

Policy Document

Roles & Responsibilities

Directors

A. General

1. Develop, be aware of and act in accordance with SNEL Ltd policy and procedures. Role is to make policy decisions and the role of staff is to implement (consistent with their contract boundaries).
2. Be aware of where SNEL Ltd fits within regional NRM frameworks and participate in dialogue between CMAs and Landcare.
3. Be an advocate for Landcare. Represent the other Landcare group members and network views. Set strategies, targets and outcomes.
4. Bring important issues to the attention of the Chair and to other Directors via a meeting (face to face or phone link) if necessary. Use faxes and email as appropriate.
5. Be conversant with and ensure that correct administration procedures are followed e.g. ASIC requirements.
6. Have input into business papers and agendas of meetings.
7. Ensure financial accountability – e.g. invite the Auditor or the Accountant to address the Executive annually.
8. Discuss and decide on direction of the organisation (Landcare in the region)
9. Facilitate effective Board and SNECC meetings, ensuring participation from all.
10. Canvass ideas from others. Use “think tank” and group approach to generate ideas or solutions to problems.
11. Act as figureheads for Landcare in the region e.g. at functions, events and in media. Use the media more effectively within projects.
12. Making elected Government representatives aware of our organisation's needs and interests (including local Government regarding support for staff).
13. Address contentious/difficult issues that are beyond the role and capacity of staff to deal with on their own.
14. Be a responsible employer.
15. Report on current and proposed projects and our organisation's commitment to those projects to the relevant funding body or any other relevant organisation.
16. Be aware of signatory protocols e.g. at what level cheques, project applications etc are signed off.

B. In relation to Staff

17. Facilitate a long-term, stable and secure work environment for staff.
18. Be involved in staff recruitment and selection panels except where otherwise outlined in the *Policy Document Recruitment*.
19. Be aware of the roles of staff and the expected outcomes of those staff as outlined in their contracts and work plans/duty statements and assist to review work plans at appropriate times.
20. Assist with negotiations of project contracts so that their outcomes reflect the organisations needs when appropriate.
21. Encourage staff to have initiative, to work effectively as a team, to contribute their valuable ideas and input, and to provide positive feedback to others.

