


Job Title:	President	LAOKO Snowy Mountains Wildlife Rescue		
Group:	Executive Committee			
Location:	Snowy Monaro Region	Travel Required:	Yes	
Level:	Executive	Position Type:	Volunteer part time	
Date appointed:				

Job Description

AUTHORITIES

The LAOKO President has the authority for discretionary spending up to and including \$500 for LAOKO purchased. And to verbally approve expenditure without committee approval of \$250. The LAOKO President has the authority to convene LAOKO meetings.

ROLE AND RESPONSIBILITIES

The President's role is to act as the communication link for the Executive and the Committee of Management (the Committee) and public face for the organization. The President works with the Executive and the Committee and the membership to lead the organization to further the goals of LAOKO.

In liaison with the Executive and the Committee and the membership the President is responsible to;

- Preside as chair of the AGM and committee meetings
- Oversee the general management of LAOKO
- Act as supervisor of members and volunteers on behalf of the executive committee.
- Ensure positions in LAOKO meet current legal requirements in accordance with; LAOKO's constitution, the National Parks and Wildlife Service (NPWS) license including conflict management training and Australian Charities and Not-For-Profit Commission (ACNC)
- Ensure relevant codes of practice are adopted and followed
- Act as official spokesperson for LAOKO to the membership and community at large
- Delegate, with authority, the appropriate tasks to the appropriate members
- Support and communicate regularly with the Executive and Committee
- Work especially close with, and act as a mentor, to members interested in leadership
- Facilitate the committees in developing training opportunities, planning and organizational goals
- Ensure HSEQ policies and procedures are implanted, reviewed and reported
- Deal with any issues or problems in a timely fashion in consultation with the Executive / Committee / HSEQ team
- Act as signing officer for LAOKO together with other nominated signatories including the Public Officer
- Complete/respond to any responsibilities associated with financial accountability and management of budgets and reports
- Update policies and procedures together with HSEQ coordinator
- Promote LAOKO and its membership to the wider community

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Previous experience with not for profit organizations. IT literacy. Management qualifications or equivalent experience in managing people, especially volunteers. Training and/or equivalent experience with interpersonal skills and communication.

PREFERRED SKILLS

This role requires a person with excellent interpersonal and organizational skills as well as excellent communication skills (written and oral) including public speaking. A complete understanding of roles and responsibilities of not for profit committees. Good organizational and time management skills. A commitment to and experience in supporting best practice in the engagement of volunteers. Understanding of wildlife carers motivations and disincentives.

ADDITIONAL NOTES

Willingness to travel and meet in person and virtually. Suited to a person retired or semi-retired.

REFERENCE DOCUMENTS AND PROCEDURES

Documents listed/ linked below directly effect this position and must be used together with this Job Description to give a complete picture of the roles, responsibilities and responsibilities.

- LAOKO Constitution
- LAOKO Animal Coordinators Authority, Roles and Responsibilities Procedure (to be drafted)

Prepared By:	Guy Palframan (HSEQ Coordinator)	Date:	Nov 2020
Reviewed By:	Lisa/Cheryl	Date:	Feb 2021
Agreed By:		Date:	Jul 2021
Last Updated By:	Guy Palframan	Date/Time:	February 2021/