



## Australian Citizen Science Association Management Committee

# Terms of Reference

*This document outlines the terms of reference for the ACSA Management Committee and outlines the key roles and responsibilities of Management Committee office bearers. These terms of reference may be updated from time to time by the Management Committee.*

## 1. Background

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The Australian Citizen Science Association Incorporated (ACSA) is founded on principles of inclusiveness and collaboration.

Pursuant to its constitution, the governance of the association is via the ACSA Management Committee (MC) (Section 10 of the ACSA Constitution).

One of the roles of the ACSA Management Committee is to ensure the implementation of the ACSA Strategic Goals:

| Participation   | Partnerships  | Practice  | Impact   | Platform  |
|---|---|---|--|---|
| Encourage broad and meaningful participation in citizen science | through facilitating inclusive and collaborative partnerships | and a community of best practice, knowledge and tools | to ensure the value and impact of citizen science and its outputs are realised | enabled by ACSA as an effective, trusted and well recognised organisation and hub for citizen science in Australia. |

## 2. Composition

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The ACSA Management Committee will consist of a minimum of six people:

- o Chair
- o Vice Chair
- o Treasurer
- o Secretary
- o 2 general members
- o 1 representative from the host organisation

The ACSA MC may in its discretion appoint additional committee members to the ACSA MC.

The tenure for the Management Committee members will be for two years, with elections taking place at the Annual General Meeting.

### 3. General terms of service

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The **general management tasks** of the Management Committee:

- Ongoing responsibility for the obligations required from incorporation and management of an association.
- Coordinating development, implementation and review of relevant organisational plans for ACSA – such as the ACSA strategic plan, business plan, membership policy – in collaboration with working groups as required.
- Establishing and overseeing working groups to assist in the development and implementation of ACSA organisational plans as required.

The **good governance roles** of the Management Committee are:

- Representation and advocacy on behalf of ACSA – especially to potential funders. Representations need to follow the Strategic Plan and as far as possible with prior discussion with the Management Committee, noting prime responsibility with the Chair and Vice Chair.
- Supporting effective engagement with key stakeholders of ACSA, including with working groups and members, to ensure views from stakeholders are considered in the development of organisational plans.
- Coordinating, tasking, driving and making decisions with respect to ACSA implementation phases and associated activities.
- Accountability and oversight in terms of risk, finances, operations of ACSA.
- The Management Committee will aim for consensus decision making, but if a consensus is not reached then the decision will be made with a majority vote.
- Members should disclose, and take reasonable steps to avoid, any real or apparent conflicts of interest in connection with their Management Committee involvement. The disclosure of any conflict of interest (real or apparent) must be made as soon as possible after the member becomes aware of the conflict, such disclosures to be recorded in the minutes of the meeting (see section 14.2 of Constitution for detail).
- All committee members must act honestly, in good faith, with a reasonable level of diligence and care, and in the best interests of ACSA as a whole and must not represent or advocate for any of their sponsors' positions in discussions on issues considered by the Management Committee.

The **commitment** required by the Management Committee:

- Participation in monthly to bimonthly meetings (teleconference/skype) and an annual strategic planning session (in person).
- Time for activities required under the constitution and such other time commitments needed to undertake tasks and fulfil roles and ensure responsiveness.
- It will be an unpaid position.

## 4. Roles and responsibilities of Management Committee members

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*The fixed obligations the Management Committee members are outlined in the ACSA Constitution, but from time to time the Management Committee can assign committee members additional roles and responsibilities based on their skills, experience, availability and interest.*

*The following outlines the general roles and responsibilities of Management Committee members.*

