

## PROJECT NUMBAT – AGM COMMITTEE POSITIONS AVAILABLE

*All positions are on a volunteer basis, if you want to be on the committee please ensure you are a member of Project Numbat - <http://www.numbat.org.au/join-us/>*

*As a committee member, you will participate in all aspects of our operations by attending monthly meetings held on the third Tuesday of each month from 5.30-7pm in South Perth. Please see our annual report for more details about our specific projects.*

*A police clearance is required for these positions\* funded by Project Numbat.*

### President\*

Oversee committee activities, financial operations, asset management and projects ensuring the objectives of the organisation (as per the Constitution) are being met including state and federal reporting deadlines. Workshop with the committee the Project Numbat business plan every three years and build relationships with external stakeholders and seek opportunities to raise numbat awareness and funds whilst harnessing the involvement, interest and skills of the committee. Be resilient in times of limited resources and provide good governance and leadership to the committee and encourage their commitment. Chair monthly meetings, ensure minutes are accurate and ensure all volunteers are following safety protocols. Attend Numbat Recovery Team meetings (twice pa), other meetings with stakeholders and networking events.

Stakeholders include: Department of Biodiversity, Conservation and Attractions (DBCA) in Perth, Narrogin and Manjimup, World Wildlife Fund for Nature, Perth Zoo, Peel Harvey Catchment Council (PHCC), Numbat Task Force, Lions Village Dryandra, Murdoch University and the Central South Naturalists Club (Narrogin).

Software / Database platforms include: Stripe and PayPal for donations, membership and merchandise purchases and QuickBooks for our accounts, Social media includes Facebook, Instagram, Webpage, LinkedIn and YouTube, Roam for Numbat identification surveys, Dropbox for the sharing of documents, Google Drive for the membership register, Hostgator for emails, Squarespace for our Website. Pay Way for eftpos and credit card purchases and MyCause for crowd funding campaigns.

Previous or similar experience working in a not for profit group and at a strategic level is preferred. You will need to be enthusiastic, have a positive attitude, and be available to respond and assist with matters timely and attend fundraising events where liaison with the public and stakeholders is required.



## Vice President\*

Assist the President: in committee administration, record keeping, the development of a business plan, project planning, the delivery of activities (as required), annual reporting and statistical submissions. Update and monitor the membership spreadsheet and send out reminders or notifications to current and past members. Chair meetings if the President is unavailable and assist with correspondence and media outgoings. Provide assistance to the Secretary and Treasurer as required. There are also opportunities to attend meetings with stakeholders (i.e. DBCA, PHCC and the Numbat Recovery Team) and source external funding.

Some previous experience working in a not for profit group and at a strategic level is preferred but not essential. You will need to be enthusiastic, have a positive attitude, and be available to respond and assist with matters timely and attend fundraising events where liaison with the public and stakeholders is required.

## Secretary\*

Ensure the meeting venue is booked on a monthly basis and take accurate meeting minutes that are circulated one week after the meeting. Seek agenda items two weeks before each meeting and finalise the agenda one week in advance of the meeting. Regularly monitor the email account and forward emails to the relevant committee person and respond to queries. Organise the AGM documentation in advance as per the guidelines in the Constitution and keep records of all minutes, agendas in an organised fashion on Dropbox. Assist with the writing and formatting of letters, the annual report, business plan and other documentation. Check our South Perth post office box prior to each meeting and report on incoming and outgoing correspondence at each monthly meeting. Track volunteer hours each quarter and report these to DBCA.

Assist with committee projects and attend events. No qualifications required however previous or similar experience is preferred, as are good organisational and writing skills.

## Treasurer\*

Be the finance link between the committee and paid accountant who allocates income and expenses and provides monthly statements through QuickBooks. Monitor our three bank accounts, pay bills, reimburse committee members, transfer funds, audit monthly contributions through PayPal, Stripe and crowd funding campaigns and ensure the accuracy of allocations in monthly statements. Scan receipts, issue invoices, deposit cash and cheques, issue receipts at the end of the financial year and stocktake of merchandise, keep records (hard copy & electronic) and organise documentation for auditing. Analyse expenditure / income and provide graphs for the end of the financial year annual report. There is also an option to assist in the budget development of projects and submission of statistical returns as per legislation. This role will allow you to participate and understand the financial inner workings of a small not for profit organisation which effectively is like running a small business.



No qualifications required however previous or similar experience preferred. Must have good organisational skills and a detailed eye for accurate and timely record keeping and figure checking. The timely payment of invoices and reimbursements is required and you will also need your own printer and scanner and can be reimbursed for stationary items.

