

HBOC Policy Documents

Role and Responsibility of HBOC Committee Members

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Activities Officer
6. Membership Secretary
7. Conservation Officer
8. Public Officer
9. Records Officer / Records Appraisal Officer
10. General Committee Member
11. Education Officer

1. President Role and Responsibilities.

General;

1. Promote and further the objectives of HBOC whenever possible.
2. Be familiar with HBOC Constitution and Legal obligations.
3. Attend all meetings as required

Responsibilities:

1. Chair committee meetings, club meetings and annual general meetings;
2. Represent HBOC at external functions and related events, when so agreed with the management committee;
3. Present HBOC's perspectives to external parties when so requested by the management committee and wherever possible use such opportunities to further the broad interests of HBOC
4. Act as a sounding board and mentor to the Vice - President and to the other members of the management committee;
5. Act as a sounding board and mentor to the general membership of the club;
6. Identify and help to implement initiatives that advance HBOC's broad interests;
7. Monitor the Club's "health", identify and help implement appropriate steps to improve it;
8. Undertake any other tasks as agreed with the management committee.

Communication:

1. Prepare and deliver summary reports to HBOC and external functions - AGM and BIGnet;
2. Act as an ambassador and where required a spokesperson for bird appreciation and conservation both locally a further abroad, within the HBOC and the wider community.

Beyond the above tasks, each President and indeed each HBOC committee member will bring to their role unique abilities and strengths that can enhance HBOC objectives in ways no one else can. It is the role of the President and the committee members to promote an environment and culture that encourages involvement from the membership's diversity and a good standing in the greater community for the good of birds and thereby the greater natural environment.

2. Vice-president Role and Responsibilities

General:

1. Promote and further the objectives of HBOC whenever possible
2. Be familiar with the HBOC Constitution and Legal obligations
3. Attend all meetings as required

Responsibilities:

1. Chair committee meetings, club meetings and annual general meetings in instances when the President is unable to be present;
2. Represent HBOC at external functions and related events, when so agreed with the management committee;
3. Present HBOC's perspectives to external parties when so requested by the management committee and wherever possible use such opportunities to further the broad interests of HBOC

4. Act as a sounding board and mentor to the President and to the other members of the Management Committee
5. Act as a sounding board and mentor to the general membership of the club;
6. Identify and help to implement initiatives that advance HBOC's broad interests;
7. Monitor the Club's "health", identify and help implement appropriate steps to improve it;
8. Undertake any other tasks as agreed with the management committee.

3. Treasurer Role and Responsibilities

General:

1. Promote and further the objectives of HBOC whenever possible
2. Be familiar with the HBOC Constitution and Legal obligations
3. Attend all meetings as required

Responsibilities;

It is the responsibility of the treasurer to:

1. Ensure that all money due to HBOC is collected and received. This includes:
 - Annual Subscriptions
 - All sales pertaining to the club
 - Proceeds of raffles, suppers and camps
 - Interest from bank Accounts
 - Donations and grants
2. Ensure a receipt containing the incorporated name of the club is written for all moneys received.

Expenditure

3. Make all payments authorised by the HBOC management committee
 - It is the responsibility of the Treasurer to pay all accounts.
 - All requests for payment must be accompanied by a receipt from the payee. A written explanation for the absence of a receipt must be given.
 - Accounts must be paid by cheque or automatic transfer and each of these methods requires two (2) signatories to effect the payment.

Petty Cash

4. Maintain a Petty Cash of no more than \$100. All such expenditure must be explained and signed for.

Bank Accounts

5. Manage the HBOC bank accounts (interest bearing deposit and working account). Three signatories one, being the Treasurer, are designated to operate these accounts.

Records

6. Maintain an income and expenditure ledger showing the financial affairs of HBOC, including full details of all receipts and expenditure connected with the activities of HBOC.
7. Present a monthly Financial Statement to the Committee for approval
8. Present an Annual Financial Statement to the Committee and to the AGM for approval
9. Submit a Form A12 to the Department of Fair Trading, declaring that a financial statement has been presented at the AGM and that the association is in a position to be able to pay its debts. This must be lodged within one month of the AGM otherwise penalties apply.

New Members

10. Ensure all new membership and member renewal fees are entered in the ledger.
11. That the Membership Secretary is advised of the details of all new members and membership renewals by the end of the month.
12. New members receive a New Members Pack which consists of
 - A welcome letter to HBOC from the Committee
 - A copy of the latest Whistler
 - Annual Bird Report
 - Membership card and receipt of payment of fees

Other

13. Maintain an Asset Register of all equipment and significant items purchased by HBOC.
14. Undertake any other tasks as agreed with the management committee.

