



**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 (Section 10 of the ACSA Constitution).

One of the roles of the ACSA Management Committee is to ensure the implementation of ACSA’s 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 the periods set out below, with elections taking place at the Annual General Meeting.

- o 2 years - Chair and Secretary
- o 2 years - Vice Chair and Treasurer
- o 2 year - general members and host institution representative (if required)

### 3. General terms of service

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

- Oversee the association's direction, its governance and development and execution of the strategic plan.
- Coordinate the development, implementation and review of relevant organisational plans for ACSA – such as the ACSA strategic plan, business plan, communication plan, membership policy – in collaboration with working groups as required.
- Establish and oversee working groups to assist in the development and implementation of ACSA organisational plans as required.
- 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.
- Support and effectively engage with key stakeholders of ACSA, including with working groups and members, to ensure views from stakeholders are considered in the development of organisational plans.
- Assist with recruiting new committee members.
- Aim for consensus decision making, but if a consensus is not reached then the decision will be made with a majority vote.

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

- Ensure the association meets the requirements as specified in the Constitution and the Associations Incorporation Act 1991.
- 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.
- Disclose or avoid any real or apparent conflicts of interest in connection with their role on the Management Committee. 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).
- Accountability and oversight in terms of understanding the associations services, understanding potential risks and understanding the finances of ACSA.
- Ensure programs operate within funding guidelines and meet the requirements of the respective funding bodies.
- Ensure the association is compliant with all legal requirements.

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

- Participation in monthly to bi-monthly meetings (teleconference/skype).
- Time for activities required under the constitution and such other time commitments needed to undertake tasks and fulfil roles and ensure responsiveness.
- Commit to work towards resolving any conflicts that may occur in a respectful and relational way.
- 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 current roles and responsibilities of Management Committee members.*

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

- Knowledge of the day to day running of the association and be able to give support where required.
- Be the official spokesperson and advocate for ACSA (this role may be delegated to another person), available to represent the views of ACSA and provide advice to external organisations and individuals.
- Be the official media spokesperson for ACSA.
- Sign official documentation e.g. policies, contracts, letters to workers, is bank signatory etc.
- Shows leadership with other committee members, holds the vision and culture of the organisation.
- Takes the lead in Management Committee member development and encouragement, while also ensuring, as far as practicable, that all members are fulfilling their responsibilities.
- Ensures policies and procedures are developed, ratified, implemented and regularly reviewed.
- Ensure terms of reference for sub-committees, working groups and Chapters are established, including reporting mechanisms.
- Oversees the development of annual strategic planning and review processes.
- Supervises the National Coordinator.
- Seeks additional funding opportunities for ACSA, including liaison with existing funding bodies such as Inspiring Australia.
- Attends quarterly meetings with sister associations

*Within meetings the Chair usually:*

- Chairs the meeting including leading the meeting through the agenda, keeping discussion on track, encouraging broad participation, keeping to time limits and ensuring proper decision making takes place.
- Develops the agenda with the National Coordinator, and ensures the agenda is prioritised with time limits.
- Makes sure the meeting adheres to legal requirements under the constitution (e.g. quorums).
- Ensures via the National Coordinator, proper notice of Management Committee meetings and the Annual General Meeting, including preparation and circulation of the agenda and minutes.
- Chairs the ACSA Annual General Meeting, including provision of the Chair's report to the AGM.
- Prepares (as required) and reviews AGM and Management Committee items/materials for comment and approval.
- Ensures the secretary has recorded decisions, amendments etc.
- Ensures other committee members carry out their roles & redistributes work where there seems to be an overload.
- Approves the minutes as a true and accurate record of the meeting.

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

- Assists the Chair on all matters where required.
- Chairs meetings and fills in for the Chair if the Chair is unavailable.

- Ensures that Strategic Plan milestones and other evaluation measures are being met and adapted as needed, as well as being documented.
- Develops terms of reference for sub-committees, working groups and Chapters, including reporting and review mechanisms.
- Acts as the Management Committee liaison for Chapters in conjunction with the National Coordinator.
- Seeks additional funding opportunities for ACSA.
- Assists in researching and reporting on issues related to agenda items and matters of importance to the Association.
- Oversees the International Associations MoU items and actions.
- Administers Incorporation responsibilities.

