



# Position Description

## HONORARY PRESIDENT

Ballarat Wildlife Rehabilitation & Conservation Inc (BWRAC) was established by Ballarat wildlife carers and veterinary professionals to respond to the growing need for specialised care of sick and injured wildlife in Ballarat and surrounding areas.

BWRAC also support and promote wildlife conservation through education, advocacy and research.

The **President** of BWRAC works collaboratively with executive members to set organisational goals and lead strategic planning. Goals include, organizational capacity, community outreach, fundraising, advocacy, education and research.

The role of the President is to work closely and collaboratively with the committee and engage with key decision makers, community, business and stakeholders in the Ballarat region to support the organisation to achieve better outcomes for wildlife.

Serving as the face of BWRAC, this role involves an intimate knowledge of the issues facing wildlife locally, excellent oversight of state and local wildlife laws and policies, key stakeholders and a willingness to advocate and educate for wildlife through public forums and the media.

The President leads executive committee meetings, determines frequency of meetings, has oversight of and contributes to operational needs, fundraising campaigns and project proposals. This role also oversees the BWRAC advocacy subcommittee and liaise closely with the Advocacy Manager to oversee advocacy campaigns.

## Purpose of the Position

The President leads the executive, providing vision and inspiration to the organisation and, when necessary, a strong public voice on behalf of the organisation.

## President responsibilities:

- Lead the executive team and chair executive meetings.
- Organise strategic planning, set goals and work with the BWRAC executive committee to implement projects and initiatives that align with the BWRAC mission and values.
- Ensure the executive as an organisation operates with the highest standards of governance, ethics and transparency.
- Ensuring sound financial management of the organisation.



- Establish and nurture strategic relationships with key decision makers in local and state government, wildlife welfare and conservation community organisations, local veterinary practices, and wildlife shelters.
- Be the public face and spokesperson for the organisation by attending community events, speaking to the media and providing statements on behalf of the organisation.
- Participate in community events, to help educate and advocate for the welfare and conservation of wildlife in Ballarat.
- Lead the established advocacy sub committee and work closely with the Advocacy Team Leader to ensure campaigns are in line with BWRAC strategic goals.
- Search for and secure sponsorship and partnerships that will build organisational capacity and build community awareness about wildlife welfare and conservation.
- Work closely with BWRAC executive members to understand how the organisation is progressing and achieving set goals.
- Maintain an awareness and knowledge of the organisations daily finances and analyse budgets and financial reports.
- Delegate specific tasks to the Vice President and share knowledge as part of a succession plan.
- Liaise with the secretary and communications lead to produce annual reports, newsletters and other communications where appropriate.
- Oversee the development of committee roles and recruitment for the organisation.
- Ensure campaigns, fundraising and projects are in line with strategic goals.
- Work with other BWRAC members, including Executive members, to oversee the development of systems, policies and processes for BWRAC as required.

### ***Legal & Regulatory***

- In collaboration with the BWRAC Treasurer, ensure compliance with registered fundraising reporting and ATO obligations.
- Comply with all ACNC and CAV requirements.

### ***Governance***

- Work with the BWRAC executive to ensure the ACNC Governance Standards are met. These are a set of core, minimum standards relating to charity governance and how a charity is run – including its processes, activities and relationships. REFER TO BWRAC's ACNC GOVERNANCE AGREEMENT.
- Ensure sub-committee team members comply with BWRAC policies and behave in a manner that is respectful, lawful, and responsible.



- Ensure all documentation is stored and filed in BWRAC's Microsoft OneDrive and labelled appropriately, along with agendas and minutes of sub-committee meetings recorded accurately and filed.

## Skills & Competencies

- Experience as President of an NGO, or similar committee role in another organisation.
- Exceptional knowledge and understanding of wildlife care and conservation and the regulatory structures that underpin and protect wildlife in Victoria.
- Detailed knowledge of local policies, structures and stakeholders who influence the welfare and conservation of wildlife in Ballarat.
- Ability to foster and build relationships.
- An aptitude to read, create and interpret policies and guidelines to ensure good governance of the organisation.
- Excellent leadership, interpersonal and communication skills.
- Innovative and entrepreneurial mindset.
- A critical and strategic thinker.
- Strong analytical, decision making, and problem solving skills.
- Media savvy. Comfortable speaking on radio, TV and interviewing to represent and promote BWRAC as an organisation.
- Manage time effectively to identify, monitor and meet deadlines.
- Ability to lead a team and report on organisational milestones.
- Diplomacy, especially in times of stress.
- Be collaborative, supportive, professional and inclusive; and have a willingness to share information and to train others.
- Handle confidential information according to privacy principles and BWRAC's Code of Conduct.
- Willingness to uphold BWRAC values: leadership, respect, and integrity.
- An awareness that advocating for native wildlife can be confronting at times.

## Preferred

- Someone who has had considerable experience in a similar role.
- A commitment of time to developing BWRAC and growing the organisation.
- Experience in wildlife advocacy, conservation rescue or rehabilitation.
- Experience dealing with the media.



## BALLARAT WILDLIFE REHABILITATION & CONSERVATION INC (BWRAC)

- Previous experience working in a not-for-profit team of volunteers.

**QUALIFICATIONS:** Current Working with Children Check.  
Police check within the last three years.

**MEETING OBLIGATIONS:** The BWRAC executive committee will meet at least four times a year.  
Regular communication with the sub-committee under your direction.  
Timely response to emails from the BWRAC executive is essential.

**Software and systems used by BWRAC:**

Email & Communication - Microsoft 365 (Teams)  
Microsoft Word & Excel  
Mailchimp  
Oracle NetSuite (Accounting)  
Canva, InDesign & Photoshop  
Zoom  
Various social media platforms

## Reporting relationships

Reports to:	BWRAC Executive
Responsible for:	BWRAC Advocacy team
Internal relationships:	Secretary, Vice-President, Community Education Director, Treasurer
External relationships:	Regional Community Groups (animal, environmental), other non-government organisations (NGOs), funding bodies and various authorities, local council, DEECA, Vic Roads, local media.

**Document Presented to Committee:** 26<sup>th</sup> October 2023  
**Date Document Adopted:** 3<sup>rd</sup> November 2023  
**Version No:** Final 002  
**Author:** Jessica Robertson



## BALLARAT WILDLIFE REHABILITATION & CONSERVATION INC (BWRAC)

**Distribution:**

To all committee members.

**Publication:**

Internal document only, no need to publicise.

***Date to be reviewed:***

*Annually; or sooner if substantial changes are made to the operational processes.*