HBOC Policy Documents

4. Secretary Role and Responsibilities

General;

1. Promote and further the objectives of HBOC whenever possible.
2. Be familiar with the HBOC Constitution and Legal obligations under the;
 - *Associations Incorporation Act*
 - *Association Incorporation Regulation*
 - *Interpretation Act 1987*
 - Common law
3. Attend all meetings as required

Responsibilities:

It is the responsibility of the Secretary to:

HBOC Records

1. Keep minutes (electronic or written) of
 - All appointment of office –bearers and members of the committee
 - The names of members of the committee present at a committee meeting or general meeting
 - All proceedings at committee meetings or general meetings
4. Ensure the approved Minutes are signed by the Chairperson.
5. Keep a record of any disclosure of conflict of interest by a committee member
6. Keep a record of the authorised signatories of HBOC
7. Keep a record of the current Public Officer and official address.
8. Keep a register of committee members detailing;
 - Name, DOB and residential address of each committee member.
 - The date each committee member was elected or appointed and date those appointments ceased.
9. Ensure all minutes of meetings are filed on the master storage drive and backed up. Minutes are to be kept indefinitely.
10. File all signed Non-exclusive Licences for Digital Photographic Library.
11. Keep a record of all documents kept in storage.

Meetings

12. Prepare the agenda for all committee and general meetings and the AGM.
13. Distribute the agenda by the prescribed time in the HBOC Constitution.
14. Distribute the Minutes to committee members and others as per current distribution list.

Correspondence

15. Answer all general email enquires or refer items on to relevant HBOC members for attention.
16. File records of all correspondence sent or received.

Licences / Agreements.

17. Keep a record of expiry date of all official documents and bring to attention of the committee for renewal.

Other duties.

18. Any other task agreed with the management committee.

5. Activities Officer Role and Responsibilities

(Revision Approved 7/11/2018 HBOC Mgt. Com.)

General:

1. Promote and further the objectives of HBOC whenever possible
2. Be familiar with the HBOC Constitution and Legal obligations
3. Attend all meetings as required

Responsibilities

With support from the *Activities Sub-committee* and other club members, ensure that:

Camps

1. At least four camps and one mid-week camp are organised each year and appropriately publicised in HBOC publications including directions and appropriate instructions.
2. Ensure that the leader of each camp has been briefed as to their responsibilities: Including:
 - safety of club members and visitors,
 - generate a bird list and enter in Birdata
 - arrange for somebody to write an article for the newsletter and send it to Newsletter Editor
3. That appropriate permission for the visit has been obtained from the relevant land manager.
4. Camping and accommodation fees are collected at each camp and given to the Treasurer as soon as possible.
5. All camping equipment collected from storage for the camp is cleaned and returned in good condition.

Outings

6. A Sunday Outing and a mid-week outing are planned to be held once a month and appropriately publicised in HBOC publications
7. Every club outing has a meeting place and a start time and a leader
8. That appropriate permission for the visit has been obtained from the relevant land manager.

Educational and Promotional Days (4-5 per year)

9. Assistance and equipment required for the day is provided if able.

New Members Day

10. New Members Day is organised including;
 - Booking the venue
 - Organising volunteers for catering and cooking
 - Equipment is provided and food purchased.

Other

11. Undertake any other tasks as agreed with the Management Committee.
12. Delegate responsibility to others where appropriate.

6. Membership Secretary Role and Responsibility

General

1. Promote and further the objectives of HBOC whenever possible
2. Be familiar with the HBOC Constitution and Legal obligations
3. Attend all meetings as required

Responsibilities

With the support of the Treasurer, Secretary responsible for;

4. Maintaining the HBOC membership database by;
 - Receive membership forms and entering into the Database once the membership fee has been received.
 - Amending the Members Database at the end of each month to include financial members, non-financial members from the previous year and new member's details.
 - Make any required changes to existing member's details. Ensure new members details are added to the separate spreadsheet within the membership excel file.
5. Producing a monthly membership report for the HBOC Committee.
 - The membership database is a confidential document and should not be distributed to any person or organisation outside of HBOC unless agreed by the HBOC committee.
 - Discarded paper copies of the membership database should be shredded.
 - Include in the report a list of the new members for the month with their name, town, postcode and membership type, for approval by the committee.
6. Supplying the membership database as an excel file to the Public Officer.
7. Create and print name badges for new members for club night.

