



# Riverina Highlands Landcare Network Inc

## NOMINATION FORM

### Election of Office Bearers and Committee Members

*The Riverina Highlands Landcare Network Executive consists of the following office-bearers: Chairman, Deputy Chairman, Treasurer, Secretary, Public Officer and three committee members.*

I, .....wish to nominate ..... (name of candidate) for the position of (please tick desired position):

- Chairman
- Deputy Chairman
- Treasurer
- Secretary
- Public Officer
- Committee Members (three)

Signature of Proposer .....Date: .....

#### Consent of Candidate

I, ..... am willing to take on this role if I am elected to this position at the Annual General Meeting of the Riverina Highlands Landcare Network.

Signature of candidate: .....Date: .....

NOTE: The completed nomination form must reach the Secretary one week prior to the annual general meeting.

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Riverina Highlands Landcare Network  
PO Box 3  
riverinahighlandslandcare@gmail.com  
TUMUT NSW 2720



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## Overview of Network and Executive Members

### What is the Riverina Highlands Landcare Network?

The Riverina Highlands Landcare Network (RHLN) is a Not for Profit community organisation based in Southern NSW. Our Network is proactively working with landholders and the community to care for our environment and support sustainable agriculture.

### What is the Structure of the Riverina Highlands Landcare Network?

The Riverina Highlands Landcare Network is supported by an Executive Committee. The office bearers for the Executive Committee are Chairman, Deputy Chairman, Treasurer, Secretary, Public Officer and three committee members. The Network also receives support and guidance from a paid position through Local Land Services and employs a fulltime Nursery Coordinator.

### What is the Role of the Executive?

The Executive is responsible for ensuring that the Network operates in accordance with its constitution and in such a manner that meets the needs and expectations of its members. The Executive are also responsible for ensuring that the operation of the Network meets any legal requirements placed upon it.

The various positions of the Riverina Highlands Landcare Network executive work together to plan, implement and monitor the strategic activities of the Network including:

- organising collaborative projects
- seeking resources, such as funding, to undertake on ground works
- improving landholders' skills and knowledge through a regular newsletter, field days, information nights and training days
- managing the Landcare Nursery

### When and Where do the Executive Meet?

The Executive of the Riverina Highlands Landcare Network meets in the evening every two months with Tumut being the central meeting point.

## **What is the Role of the Different Positions on Executive?**

**Chairman** - has the role of ensuring the overall operation of the Executive and of Riverina Highlands Landcare Network. He or she chairs meetings, submits an annual report and is called upon to be a 'public face and spokesperson' for the Network.

**Deputy Chairman** -provides support so that the workloads of Chairman and Secretary are eased as well as filling his/her position in their absence.

**Treasurer** – is responsible for ensuring that all monies due to and from the Riverina Highlands Landcare Network are invoiced, receipted and paid in accordance with standard accounting practices, recorded and reported at each Executive meeting. Prepare annual statements and tax liabilities for quarterly BAS. Provide support to the Landcare Nursery for financial procedures including stock and plant & equipment tracking.

The Riverina Highlands Landcare Network receives income from membership, donations, grants and nursery sales. The Network's main expenditure relates to Nursery operations, funding grant activities and running meetings/field days.

**Secretary** - The primary duties of this position are:

- Before the meeting: Arrange meeting logistics, notify executive members, circulate meeting papers.
- During the meeting: Minutes notation and presenting correspondence
- Immediately after the meeting: Distribution & filing of minutes
- Between meetings: Managing correspondence

**Public Officer** –role is to be the point of contact for the Incorporated organisation, for the Department of Fair Trading; and for ensuring that all such administrative requirements for the incorporated association are met.

**Committee members** - assist the Chairman, Secretary and Treasurer to run the Riverina Highlands Landcare Network. Often these positions are called upon to help with organising field days/workshops or with managing individual projects.

Other roles which any of the Executive members can do depending on skill level, willingness and time are:

**Nursery Liaison** – this person is the conduit between the Executive and the Landcare Nursery. This position provides guidance to the Nursery Coordinator position to ensure that the Nursery remains a safe and viable community asset.

**Membership Officer** – maintain register of members and promote RHLN to broaden membership base.

**Website Manager** – up date and maintain website and social media platforms.