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

- Assists the Chair to ensure the organization meets the requirements as specified in the Constitution and the Associations Incorporations Act 1991.
- Assists in the preparation of the agenda for the committee meetings, in conjunction with the National Coordinator.
- Ensures proper notice of Management Committee meetings and Annual General Meetings, and accurate minute taking associated with the meeting's undertaking.
- Assists with AGM preparations.
- Records incoming/outgoing correspondence (a mail register), bringing to the attention of the meeting any correspondence of an urgent nature.
- Actions correspondence assigned to the Secretary.
- Provides and or receives notices as required pursuant to the ACSA Constitution.
- Moderates the ACSA Google Group.
- Absorbs 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:

- Arranges to collect and receive all moneys due to the Management Committee and authorises all payments on behalf of the Management Committee.
- Ensures all financial records are accurately maintained and kept safe.
- Ensures effective and efficient financial systems are in place.
- Ensures all contracts (e.g. service agreements with funding bodies) operate within guidelines and meet the requirements of respective funding bodies.
- Ensures compliance with legal requirements (e.g. ATO).
- Ensures monthly financial reports are produced and presented at committee meetings.
- Ensures an annual audit is prepared and submitted to members at the AGM.
- Assists with the annual budget preparation. Monitor budget.
- Provides the Treasurer's report to the AGM.
- Ensures insurances are adequate and up-to-date.
- Keeps informed / make recommendations about new and emerging issues impacting on the financial status of the organisation.
- Oversees any charity or financial applications.

**GENERAL MEMBERS** - The responsibilities of the General Members are developed and assigned in line with committee member interest and skill set, and may include:

- Attends meetings, actively participate in making decisions and complete assigned follow-up actions.
- Reads reports and other documents prior to committee meetings.
- Participates in sub-committees / working groups.
- Assists with website development.
- Contributes to social media.
- Attends to other tasks as they arise.

**HOST ORGANISATION REPRESENTATIVE** - The responsibilities of the Host Organisation representative include:

- Attends meetings, actively participate in making decisions and complete assigned follow-up actions.
- Reads reports and other documents prior to committee meetings.
- Participates in sub-committees / working groups.
- Liaises between the Management Committee and relevant Host Organisation personnel as required.
- Liaison and management regarding administrative and IT services related to ACSA at the Host Organisation.
- Liaises with Treasurer regarding financial aspects administered by the Host Organisation – including keeping correct accounts and books showing the financial affairs of ACSA, including full details of all receipts and expenditure connected with the activities of ACSA.
- Supervises the ACSA National Coordinator (including their employment via the Host Organisation, and associated employment responsibilities).

## **5. Roles and responsibilities of other support members**

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ACSA welcomes the support of our employees, members and volunteers in being able to deliver against our Strategic Plan. Following sets out some of the additional activities and roles that we are supporting.

### **ACSA NATIONAL COORDINATOR**

- Prepares and circulates the agenda and associated documentation related to meetings of the Management Committee, in conjunction with the Secretary.
- Administers and develops the website including managing contributions from members/volunteers.
- Meeting and event coordination including assisting with the planning and delivery of the ACSA Conference.
- Membership administration.
- Compiles and distributes the monthly and quarterly newsletters.
- Records and database management (e.g. Mailchimp lists)
- Collects and receives all moneys due to the Management Committee.
- Makes payments on behalf of the Management Committee.
- Assists with the preparation and management of the budget.
- Responds to general enquiries.

### **ACSA Volunteer Social Media Coordinator:**

- Social media communication across all ACSA platforms including Twitter, Facebook, Instagram, YouTube and LinkedIn.

**ACSA International Liaison Officer:**

- Pursues opportunities for ACSA members to get involved in international activities
- Maintains and strengthens connections between ACSA and global networks
- Participates in global meetings as an ACSA representative (e.g. teleconference calls, conferences)
- Advises the ACSA Management Committee regarding activities overseas
- Informs membership of international activities and opportunities to get involved via ACSA newsletters

**ACSA Patron:**

- Helps raise awareness of ACSA
- Supports and promotes ACSA
- Provides advice on strategic and policy matters
- Makes connections to potential funding bodies and key influencers
- Attends (where possible) key stakeholder meetings