



Landcare Association of South Australia Inc

A member of the National Landcare Network

ABN 20 341 395 200



Terms of Reference for the LASA Management Committee

1. Role and purpose:

- The LASA Management Committee will work towards achieving its vision: **Resilient landscapes. Empowered communities.** by enacting the strategies outlined in the LASA 2021-2025 Strategic Plan. The LASA Management Committee sets out to achieve the objects and purpose of the Association as stated in section 3 of the LASA constitution.

2. Term:

- This Terms of Reference is effective from the date of endorsement.

3. Membership:

- The LASA Management Committee will consist of the Association Chairperson, a nominee of the Aboriginal Lands Trust which is representative of some Aboriginal Community groups in SA, and 4 – 10 members elected in accordance with the provisions of the constitutional clause 7.3 “Elections”.

4. Roles and Responsibilities - LASA Management Committee is responsible for:

- Championing and Building the Landcare brand:** Takes every opportunity to build the Landcare brand and *foster collaboration* across the SA Landcare network and community.
- Giving direction to the organisation:** Providing strategic direction and leadership to ensure the objectives and constitutional purposes of the Association are met and the goals of the 2021 – 2025 Strategic Plan are acted upon.
- Maintaining the focus** of the Association on the agreed scope, outcomes and benefits outlined in LASA’s 2021 – 2025 Strategic Plan, Constitution, and signed agreements.
- Monitoring and repositioning LASA:** Respond to the factors outside the Association’s control (e.g., changes in government, legislative changes).
- Managing Money:** Ensure that money and property are used in line with the objectives and purpose of LASA and funding agreements and are administered properly and efficiently. Ensuring LASA complies with financial record keeping and reporting requirements.
- Effective Committee Functioning:** Ensure that the committee functions well, meetings are effective, decisions are made, and members participate fully. Ensuring that the committee members are always undertaking their duties with professional conduct and transparency.
- Accountability:** Ensure that reporting requirements of contracts and agreements are adhered to and funders and agencies receive full reports on activities and use of resources. Ensuring that the organisation adheres to its constitution, abides by its governing instruments, and obeys the law.
- Exemplifying Good Business** – Takes responsibility for supporting the organisation to run according to best practice. Including contract management, procurement, employment, volunteer management and work health and safety.

5. The membership of the LASA Management Committee will commit to:

- Wholeheartedly championing LASA within and outside of volunteer work areas.
- Sharing all formal communications and information across all committee members.

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- Avoiding using information or their position for personal gain or to cause detriment to LASA.
- Abiding by LASA policies and procedures, including, disclosing and managing conflicts of interest.
- Making timely decisions and taking action so as not to delay the delivery of projects.
- Ensuring decisions and actions individual committee members are taking have been endorsed by the committee and recorded in minutes in meetings, subject to agreed delegations.
- Notifying members of the committee as soon as practicable if any matter arises which may be deemed to affect the Association.
- As far as practical, attending scheduled LASA Management Committee meetings.

6. Members of the LASA Management Committee will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner - e.g., call for meeting agenda items made 2 weeks prior to meetings, no extra agenda items accepted 7 days before the meeting except in urgent circumstances or at Chairpersons discretion.
- To be given reasonable time to make key decisions.
- That as far as practical, decisions are made in meetings.
- That decision making outside meetings be used as a last resort and infrequently.
- Should an out of session decision be required, the Chairperson or Executive Officer will ensure that each Management Committee member is contacted, and their position sought.
- To be alerted to potential risks and issues that could impact the committee and any projects as they arise.
- Honest and open discussions, without resort to any misleading assertions.
- Ongoing 'health checks' to verify the overall status and health of the SA Landcare network and community.

7. Meetings

- All meetings will be chaired by the elected Chairperson or a proxy if Chairperson unavailable – see LASA Constitution clause 7.5.7
- A meeting quorum will require one more than half of the LASA Management Committee
- Decisions made by consensus (i.e., members are satisfied with the decision even though it might not be their first choice). If this is not possible, a vote should be held with majority decision upheld.
- In the event of equality votes, the Chairperson has the casting vote and a deliberative vote, as per the LASA Constitutional clause 7.5.4
- Meeting agendas and minutes will be provided by the Executive Officer in consultation with the LASA Chairperson.
- If required, sub-committee meetings will be arranged outside of these times at a time convenient to sub-group members.



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- Sub committees will be small and nimble. These sub committees will be required to submit meeting minutes, relevant papers and make recommendations to the Management Committee to be ratified, as per clause 7.7.1 to 7.7.4 in the LASA Constitution.
- The Chairperson and Executive Officer will be the key people to represent the LASA in the public space in the first instance. Management Committee members can nominate to attend particular meetings of interest to represent LASA.

8. Review

- This Terms of Reference is subject to annual review by the Management Committee.

Signed and accepted by LASA Management Committee:

A handwritten signature in black ink, appearing to read 'Sheree Bowman'.

Sheree Bowman

Chairperson

26th May 2021