



ACSA Management Committee Terms of Reference

Vision: *A community that supports, informs and develops citizen science.*

Mission: *To advance citizen science through sharing of knowledge, collaboration, capacity building & advocacy for citizen science.*

Values: *Inclusive; Inspiring ; Empowering; Collaborative ; Dynamic*

1. Introduction

These Terms of Reference define the responsibilities, governance duties, and roles of ACSA Management Committee members, subcommittees and appointed volunteers. They align with the ACSA Constitution and the Associations Incorporation Act 1991.

This document will be reviewed every two years or as needed.

2. General Responsibilities of Committee Members

2.1 Strategic and Operational Oversight

- Guide the strategic direction, governance, and growth of the Association.
- Implement and monitor the ACSA Strategic Plan and relevant policies and procedures.
- Establish and support subcommittees and working groups aligned with ACSA's objectives.
- Represent and advocate for ACSA with stakeholders and funders.

2.2 Stakeholder Engagement

- Engage with members, Chapters, and working groups.
- Support the recruitment and onboarding of new Committee members.

2.3 Decision-Making

- Strive for consensus in decision-making; otherwise, use majority vote

3. Governance Duties

3.0 Duties of Responsible People (ACNC Governance Standard 5)

Committee members, as Responsible People under ACNC requirements must:

- Act with reasonable care and diligence.
- Act honestly and fairly in the best interests of ACSA and for its charitable purposes.
- Not misuse their position or information obtained through their role.
- Disclose and actively manage conflicts of interest.
- Ensure ACSA does not operate while insolvent.

3.1 Legal and Ethical Conduct

- Comply with the Constitution and relevant legislation and laws.
- Act with integrity, diligence, and in ACSA's best interests.

3.2 Conflict of Interest

- Disclose any actual or perceived conflicts of interest promptly.
- Ensure disclosures are recorded in meeting minutes.

3.3 Accountability and Risk Management

- Understand ACSA's operations, risks, and finances.
- Ensure activities comply with legal and funding requirements.
- Approve annual budget
- Review and approve annual financial statements prior to AGM presentation
- Ensure appropriate financial controls and delegation are in place

3.4 Code of Conduct

- Uphold ACSA's values and Code of Conduct.
- Maintain confidentiality where appropriate and not improperly use ASCA/client information or position.
- Comply with ACSA policies and procedures

4. Committee Member Commitment

- Attend monthly online Committee meetings.
- Actively participate in subcommittees and working groups.
- Manage disagreements constructively and respectfully.
- Fulfil responsibilities as a volunteer.

5. Roles and Responsibilities

5.1 Chair

- Serve as ACSA's spokesperson and lead representative.
- Provide governance oversight of operational performance and, where applicable, supervise and support the Executive/ Secretariat or contracted staff, while maintaining clear separation between governance and operational management.
- Lead strategic planning and policy reviews.
- Sign official documents and act as a bank signatory.
- Support and mentor Committee members.
- Chair meetings or delegate as needed.
- Ensure meetings and the AGM meet legal requirements.

5.2 Vice Chair

- Support the Chair and act on their behalf when needed.
- Monitor progress on the Strategic Plan and evaluation.
- Liaise with Chapters and coordinate MoU actions.
- Represent ACSA at designated events.

5.3 Secretary

- Ensure legal compliance for meetings and records.
- Prepare agendas and distribute minutes.
- Manage official documents and correspondence.
- Provide operational support if staff capacity is limited.

5.4 Treasurer

- Manage financial transactions and maintain records.
- Ensure financial systems meet compliance requirements.
- Present financial reports to the Committee and AGM.
- Lead budget preparation and monitor financial performance.
- Oversee insurance coverage and financial audits.

5.5 General Members (including Chapter Chairs)

- Represent ACSA at events and forums.
- Actively contribute to meetings and initiatives.
- Support communications and content development.
- Participate in subcommittees and working groups.

Terms of Appointment and Succession

- Committee appointments are made per the ACSA Constitution.
- Succession planning is encouraged to maintain continuity.
- New members will receive an induction package and orientation.

6. ASCA Subcommittee Members

Accountability

- Subcommittees are accountable to the ACSA Management Committee, and provide appropriate advice and recommendations to the ACSA Management Committee, including undertaking agreed activities.
- The key goal and activities of Subcommittees is to deliver and support the ACSA Strategic Plan strategic actions (see Annex A), including capturing information on our measures of success.

