

OPERATING GUIDELINES - WILDCARE Groups

Instrument of Delegation for WILDCARE Inc Branches - Community Action in Reserves (CARes) groups, Friends groups, Heritage care groups, Wildlife Care groups and Whale Rescue First Response Teams.



Name of Branch	WILDCARE ...
Type of Branch	
Location of Operations	
Date of Formation	

The Purpose of the Branch is to assist the WILDCARE Inc Board of Management, on a voluntary basis, to:

And where applicable work co-operatively with the following Agencies and land managers:
 (Tick as applicable)

- Parks and Wildlife Service (DEPHA)
- Tasmanian Heritage Office (DEPHA)
- Biodiversity Conservation Branch (DPIW)
- Other conservation land managers (Government, NGO, private, public)

President	Secretary	Treasurer
Name	Name	Name
Email	Email	Email
Phone	Phone	Phone
Address	Address	Address
Member number	Member number	Member number

The Branch will operate in accordance with the WILDCARE inc Rules (Constitution), this Instrument of Delegation and the WILDCARE inc Procedures Manual.

President Signature

Name Date

Please forward a completed and signed copy of this front page to WILDCARE Inc c/- GPO Box 1751 Hobart 7001.

Please retain a copy of the following pages for your own records.

WILDCARE Inc Group Operating Guidelines

Membership

All members of the group must hold current membership of WILDCARE Inc, and be registered for the group on the WILDCARE Inc database.

Only WILDCARE Inc members are recognized as members of the group.

To be eligible for WILDCARE Inc Group status, the group must have at least 5 members.

All WILDCARE Inc members who register for the group on the WILDCARE Inc membership Form and database are members of the group and must be included in communications.

Group Meetings

Group members may determine the frequency of meetings of its members, but should meet at least 4 times a year, including a meeting annually for election of Office Bearers. These meetings may align with working bees.

All group members registered on the WILDCARE Inc database must be notified of any group meetings, activities and events to be held by the group.

Minutes, recording at least agenda items and agreed decisions must be kept for all group meetings.

A record should be made, and authorized on behalf of WILDCARE Inc by the group President, for all planned events, meetings, working bees and activities.

Office Bearers and Elections

The members of the group are required to elect on an annual basis, from their membership, at least the following positions:

President
Secretary
Treasurer

Election of Office Bearers should occur between January 1st and the date of the WILDCARE inc Annual general Meeting (usually in March).

Election outcomes should be forwarded to the WILDCARE Board of Management.

The group may also elect other positions relating to sub-committees or working groups, as the group deems appropriate.

Powers of the Branch President

The Branch President: -

- is eligible to stand for election to the WILDCARE Inc Board of Management as a President's Representative.
- has delegated power from the WILDCARE Inc Board of Management to authorize group voluntary activity as official WILDCARE Inc activity, within the scope of volunteer and other insurances held by WILDCARE Inc.

- should be familiar with the authorization processes outlined within the WILDCARE Inc Procedures Manual, and apply them accordingly.
- is responsible for informing the WILDCARE inc Office about group projects and activities they have authorized, prior to undertaking the project or activity.
- Is responsible for the coordination and operation of the group.
- Is not authorized to unilaterally make public comment on behalf of WILDCARE inc or the Board of Management.
- Is not authorized to use the position of group President or their membership of WILDCARE Inc to publicly lobby or protest government policy and decisions
- Can work cooperatively and undertake negotiations with a relevant Agency to contribute to decision-making processes that affect the interests of the group, on behalf of the group.
- May delegate any of the above responsibilities to another group member, except this power of delegation.

Fund management

On behalf of the Board of management, the group can apply for grants, seek sponsorship (cash and in-kind) and accept donations under the following conditions:

- The group President and Secretary/Treasurer have delegated authority to sign funding applications on behalf of WILDCARE inc and the group.
- When applying as a WILDCARE inc group for external funds, such as EnviroFunds and Caring for Country Funds, a copy of the intended project submission should be provided to the Co-Chairs for WILDCARE Inc approval.
- All non-donation income received on behalf of WILDCARE Inc by the group is deposited into the WILDCARE Inc bank account, on call to the group by written instruction to WILDCARE's Treasurer from the group President or Treasurer. Approval for such instructions should be recorded in group meeting minutes.
- All donations received on behalf of WILDCARE Inc, where tax deductibility is provided to the donor, are deposited into the WILDCARE Gift Fund and managed by the WILDCARE Gift Fund Committee in accordance with the WILDCARE Inc Rules (Constitution) and Australian tax laws.
- The group may make written application to the WILDCARE Inc Board of Management for funding under the WILDCARE Inc Small Project Grants program. Any funding approved under this program will be held aside in the bank account on-call to the group, for a maximum of 12 months. The Treasurer and/or President may draw on the funds during this time as required in line with the approved project, by written instruction to the WILDCARE Inc Treasurer. Any WILDCARE Inc small grants funding not expended within the 12 months time frame may be re-absorbed into the general WILDCARE Inc funds.

End.