**CHAIR** - The responsibilities of the Chair are those set out in the ACSA Constitution, and include:

- Chair the meetings of the Management Committee to ensure that sufficient time is allowed for discussion of agenda items, committee members are given the opportunity to discuss their points of view, and proper decision making takes place.
- Chair the ACSA Annual General Meeting, including providing the Chair's report to the AGM.
- Review the agenda prior to each Management Committee meeting.
- Be available to represent the views of ACSA and provide advice to external organisations and individuals and advocate on behalf of ACSA. This may require liaising with these bodies outside of meeting times, and including existing funding bodies such as Inspiring Australia.
- Ensure via the National Coordinator, proper notice of Management Committee meetings and the Annual General Meeting, including preparation and circulation of the agenda and minutes.
- Prepare (as required) and review of AGM and Management Committee items/materials for comment and approval.
- Supervise the ACSA National Coordinator.
- Seek additional funding opportunities for ACSA, and including liaison with existing funding bodies such as Inspiring Australia.
- Oversee that Strategic Plan milestones and other evaluation measures are being met and adapted as needed, as well as being documented.
- Take the lead in Management Committee member development and encouragement, while also ensuring, as far as practicable, that all members are fulfilling their responsibilities.

**VICE CHAIR** - The responsibilities of the Vice Chair are those set out in the ACSA Constitution, and include:

- Attend monthly Management Committee meetings and annual Strategic Planning days (via phone or in person) and complete assigned follow-up actions.
- If the Chair cannot attend a meeting, the Vice-Chair will take up chair responsibilities.
- Prepare (as required) and review of AGM and Management Committee items/materials for comment and approval.
- Oversee that Strategic Plan milestones and other evaluation measures are being met and adapted as needed, as well as being documented.
- Act as the Management Committee liaison for Chapters in conjunction with the National Coordinator.
- Seek additional funding opportunities for ACSA.
- Assist in researching and reporting on issues related to agenda items and matters of importance to the Association.

**SECRETARY** - The responsibilities of the Secretary are those set out in the ACSA Constitution, and include the following, noting aspects can be with the assistance of the ACSA National Coordinator:

- Attend monthly Management Committee meetings and annual Strategic Planning days (via phone or in person) and complete assigned follow-up actions.
- Ensure, with the Chair or Acting Chair, proper notice of Management Committee meetings and administration (minute taking) associated with the meeting's undertaking.
- Ensure, with the Chair, proper notice of the Annual General Meeting and items associated with administration of the meeting.
- Provide and or receive notices as required pursuant to the ACSA Constitution.

- Prepare (as required) and review AGM and Management Committee items/materials for comment and approval.
- Assist the National Coordinator to prepare the ballot papers and determine the manner in which votes are marked thereon, including announcement of the results of the AGM elections.
- Assist the National Coordinator with administrative and record keeping tasks as required.
- Assist the National Coordinator with the planning a delivery of the ACSA Conference.
- Communication and social media support.
- Absorb the tasks of the National Coordinator (should the National Coordinator role be dissolved or unfilled), delegating as needed in consultation with the Chair.

**TREASURER** - The responsibilities of the Treasurer are those set out in the ACSA Constitution, and include the following, noting aspects can be with the assistance of the ACSA National Coordinator:

- Attend monthly Management Committee meetings and annual Strategic Planning days (via phone or in person) and complete assigned follow-up actions.
- Arrange via the Host Organisation to collect and receive all moneys due to the Management Committee and authorise all payments on behalf of the Management Committee.
- Report monthly, in consultation with the National Coordinator, on funds given to or administered by the Association.
- Arrange via the National Coordinator and Host Organisation to keep correct accounts and books showing the financial affairs of the Management Committee with full details of all receipts and expenditure connected with the activities of the Management Committee.
- Prepare (as required) and review AGM and Management Committee items/materials for comment and approval, including providing the Treasurer's report to the AGM.
- Manage the ACSA bank account.
- Set the annual operating budget in consultation with the National Coordinator.
- Oversee any charity or financial applications.

**GENERAL MEMBERS** - The responsibilities of the General Members are assigned as appropriate according to interest and skill set, and may include:

- Prepare (as required) and review AGM and Management Committee items/materials for comment and approval.
- Attend monthly Management Committee meetings and annual Strategic Planning days (via phone or in person) and complete assigned follow-up actions.
- Moderate Google groups.
- Assist with website development.
- Lead project-specific groups to complete assigned tasks.
- Liaise with Working Group leads.
- Assist with tasks and actions as arising from Management Committee meetings and as requested by the Chair.
- Advise and contribute to social media.
- Assist Vice Chair with Chapter coordination and liaison.
- Assist with general enquiries as requested by National Coordinator.
- Assist with the planning and delivery of the ACSA Conference.