Membership and Meetings of Subcommittees

- Membership will include members of the ACSA Management Committee.
- The Chair will be nominated by the Subcommittee.
- Additional expertise may be co-opted for a defined period, subject to approval by the ACSA Management Committee.
- The Subcommittee will hold regular meetings (at least bimonthly) with an agenda, minutes and tracking of action items.

6.1 Partnerships and Strategy Subcommittee

Responsibilities:

The responsibilities of the Partnerships and Strategy Subcommittee include:

- *Strategic Actions: Deliver* against the following strategic actions in the ACSA Strategic Plan (2025-2027):
 - Partnerships: Partnerships

- Partnerships: International Collaboration
- Practice: Infrastructure
- Practice: Communities of Practice
- Impact: Advocacy
- Impact: Value
- Lead the process to develop, monitor and review ACSA's Strategic Plan.

6.2 Communications and Members Subcommittee

Responsibilities:

The responsibilities of the Communications and Members Subcommittee include:

- *Strategic Actions: Deliver* against the following strategic actions in the ACSA Strategic Plan (2025-2027)
 - Participation: Communication
 - Participation: Membership (with Partnerships & Strategy Subcommittee)
 - Participation: Engagement (with Partnerships & Strategy Subcommittee and Chapters)
 - Practice: Resources
 - Practice: Recognition
 - Practice: Training
- *Strategic Actions: Support* the promotion of strategic actions by other Subcommittees.

6.3 Governance and Finance Subcommittee

Responsibilities:

The responsibilities of the Governance and Finance Subcommittee include:

- *Strategic Actions: Deliver* against the following strategic actions in the ACSA Strategic Plan (2025-2027)
 - Organisation: Governance
 - Organisation: Administration
 - Organisation: Financial Strategy

7. ACSA Chapter Committees

Responsibilities:

The responsibilities of the ACSA Chapter Committees include:

- Representing and promoting ACSA at state/territory events in consultation with the relevant Chapter Chair.
- Representing and promoting ACSA at national events in consultation with the ACSA Chair.
- Developing and implementing Chapter work plans within a scope agreed upon with the ACSA Management Committee and consistent with the ACSA Strategic Plan.
- Holding regular meetings at a frequency sufficient to meet work plan timelines.
- Coordinating local activities to engage existing members and recruit new ones.
- Liaising with and reporting to the ACSA Management Committee and Secretariat.
- Ensuring Chapter Chairs (or their proxy) attend ACSA Management Committee meetings as general members.
- Providing a written summary to the ACSA Management Committee at least every six months, outlining membership engagement activities, outcomes achieved, future plans, and any issues faced by the Chapter (maximum 2 pages).

8. Other appointed roles

Accountability

- All appointed roles are accountable to the ACSA Management Committee
- All appointed roles will comply with the general Governance Duties (Section 3).

ACSA Social Media Coordinator

Responsibilities:

The responsibilities of the ACSA Social Media Coordinator include:

- Moderating content creation and curation across all ACSA social media platforms, including Twitter, Facebook, Instagram, YouTube, and LinkedIn.
- Coordinating other ACSA members involved in moderating social media content.
- Responding to and delegating inquiries received via social media channels.
- Providing monthly updates on social media engagement to the ACSA Management Committee.
- Participating in relevant subcommittees focused on member engagement and communication.

ACSA Membership

Responsibilities:

The responsibilities of ACSA Membership (designated individual/group) include:

- Monitoring memberships being registered via our website and the MemberPress membership platform to ensure it is functioning correctly. Dealing with any technical issues.
- Ensuring that the 50% discount coupon is applied correctly for Jan - June in each membership period. Handling any other discounts and promotions.
- Responding to enquiries and assisting members who are having problems with the platform
- Generating invoices using Xero for members who request one via the Google form (as an alternative to paying online via credit card)
- Monitoring invoice payments via Xero, sending reminders if payment is delayed, and setting up memberships manually once payment has come through
- Assisting organisational members with adding or updating their included members
- Keeping track of membership statistics

ACSA Citizen Science Global Partnership (CSGP) Liaison

Responsibilities:

The responsibilities of the CSGP Liaison include:

- Pursuing opportunities for ACSA members to participate in international citizen science activities.
- Maintaining and strengthening connections between ACSA and global networks.
- Participating in global meetings as a representative of both CSGP and ACSA, as appropriate (e.g., teleconferences, conferences).
- Advising the ACSA Management Committee regularly on CSGP activities.
- Providing updates to the broader ACSA membership via newsletters, the website, and other channels on CSGP activities and opportunities for involvement.

