# Job Description – ACT Wildlife President

## Job Purpose

The ACTW President is the Chief Executive Officer of ACT Wildlife Incorporated and chairs all meetings of the ACT Wildlife Incorporated Committee. The ACTW President is also the spokesperson for the organisation and an ex-officio member of all sub-committees.

## Job Duties and Responsibilities

### Major responsibilities

The ACTW Committee’s role is to control and manage the affairs of ACT Wildlife. The ACTW President, an office bearer of the Committee, oversees ACT Wildlife to ensure it undertakes its role and meets its legislative requirements. The President oversees development and implementation of the strategic plan such that the organisation meets its aims to rescue, rehabilitate and release native wildlife as well as prevent injury/disease where possible.

The ACTW President, with the support of the Committee, liaises with the ACT Government to secure funding and renew the organisation’s licence (including submitting any reports required under that licence).

The ACTW President convenes and chairs ACT Wildlife committee meetings and is considered an ex officio member of any sub-committee. The President, as a committee member, must attend 50 percent of all committee meetings in a year and not miss more than three (3) sequential meetings without explanation. The President (or Vice President) must be present to make a quorum. The President must abide by the [Committee Members Code of Conduct](https://actwildlife.net/wp-content/uploads/2022/03/Committee_Code-of-conduct_final.pdf).

In addition, the ACTW President is the spokesperson for ACT Wildlife being the primary contact for the media and is required to respond to official correspondence at the direction of the ACTW Secretary. In conjunction with other members of the organisation, the President is responsible for preparing the organisation’s annual report.

It is expected that the ACTW President and Vice President agree areas where the Vice President could take the lead to ensure the burden of office is shared equitably across the Committee.

Other responsibilities include:

* Addressing complaints in accordance with the organisation’s Complaints Guidelines policy
* Ensuring that the organisation’s training meets industry standards
* Ensuring that volunteers are supported and understand their legal obligations and protections
* Providing an exemplar of good relationship management

### ACTW President reports to

* The Committee and any sub-committees on the President’s activities and correspondence from the previous month
* The ACT Government as required by ACT Wildlife’s licence
* ACT Wildlife’s membership at the Annual General Meeting on the affairs for the year immediately preceding the meeting

### ACTW President liaises with

* Members of ACT Wildlife
* Patrons of ACT Wildlife
* The ACT Government, other organisations and interstate authorities and groups who are also responsible for wildlife rescue and rehabilitation
* ACT veterinarians

Experience

Preferably, the ACTW President would have at least one year’s experience with ACT Wildlife and have previously served on the ACTW Committee. If possible, the ACTW President would have a minimum of three (3) years experience with an accredited wildlife organisation whether ACT Wildlife or another similar organisation.

The ACTW President must be a member of ACT Wildlife.

It would be desirable if the ACTW President had prior management and/or leadership experience whether in a wildlife organisation or any other organisation.

Knowledge, Skills, and Abilities

The ACTW President must have a good working knowledge of the organisation including its structure and activities.

The ACTW President should be a confident public speaker.

## Document Control

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