



## Terms of Reference for the ACSA Management Committee, Staff, and Appointed Supporters

This document outlines the terms of reference for the Australian Citizen Science Association (ACSA) Management Committee (MC). It outlines the key roles and responsibilities of Management Committee office bearers and general members, as well as additional appointed supporters and staff. 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) was 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). The primary roles of the ACSA Management Committee is to progress 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 comprising of:

- Chair
- Vice Chair
- Treasurer
- Secretary
- Two general members
- Chapter Chairs, who are also appointed general members
- One representative from the host organisation (when there is a host organisation)

The ACSA Management Committee may in its discretion appoint additional committee members to the ACSA MC. Newly elected Management Committee office bearers and general members hold tenure for **two (2) years**, from the conclusion of the Annual General Meeting at which they are elected. Chapter Chairs are

appointed to their jurisdictional roles and by default become MC members. Their MC tenure runs until they resign as Chapter Chair. The host institution's representative tenure depends on the agreement between the host institution and ACSA.

### 3. General terms of service

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

- Oversee the Association's direction, governance, development and execution of the strategic plan.
- Represent and advocate on behalf of ACSA – especially to potential funders.
- Contribute to the development, implementation and review of relevant organisational plans and policies such as the ACSA strategic plan, communication plan, and a range of policies.
- Establish and oversee working groups to assist in the development and implementation of ACSA organisational plans as required.
- Support and effectively engage with key stakeholders of ACSA, including with working groups and members, to ensure their views 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 members are to:

- 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.
- Disclose or avoid any real or apparent conflicts of interest in connection with the MC member's 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 are to be recorded in the minutes of the meeting (see section 14.2 of Constitution for detail).
- Provide accountability and oversight in terms of understanding the Association's 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 members includes to:

- Participate in monthly to bi-monthly MC meetings (teleconference/skype).
- Actively participate in the work of sub-committees.
- Resolve any conflicts that may occur in a respectful and relational way.
- Complete these tasks as responsibilities of a position that is unpaid.

## 4. Roles and Responsibilities of Management Committee Members

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The fixed obligations of the Management Committee collectively and some individual members are detailed in the ACSA Constitution. The Management Committee can also assign committee members additional roles and responsibilities based on a combination of organisational needs and a respective member's skills, experience, availability and interests. The following section outlines Management Committee roles and respective responsibilities of members, as in the constitution and more broadly.

### Chair

The responsibilities of the Chair include to:

- Be the official spokesperson and advocate for ACSA (this role may be delegated to another person), available to represent ACSA and provide advice to external organisations and individuals.
- Seek additional funding opportunities for ACSA and liaise with existing funding bodies.
- Provide oversight to the day-to-day running of the Association and give support where required.
- Sign official documentation e.g. policies, contracts, letters to workers, is bank signatory etc.
- Show leadership with other committee members, upholding the vision and culture of ACSA.
- Take the lead in Management Committee member development and encouragement, while also ensuring, as far as practicable, that all members are fulfilling their responsibilities.
- Ensure policies and procedures are developed, ratified, implemented and regularly reviewed.
- Be an active member of ACSA sub-committees.
- Ensure terms of reference for sub-committees, working groups and Chapters are established, including reporting mechanisms.
- Oversee the development of annual strategic planning and review processes.
- Supervise ACSA staff members.

#### ***Within meetings the Chair will usually:***

- Chair meetings or delegate who is to lead meetings, with tasks including leading the attendees through the agenda, keeping discussion on track, encouraging broad participation, keeping to time limits, and ensuring proper decision-making processes take place.
- Develop the agenda with the support of the ACSA secretary and staff, and ensure the agenda is prioritised with time limits.
- Make sure meetings such as the ACSA Annual General Meeting adhere to legal requirements under the constitution (e.g. quorums).
- Ensure via staff members that proper notice of Management Committee meetings and the Annual General Meeting is given, with preparation and circulation of agendas and minutes.
- Chair the ACSA Annual General Meeting, including provision of the Chair's report to the AGM.
- Prepare (as required) and review AGM and Management Committee items/materials for comment and approval.
- Ensure the secretary has recorded decisions, amendments, etc.
- Encourage other committee members to carry out their roles.
- Redistribute work where there seems to be an overload for MC members or staff.
- Seek approval of the minutes as a true and accurate record of the previous meeting.

### Vice Chair

The responsibilities of the Vice Chair include to:

- Assist the Chair on all matters where required.
- Represent and promote ACSA at national events agreed with the chair.

- Chair meetings and fill in for the Chair as needed.
- Ensure that Strategic Plan milestones and other evaluation measures are being met and adapted as needed, as well as being documented.
- Develop terms of reference for sub-committees, working groups and chapters, including reporting and review mechanisms.
- Act as the Management Committee liaison for Chapters in conjunction with staff members.
- Seek additional funding opportunities for ACSA.
- Assist in researching and reporting on issues related to agenda items and matters of importance to the Association.
- Oversee the International Associations Memorandum of Understanding items and actions.
- Administer Incorporation responsibilities.

