

Chair Role Description

Location: Canberra, ACT

Term: Filled as Casual Vacancy until 2025 AGM (Oct/Nov) then eligible for re-appointment

Remuneration: This is a voluntary role.

About Landcare ACT: Landcare ACT is a member-based not-for-profit organisation dedicated to supporting community groups and volunteers in conserving, enhancing, and sustainably managing our environment. We represent, support and promote the approximately 100 community groups and thousands of individuals, who help look after rural areas, urban parklands, nature reserves and waterways of the ACT Region. We work collaboratively with local landholders, First Nations groups, government agencies and other stakeholders to foster community-led environmental stewardship.

Landcare ACT is a member of the National Landcare Network (NLN) along with the Landcare peak bodies from each State and Territory. The role of Landcare ACT is established under a constitution, with activities guided by a Strategic Plan.

Overview:

The Independent Chair holds the Board and CEO to account for Landcare ACT's mission and provide leadership to the Landcare ACT Board. The Chair is responsible for:

- Ensuring the integrity and effectiveness of the Board's governance role and processes.
- Representing the Board within Landcare ACT, to stakeholders and the broader community landcare movement.
- Maintaining effective relationships with Board members, management, member organisations and stakeholders.

Responsibilities

Strategic Leadership

- Provide leadership to Landcare ACT and its Board, ensuring that Landcare ACT pursues its objects as defined in its Constitution, company law and other relevant legislation.
- Lead strategic planning to ensure Landcare ACT is meeting objectives and managing risk.
- Ensure that the Board puts in place systems for monitoring both the quality of Landcare ACT's work and sound financial health of the organisation.

Governance

- Ensure that the Board fulfils its governance responsibilities and respects and understands the role of management.
- Ensure that the Board adopts an annual workplan and objectives that are consistent with Landcare ACT's strategic direction and mission.

- Ensure that the Board and individual directors have access to appropriate education.
- Oversee the Board's evaluation processes and provide constructive feedback to individual board members as required.
- Ensure that the Board's governance structures and processes are reviewed, evaluated and revised from time to time.

Representation

- Represents Landcare ACT to key agencies and sectors such as ACT and Commonwealth government, National Landcare Network, funding bodies, the community sector and the media and the community landcare.
- In conjunction with the CEO, act as a spokesperson for Landcare ACT where appropriate.
- Participates in external committees, forums, meetings and events.
- Facilitates change and addresses any potential conflict with external stakeholders.

Efficiency and effectiveness

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that Board members are fully engaged and that decisions are taken in the best, long-term interests of Landcare ACT and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between Board members
- Work closely with the CEO to give direction to Board decision-making and to ensure that meetings are well planned and decisions taken at meetings are implemented

Relationship with the CEO and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the CEO, ensuring that s/he is held to account for achieving agreed strategic objectives
- Support the CEO, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise regularly with the CEO to maintain an overview of the strategy, governance, finance and quality of Landcare ACT's work
- Conduct an annual appraisal and remuneration review for the CEO in consultation with other Board members
- Ensure that the CEO has the opportunity for professional development and has appropriate external professional support

Other Duties

The Chair of the Board will be expected to perform all such additional duties as are reasonably commensurate with the role.

Skills and Qualifications

The Board Chair will possess the following personal qualities, skills and experience:

- Proven leaderships skills, including in a member-based organisation
- Good independent judgement, political acuity and impartiality and the ability to think creatively in the context of Landcare ACT and the external environment
- Experience of governance in corporate not-for-profit/charity organisation
- Good strategic and facilitation skills, ability to influence and achieve consensus.
- Ability to act impartially and without bias
- Tact and diplomacy
- Ability to communicate effectively
- The time to build strong relationships between Landcare ACT and stakeholders
- A trusted advisor relationship with the CEO and other board members
- Outstanding record of achievement in one or several areas of skills and experience used to select board members.

Landcare ACT is an equal opportunity employer and encourages applications from candidates of all backgrounds and experiences.

Expression of Interest Process: Interested candidates are invited to submit their CV and a brief cover letter (maximum 2 pages) outlining their interest, qualifications and experience to trixi.madon@landcareact.org.au by COB 1 August 2025.

Contact Information: For more information about this role, please contact Michael Robinson, CEO initially via email at Michael.Robinson@landcareact.org.au.

Term

The Chair role will be filled as a casual vacancy (as per the Landcare ACT Constitution) until the 2025 Annual General Meeting at which time he/she may be re-appointed to a maximum of 6 years.

Amendment

This role description may be amended by the Board.

Approval Date: 10 July 2025