ACSA Patron

Responsibilities:

The responsibilities of the ACSA Patron include:

- Helping to raise awareness of ACSA.
- Supporting and promoting ACSA in public forums.
- Providing advice on strategic and policy matters.
- Facilitating connections with potential funding bodies and key influencers.
- Attending key stakeholder meetings where possible.

ACSA Public Officer

Responsibilities:

The responsibilities of the ACSA Public Officer include:

- Acting as an administrative point of contact between ACSA and the broader community.
- Representing ACSA in dealings with Access Canberra.

7. Review and Endorsement

Endorsed by the ACSA Management Committee on [insert date].

Version: July 2026

Next review date: February 2028

Annex A - Strategic Actions and Subcommittee responsibilities

INTERNAL TO ACSA

Subcommittees: *Communications and Members (COMMS); Partnerships and Strategy (PART); Governance and Finance (GOV)*

Strategic Action	Description	SPECIFIC ACTIONS (2025 – 2026 – 2027)
PARTICIPATION		
<i>Communication</i> Responsible: COMMS	grow communication opportunities and channels to increase awareness of ACSA and citizen science across strategic audiences.	• Continue key channels of website, newsletter and social media, highlighting key events, project outcomes and useful information • Update Communications Strategy to "plan on a page or two" • Transfer website to new platform and update content as required • Deliver key communications "campaigns": • 1. Conference 2025 - outcomes: attendance, sponsorship support, membership drive, positive feedback • 2. DGR status - outcomes: increased donations; include drive for specific support (e.g. Seed Grants) • 3. Seed Grants - outcomes: increase applications, benefits to members, and case study stories • 4. Project / Engagement outcomes - outcome: awareness of citizen science outcomes and impact
<i>Engagement</i> Responsible: COMMS & PART & Chapters	build participation of members and practitioners through diverse activities, including bringing together key partners and projects.	• Participate in state, national and international activities (National Science Week, Citizen Science Month, City Nature Challenge, Great Southern Bioblitz) to promote citizen science awareness, participation and outcomes. • Identify opportunities for new funded ACSA projects (at least 2 per year) that further citizen science awareness, participation, and resource development.
	organise a biennial national conference, participate in and promote citizen science seminars, workshops and roundtables	• Hold conference – CitSciOz2025, aiming for a profit and increased membership. • Implement standardised outcomes and evaluation process for ACSA conference. • Promote, organise or participate in at least 3 seminars, workshops or roundtables annually.

Strategic Action	Description	SPECIFIC ACTIONS (2025 – 2026 – 2027)
PARTNERSHIPS		
<i>Membership</i> Responsible: COMMS	grow and sustain a wide membership base with clear articulation of benefits, and offer information and opportunities for people to contribute, including through regional Chapters and sector/topic Working Groups.	• Continue to identify opportunities and champions to establish chapters in NT and Tasmania. • Continue active Chapter (including international Regional Chapters) engagement and review areas for support. • Undertake an annual review of membership and membership types to evaluate changes in membership and refine approach as needed. • Notify each chapter of members joining.
<i>Partnerships</i> Responsible: PART	identify and secure mutually beneficial partnerships across industry, NGOs, universities, government, and research.	• Engage with research organisations and government agencies (local, state, national) to build collaboration / funding opportunities. • Explore opportunities to work with NGOs such as Earthwatch, Ferox Australia, NRM, Landcare, National Geographic Society, Volunteering Australia. • Expand and manage MOU arrangements with key partners to deliver a range of mutual benefits (e.g. co-branding, publications, events, research, in-kind support). • Build partnership opportunities with consultancy/service providers to support project development and implementation.
<i>International Collaboration</i> Responsible: PART	continue to strengthen links with international citizen science associations and the Citizen Science Global Partnership (CSGP), and contribute to international citizen science initiatives.	• Continue engagement with international partners, in particular, sister associations, CSGP and UNEP, and report back to the community. • Promote international activities and Australian involvement via ACSA communication channels as opportunities arise. • Coordinate at least 2 international sessions at CitSciOz25.