## Merchandise Officer\*

Project Numbat has unique and a quality range of Numbat merchandise that is used to raise awareness and funds. This role includes; purchasing and storage of merchandise, stocking event merchandise boxes, record keeping of merchandise sale items in our 'merchandise stock & sales register', investigating new merchandise products, updating stock numbers on our website, liaising, packaging and posting purchases to customers, undertaking an annual stocktake, collating postage receipts for the float and passing on invoices for payment. Please see; <http://www.numbat.org.au/shop/> for our current range of stock.

As merchandise officer you will have the opportunity to be innovative to search for and create Numbat merchandise. Merchandise sales are frequently our biggest source of income, and allow us to contribute to Numbat conservation projects.

No qualifications or previous similar experience required however good organisational skills are required for accurate and timely record keeping, timely posting of items to the customer and good exploration of packaging options to minimise postage costs. Experience working in a team and good communication is preferred as new ideas will need to be considered by the committee. You will also need to participate in fundraising activities and be committed to follow through action items.

## Education Coordinator

Educating children about the Numbat encourages a future of adults and community who know what the Numbat is, and as we know - knowledge increases awareness and therefore protection. As Education Coordinator you will liaise with schools and teachers, coordinating the activities of our volunteer Education Officer who is available to present to pre-primary, primary and secondary schools in the Perth and South West region of WA. We currently have resources available to assist in presentations however we are also keen to develop further resources and build on relationships with external stakeholders. This role will also assist with recruiting of volunteers for all the varied activities that Project Numbat undertakes including attending markets and stalls and the Perth Street Appeal and additional numbat presentations if required.

Previous education experience preferred and a working with children check is required (Project Numbat can fund WWCC renewals). You must have good organisational skills, be engaging with children and you will also have opportunity to attend fundraising events and you will need to be committed to follow through action items.



## Events Officer

Attending events, markets, stalls and shows is a vital activity of Project Numbat as it raises awareness of the species. The work we do and also provides a funding opportunity as merchandise is sold at these events. Nurla our numbat mascot is a numbat suit that can be worn and is a great engagement tool with the public. As the Events Officer you will develop a yearly event calendar based on the committee's ability to attend and you will seek both committee members and members of Project Numbat to assist. Important annual events include the Perth Street Appeal and Whiteman Park Envirofest; you will be required to book our place, provide the relevant organisation with our insurance details and other information as required. World Numbat Day is our largest event which varies each year and at this time the entire committee is encouraged to contribute, however you can take the lead if you are confident to do so.

We have a range of event gear; tables, marquee, banners, flags, a taxidermy numbat and boxes of merchandise to sell and it will be your responsibility to store and keep track of where these items are. You will work closely with the Merchandise Officer to ensure you both have enough items for events and online sales. You are not always required to attend each event however you will need to monitor the accuracy of recorded events sales on the day and the transfer of this information to our 'merchandise stock & sales register'.

No qualifications required however previous or similar experience preferred. You must have good organisational skills, attention to detail and also be timely at recording information and organising events. You will also need to attend fundraising events and be committed to follow through action items.

## Media Officer\*

Research, write and provide editorial oversight to our range of communication mediums; quarterly member newsletter, brochures, event flyers, website, social media (Facebook, Instagram LinkedIn, and YouTube), marketing, advertisements, press releases, newspaper articles and our annual report. Seek opportunities to promote Project Numbat, our activities and build relationships with external stakeholders. There are also opportunities to develop or assist in the design of these materials and to participate in radio interviews and fundraising activities.

This important role has the ability to increase awareness of the Numbat and allows us to assist with the generation of funds for conservation activities and research.

Some previous experience or qualifications preferred however not essential. You will need to be enthusiastic, have a positive attitude, and be a good communicator with proficient literacy and participate in fundraising activities and be committed to follow through action items.



## Committee Positions X 5

Be actively involved in public fundraising activities, field surveys, planning, management, operations and decision making of committee activities to raise awareness and funds for Numbat conservation. Project Numbat's achievements and success is dependent on what you are willing to learn, what skills you have to offer, and how much time you are willing to volunteer and we believe that everybody has something to offer!

As a committee member you can become involved in our broad range of operations and field activities that include; organise and attend events / fundraisers including our annual Perth Street Appeal and World Numbat Day, sell merchandise at monthly markets and shows, liaise with the public and stakeholders, write and research articles for our quarterly newsletter, hold Numbat presentations at schools and other groups, assist in the maintenance of our website and social media, develop marketing materials, explore new project ideas in a team environment and seek funding (grant) opportunities, participate in our field projects: camera trap monitoring project, Numbat dig identification surveys and weed control project in Numbat habitat sites. All the other positions on the committee will require your support at some stage and we encourage you to become involved.

No qualifications or previous similar experience required however you will need to be enthusiastic, have a positive attitude, be a good communicator and willing to work in a team and solo at times. We need you to participate in events and fundraising activities and be committed to follow through action items.