HBOC Policy Documents

8. At the end of the calendar year (December 31) produce a Membership Secretary Report for the past year and send it to the President for inclusion in the February AGM.
9. At the end of each calendar year all memberships become unfinancial. When new membership fees are paid the names are moved from the unfinancial section to the financial section. Note some members pay several years in advance.
10. Print membership cards as required. The cards are currently printed by online printer Vistaprint. A pdf of master artwork is stored on the HBOC hard drive under Membership Secretary

New Members Day

11. Producing an invitation and notifying new members of the annual New Members Day.
 - One month before the New Members Day create an invite with RSVP and circulate to all new members who joined the club from June the previous year. Collate all responses and notify committee of numbers wishing to attend the New Members Day Event.
 - As host welcome new members to the New Members Day at the Hunter Wetlands Centre. New member's day is usually held on a Sunday in June as decided by committee.

Whistler and Annual Bird Report Distribution

12. Manage the printing of The Whistler and Annual Bird Report. Maintain a database for The Whistler and Annual Bird Report Distribution (based on membership database) including distributing copies to other Committee Members. All active club members help in the distribution of these publications but there are a number of members who will not receive their copies as HBOC do not post copies unless requested to do so. To reach out to these members the Membership Secretary instructs the newsletter editor (usually February time) to place an ad in the newsletter calling on those members who would like copies to contact the Membership Secretary. The membership secretary updates the database and notifies the Treasurer who will post copies direct.

Membership Benefits

13. Source and manage membership benefits as able by contacting a business and asking if they are willing to give HBOC club members a discount. In return they occasionally get promoted at Club night and will have their name on the Membership Benefits pdf housed on the HBOC website.

7. Conservation Officer Role and Responsibility

General

1. To promote the conservation of birds and their habitat in the Hunter Region and where considered appropriate, outside of the Region (addressing one of the Club's aims)
2. Be familiar with environmental legislation and in particular, threatened species legislation and assessments that occur within those frameworks
3. Compose letters and write submissions on key environmental issues relating to birds (including at times, government policy)

Responsibilities;

With the support of other interested Club members (*note – there once was a Conservation Subcommittee that has now become defunct*)

4. Promoting the conservation of birds and their habitat in the Hunter Region by;
 - Raising awareness of conservation issues and the status of bird species within the general Club membership.
 - Attending public events and promoting conservation issues that relate to birds and their habitat to the general public.
 - Updating the committee and Club members on new threatened species listings and changes in relevant legislation.
5. Monitoring proposed developments in the Hunter Region and ongoing conflicting land-uses (particularly in the Hunter Estuary) and where appropriate;
 - Write letters to government departments, Councils etc on matters that are considered justified (i.e. pro-active approach, no invitation to submit).
 - Make formal submissions on proposed developments where there is an opportunity for community feedback (i.e. invited submissions).
6. Monitoring environmental legislation and;
 - a. Notifying the general committee about these matters and where appropriate, the general membership;

- b. Making submissions on matters of significance with regards to legislation and environmental policy;
- 7. The Conservation Officer may represent the Club, or nominate a Club representative, to sit on steering committees and other relevant bodies such that HBOC be included as a stakeholder in those committees.
- 8. The Conservation Officer should work closely with BirdLife Australia's Conservation department and other birding group Conservation Officers in NSW. A report on issues of significance should be reported via email to the other Conservation Officers and shared / discussed via BIGnet meetings.
- 9. At the end of the calendar year (December 31) produce a Conservation Officer's Report for the past year and provide it to the President for inclusion in HBOC Annual Report and February AGM.

8. Public Officer

Under the Incorporations Act, the HBOC committee must appoint a public officer:

- 1. The public officer must be a person who is aged 18 years or more and is ordinarily resident in New South Wales.
- 2. The position of public officer may, but need not be, held by a committee member.
- 3. The public officer's acts are valid despite any defect in his or her appointment.
- 4. The first public officer of an association is the person nominated as public officer in the application for registration of the association.
- 5. Within 28 days after taking office as an association's public officer (other than its first public officer), a person must notify the Director-General, in the approved form of:
 - a) the person's full name and date of birth, and
 - b) the person's address for service of notices, being either the person's residential
 - c) address or some other address at which the person can generally be found, and
 - d) the fact that the person has taken office as public officer.
- 6. If there is any change in the address of the public officer of an association, the public officer must notify the Director-General, in the approved form, of the new address within 28 days after the change occurs.