Strategic Action	Description	SPECIFIC ACTIONS (2025 – 2026 – 2027)
PRACTICE		
<i>Resources</i> Responsible: COMMS	support the development and sharing of ACSA and member publications, reports and good practice tools, guides, and standards.	• Deliver and promote updated Bioblitz guidelines. • Deliver and promote GBR Citizen Science guidelines and projects. • Provide capacity-building modules and make them accessible to members. • Deliver revised ACSA 10 Principles of Citizen Science through community engagement. • Support, review, or contribute to at least 1 publication a year.
<i>Infrastructure</i> Responsible: PART	support access to online resources for the citizen science community to find, join and contribute to citizen projects and content.	• Finalise new arrangements for Project Finder and SciStarter Australia and update websites (ACSA and ALA) and communications to reflect change. • Add to website list of Citizen Science apps and associated guides.
<i>Communities of Practice</i> Responsible: PART	encourage a diversity of communities of practice and professional networks in citizen science for mutual learning and sharing of experience.	• Build an Early Mid Career Researcher (EMCR) community of practice.
<i>Recognition</i> Responsible: COMMS	recognise citizen science excellence, including through awards, and support of member capacity development.	• Continue annual Seed Grant funding and through a donations drive increase the amount for Seed Grants including applicable grant activities. • Evaluate seed grant submissions received and refine grant structure if necessary.
<i>Training</i> Responsible: COMMS & Chapters	provide training and support to upskill our membership.	• Identify training resources and events to deliver to ACSA members (at least 2 per year)). • Offer a minimum of 2 relevant training sessions to ACSA members.

Strategic Action	Description	SPECIFIC ACTIONS (2025 – 2026 – 2027)
IMPACT		
<i>Advocacy</i> Responsible: PART	deliver citizen science advocacy to inform, influence, provide a voice and strengthen links and representation across policy, funding and implementation initiatives, especially at the national level.	• Continue participation in the Australian Open Science Network (AOSN) and identify other national/state level advocacy bodies to contribute to. • Actively engage with Government agencies including Threatened Species Commissioner, Australian Chief Scientists, Biosecurity Chiefs, departments for Science, Industry and the Environment, with annual meetings with representatives and ACSA Chair/Vice Chair. • Respond to policy submission opportunities with key ACSA advocacy messages. • Contribute to the National Strategy for Volunteering 2023-2033 and Action Plan 2024-2027. • Contribute to the national State of the Environment Report (2026).
<i>Value</i> Responsible: PART	with funding support, undertake an impact assessment to measure and articulate the value and impact of citizen science in Australia to our society, economy, and the environment.	• Develop theory of change/impact framework and measures/metrics to assess ACSA's impact, including any Sustainable Development Goals (SDG) alignment. • Continue to identify opportunities to secure grant or pro bono investment to implement an impact evaluation/assessment for citizen science in Australia.

Strategic Action	Description	SPECIFIC ACTIONS (2025 – 2026 – 2027)
ORGANISATION		
<i>Governance</i> Responsible: GOV	ensure a robust governance framework for ACSA through its Management Committee, including development and oversight and regular review of organisational plans and policies, and monitoring and evaluation of performance.	• Annual review of ACSA governance documentation, and development of new policies as required. • MC self-assessment of good governance performance. • Appoint an accredited auditor for financial auditing (announce at AGM). • Deliver good governance resources and training for MC.
<i>Administration</i> Responsible: GOV	ensure effective administration, reporting and coordination of ACSA activities.	• Ensure effective ACSA administration and reporting to regulating bodies. • Ensure appropriate systems to meet ACSA file management, correspondence, and Customer Relationship Management (CRM) needs. • Review ACSA policies, procedures, and templates as per schedule.
<i>Financial Strategy</i> Responsible: GOV	secure sustainable funding and donations through diverse income streams to support core costs and investment in member services and ACSA growth.	• Review policy and process for ACSA consulting • Manage Deductible Gift Recipient (DGR) status and increase donations. • Subscribe to a grant portal and monitor for opportunities to pursue. • Engage professional services as needed to develop targeted grant or project submissions.