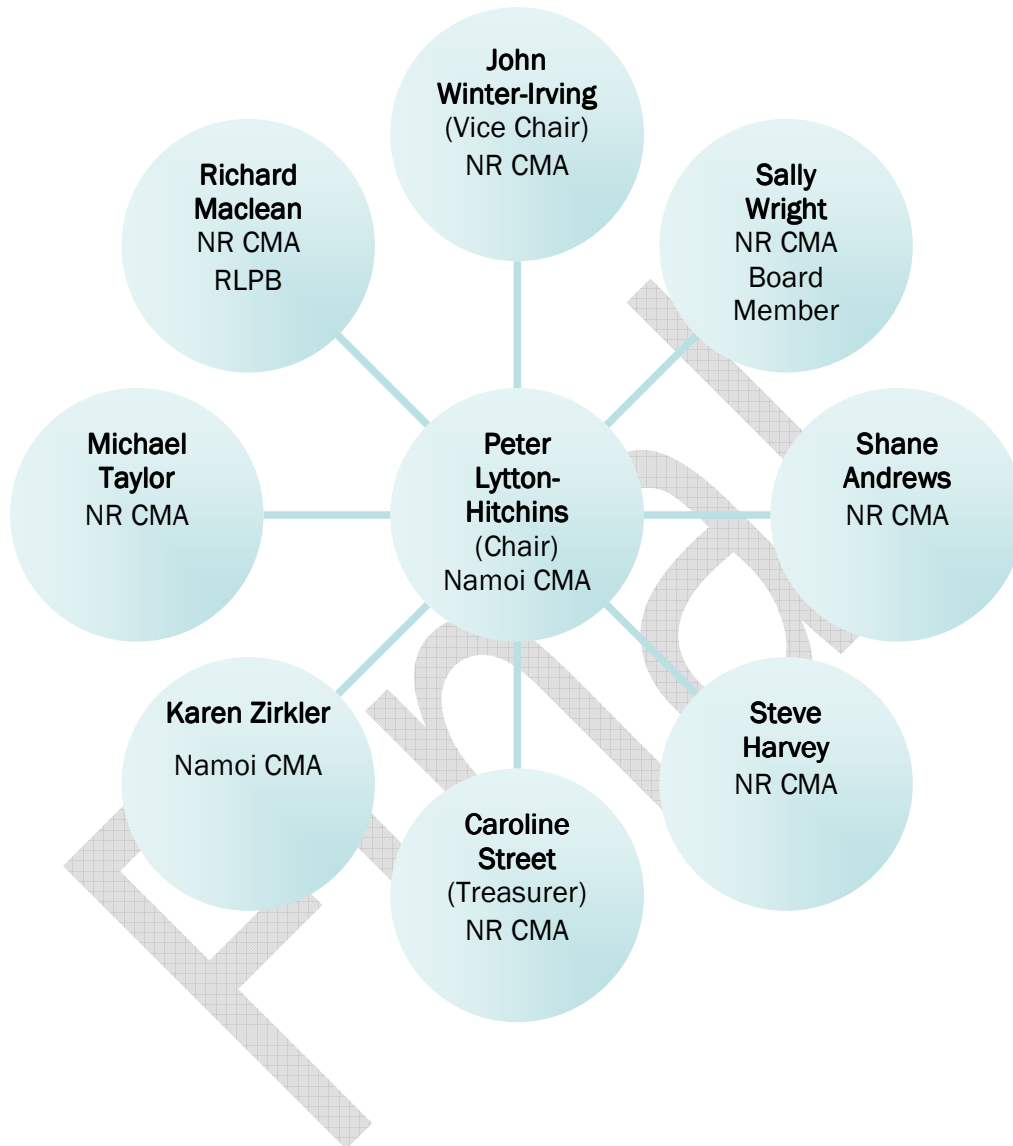
22. Allow experienced staff to guide implementation procedures or methods used to produce the outcomes required by the Board or their projects.
23. Understand that directives to staff need to have approval of the full Board (preferably minuted at a meeting) and should come through the appropriate channels.
24. Directors are encouraged to pop in at the office for discussions about new ideas, news, and information.
25. Discourage use of staff as conduits between Board members on potentially contentious issues.
26. Be aware of the organisation's Policy on Grievances and be involved in conflict resolution as outlined in that policy document.

Staff

Southern New England Landcare has a number of staff with various roles. Staff members are first and foremost required to undertake the role outlined in their contract and work plan. In addition, staff members are required to:

1. Be aware of Southern New England Landcare's policies and procedures and be a responsible employee.
2. Be an advocate for Landcare.
3. Be courteous in all dealings with other Staff, Directors, Members and the public.
4. Bring important issues to the attention of the Chair.
5. Have input or assist with facilitation at Board and SNEELCC meetings at appropriate times or when asked.
6. Be aware of signatory protocols e.g. at what level cheques, project applications etc are signed off.
7. Be involved in staff recruitment and selection panels in accordance with the *Policy Document Recruitment*.
8. Be aware of the roles of fellow staff.
9. Be a team player and understand that all ideas and input are valued.
10. Assist with negotiations of project contracts so that their outcomes reflect the organisations needs when appropriate.
11. Understand that directives to staff need to have approval of the full Board (preferably minuted at a meeting) and should come through the appropriate channels.
12. Welcome input about new ideas, news, and information from Directors.
13. Discourage use of Directors as conduits between Board or other Staff members on potentially contentious issues.
14. Be cognoscent of their own training and professional development needs and bring these to the attention of the board so that appropriate training may be sought if appropriate to the role.

2008-2009 Directors of Southern New England Landcare



2008-2009 Staff of Southern New England Landcare