Vacation of office of public officer

- 1. An association's public officer vacates office in the following circumstances:
 - a) if he or she dies,
 - b) if he or she resigns the office in writing addressed to the HBOC
 - c) committee,
 - d) (c) if he or she is removed from office by resolution of a general meeting of HBOC
 - e) (d) if he or she becomes bankrupt, applies to take the benefit of any law for the
 - f) relief of bankrupt or insolvent debtors, compounds with his or her creditors or
 - g) makes an assignment of his or her remuneration for their benefit,
 - h) (e) if he or she becomes a mentally incapacitated person,
 - i) (f) if he or she ceases to ordinarily reside in New South Wales,
 - j) (g) in such other circumstances as the constitution of HBOC may provide.
- 2. Within 14 days after vacating office, a former public officer of HBOC must ensure that all documents in his or her possession that belong to HBOC are delivered to a committee member of the HBOC.
- 3. The HBOC committee must fill any vacancy in the office of public officer within 28 days after the vacancy arises.

Authorised signatories

- 4. The HBOC public officer is, by virtue of that office, an authorised signatory for HBOC but is not automatically a signatory to the HBOC bank account.

9. Records Officer / Records Appraisal Officer Role and Responsibility

General;

Records Officer

- 1. To maintain the high standard of record-keeping for avifauna data in the Hunter Region

HBOC Policy Documents

Records Appraisal Officer

2. To act as the secretary for the Records Appraisal Committee (refer to February 2014 newsletter for detailed background on the role of the Records Appraisal Committee)

Responsibilities;

Records Officer(s)

3. To collect bird records for the Club that may have otherwise been missed via other means (e.g. Birddata, Hunterbirding etc)
4. To ensure such records (and others submitted via other channels) are correct and reliable
5. To liaise with the Records Appraisal Officer on matters relevant to unusual records,
6. The Records Officer(s) should ideally also work closely with the Field Studies coordinators and bird report editor, as well as having a good understanding of the BirdLife Australia atlas project, portal (Birddata) etc.

Records Appraisal Officer

7. To monitor any source of bird records for unusual reports (including those external to the Region, e.g. Birdline, eBird etc), including rarely reported species, unusual numbers or locations of more regular species or for significant observations (e.g. breeding records) and make enquiries where required.
8. Distribute cases for appraisal to the Records Appraisal Committee, as well as any other matters involved in the coordination of that committee
9. At the end of the calendar year (December 31) generate a summary for the past year's records appraisals and provide it to the President for inclusion in the HBOC Annual Report and February AGM.
10. Produce a Records Appraisal Committee Report for each calendar year for inclusion in the Annual Bird Report (to be reviewed by the Records Appraisal Committee and bird report editor).
11. Further to 10. above, liaise with the bird report editor on whether particular bird records (of more regular species) should or should not be published.
12. Ideally the Records Appraisal Officer will have an open line of communication (or ability to communicate with) the NSW Ornithological Records Appraisal Committee (ORAC) and the BirdLife Australia Rarities Committee (BARC) and will distribute any cases of relevance to the Hunter Region in their annual reporting.

8. Ordinary Committee Member

General:

1. Promote and further the objectives of HBOC whenever possible
2. Be familiar with the HBOC Constitution and Legal obligations
3. Attend all meetings as required

Responsibilities:

- Assist wherever possible with all projects and activities of the Committee and HBOC.

11. Education Officer

(Approved by HBOC Management Committee 6th March 2019)

General:

"To provide and to support educational opportunities for members of the Club and the public to observe birds and to participate in birdwatching and bird conservation activities"

Responsibilities;

Activities that the Education Officer provides and supports on behalf of the Club include:

1. speaking about birds and bird conservation to community groups and at community events, particularly birds and their conservation within the Hunter region

2. being the contact person and organiser of the Club stall at community events, (**as required**)
3. developing and running activities for young people to become involved in birdwatching and bird conservation, such as a family day at the Wetlands Centre
4. developing 'Hunter-based' resources for schools that are linked to the Australian curriculum/NSW syllabus, making them available via the Club website and being the contact person for schools to consult, when they use these resources. Seek endorsement for these resources from NSW Education Standards Authority or the NSW Department of Education.