### **Secretary**

The responsibilities of the Secretary include to:

- Assist the Chair to ensure the organization meets the requirements, as specified in the Constitution and the Associations Incorporations Act 1991.
- Ensure proper notice is given of Management Committee meetings, Annual General Meetings and extraordinary General Meetings, in cooperation with the Chair and staff members, as appropriate.
- Prepare and circulate meeting notifications and agendas, in cooperation with the Chair and staff members as appropriate, for above mentioned meetings.
- Keep accurate minutes that include details such as attendees, resolutions, actions and proceedings, for each of the abovementioned meetings.
- Ensure ACSA documents are properly managed and stored, in cooperation with staff members.
- Action correspondence assigned to the Secretary.
- Provide and receive notices as required pursuant to the ACSA Constitution.
- Take on and delegate essential operational tasks as required and appropriate, in consultation with the Chair, in the event of a staff member role being dissolved or unfulfilled.

### **Treasurer**

The responsibilities of the Treasurer are completed in close cooperation with staff and include to:

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

## General Members

The responsibilities of the General Members include to:

- Represent and promote ACSA at state/territory events in consultation with the relevant Chapter Chair
- Represent and promote ACSA at national events in consultation with the Chair.
- Attend meetings, actively participate in making decisions and complete assigned actions.
- Read reports and other documents prior to committee meetings.
- Participate in sub-committees / working groups.
- Assist with ensuring website content is current and relevant.
- Contribute to social media.
- Attend to other tasks as they arise.

## Host Organisation Representative

The responsibilities of the Host Organisation representative include to:

- Attend meetings, actively participate in making decisions and complete assigned actions.
- Read reports and other documents prior to committee meetings.
- Participate in sub-committees / working groups.
- Liaise between the Management Committee and relevant Host Organisation personnel as required.
- Manage administrative and IT services related to ACSA at the Host Organisation.

## 5. Roles and responsibilities of staff and additional members in appointed roles

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ACSA Management Committee members also welcome the support of our employee(s) and broader membership in being able to deliver against the ACSA Strategic Plan. This section describes a selection of ongoing roles and their respective responsibilities aimed towards advancing growth of citizen science and ACSA. Roles and responsibilities are subject to change as needs and opportunities arise.

### ACSA Executive Officer

The responsibilities of the ACSA Executive Officer include to:

- Manage day-to-day operations of the organisation and support Chair and MC.
- Implement Strategic Plan, including reporting against Operational Plan.
- Establish and maintain strategic alliances and partnerships for ACSA and citizen science
- Report partnership information to MC.
- Represent ACSA to external audiences.
- Contribute to ACSA policy development.
- Identify funding opportunities and write grant applications.
- Ensure compliance with legislation, policies and regulations.
- Participate in team planning and quality improvement initiatives.
- Attend MC meetings and sub-committee meetings.
- Oversee annual reporting, notifications of MC changes, and AGM preparation.

### **ACSA Executive Support Officer**

The responsibilities of the ACSA Executive Officer include to:

- Maintain a membership database.
- Use social media platforms to engage external audiences.
- Assist development of draft budget and forecasts.
- Support EO to identify opportunities for enhancing the services and support to members through submission, tenders and other plans and reports that are within the direction and goals established by the Strategic Plan.
- Work with EO on strategic alliances and partnerships.
- Attend MC meetings and sub-committee meetings as required.
- Support annual reporting, notifications of MC changes, and AGM preparation.

### **ACSA Regional Chapter Management Committees**

The responsibilities of the Regional Chapter Management Committees include to:

- Represent and promote ACSA at state/territory events in consultation with the relevant Chapter Chair
- Represent and promote ACSA at national events in consultation with the Chair.
- Develop and implement Chapter work plans that are set within a scope agreed upon with the ACSA Management Committee and consistent with the ACSA Strategic Plan.
- Hold regular meetings at a frequency sufficient to meet work plan timelines.
- Coordinate local activities to engage existing members and recruit new ones.
- Liaise with and report to the ACSA Management Committee and Secretariat.
- Chapter Chairs attend ACSA Management Committee meetings as a general member.
- Provide a summary to the Management Committee, in writing at least every six months, of membership engagement activities, outcomes achieved, plans made, and any issues faced by the Chapter (2-pages max).

### **ACSA Social Media Coordinator**

The responsibilities of the ACSA Social Media Coordinator include to:

- Moderate social media content creation and curation across all ACSA platforms, including Twitter, Facebook, Instagram, YouTube and LinkedIn.
- Coordinate additional ACSA membership moderating social media content.
- Respond to and delegate inquiries made through social media challenges.
- Provide monthly updates on social media engagement to the Management Committee.
- Participate in relevant subcommittees focused on member engagement and communication.

### **ACSA Citizen Science Global Partnership (CSGP) Liaison**

The responsibilities of the Citizen Science Global Partnership (CSGP) Liaison include to:

- Pursue opportunities for ACSA members to get involved in international activities.
- Maintain and strengthen connections between ACSA and global networks.
- Participate in global meetings as a representative of both CSGP and ACSA, where appropriate (e.g. teleconference calls, conferences, etc).
- Advise the ACSA Management Committee regarding CSGP activities on a regular basis.
- Provide updates to broad ACSA membership via ACSA newsletters, the website, etc on CSGP activities and ways to get involved.

### **ACSA Patron**

The responsibilities of the ACSA Patron include to:

- Help raise awareness of ACSA.
- Support and promote ACSA.
- Provide advice on strategic and policy matters.
- Make connections to potential funding bodies and key influencers.
- Attend (where possible) key stakeholder meetings.

### **ACSA Public Officer**

The responsibilities of the ACSA Public Officer include to:

- Act as a point of contact between ACSA and the community.
- Represent ACSA in dealings with Access Canberra.