office**.

[Board nomination forms](#) can be downloaded and completed. Nominations must be received by the Secretary not less than seven (7) days before the day of the Annual General Meeting, that is, **by COB Wednesday 13 November 2024**.

Please note that nomination forms for Board positions can be signed and returned by mail or email, and that the Secretary will accept evidence of the nomination via a confirming email from the nominator / seconder for those who are unable to obtain physical signatures.

Please demonstrate that you have received support via email **PRIOR** to forwarding your email through to the Secretary. It is suggested that you do this by:

1. Completing the [nomination form](#).
2. Scanning your form and forwarding to your nominator / seconder.
3. Forwarding the full email chain and/ or signed form to the Secretary and Director

Email nominations to the Secretary at secretary@conservationcouncil.org.au and copy to the Executive Director at director@conservationcouncil.org.au

At the AGM, nominees will be asked to provide a short (2 minutes maximum) supporting statement for their nomination before voting occurs. Nominees are encouraged to highlight the skills and knowledge they would bring to the board as well as their engagement in the Canberra community.

Please note the AGM is in person only.

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