

Olinda Action Group (OAG) Inc. A0046225X

Terms of Reference

B A C K G R O U N D

On 24 June 2002, one of just a handful of old growth *Eucalyptus regnans* (Mountain Ash), remaining in the Olinda township was lost to the hills community. At the time of its death it was 100 years old, 43 metres tall and had a spread of 22 metres. It provided habitat to native animals. Its death was avoidable

A group of residents who were alarmed at the ease in which our native vegetation could be destroyed without community consultation, came together to form Olinda Action Group (OAG) on 2 July 2002

Our common ground is:

- We choose to live in the hills
- We value the rich diversity of native flora & fauna that we live amongst
- We live in an area that has many pressures placed on it from the impacts of environmental weeds and economic development
- We wish to protect and promote the needs and wishes of the people who live here

From the death of this iconic tree an opportunity has arisen for us to come together as a community and develop a shared vision.

M E M B E R S H I P

Open to all interested community members who support the objectives of the group. Only financial members are eligible to hold executive committee positions &/or vote on issues put to a meeting

V O T I N G R I G H T S

At general meetings, voting shall be in person.

At Annual or Special General Meetings, members may vote in person or by proxy.

The allowable voting rights for each membership type are:

- Individual membership: 1 vote
- Family membership: 1 vote per adult family member, with a maximum of 2 votes
- Group/Organisation membership: 1 vote

A I M S

To actively work to:

- Preserve & enhance the local flora & fauna of Olinda and its surrounds
- Ensure the built environment reflects, and is consistent with, the local character and the natural environment
- Give a voice to the Olinda community
- Work with the Shire of Yarra Ranges to promote community consultation and connectedness

M E M B E R M E E T I N G S

Evenings: Second Thursday of the month (Feb-Dec), 7:00-9:00pm at Olinda Community House, Charlemont Lane, Olinda.

Daytime: We are seeking your input into the need for these. Meetings will be scheduled dependent on response.

GROUP ROLES

Members – our greatest asset

Rank and file members of OAG are its greatest asset. They are encouraged to:

- Keep themselves informed about issues affecting OAG
- Act in the best interests of OAG
- Contribute where they are able: time, resources, discussion, support of committee, liaison with & promote OAG within the community, participate in planning & evaluation of activities
- Offer constructive and timely ideas & views. Listen to other people's ideas & views

The essential role of the **member meetings** is to look at broad matters relating to the aims & objectives of OAG. Members contributing to these meetings are not expected to be experts in identifying or solving issues, nor are they expected to be liable for decisions taken by other OAG members. OAG works in a consultative way and membership is not considered a forum for addressing personal issues.

Member meetings

Members of OAG should:

- Attend committee meetings where possible
- Have access to minutes, agendas & background papers before the meetings
- Support other OAG members in their roles, especially those who take on specific tasks
- Take part in strategies/activities where the meetings have decided a course of action
- Explore ways of maintaining good working relationships with other community members & groups

In addition, **Committee Members** of OAG should:

- Attend committee meetings
- Keep members informed about the action taken at member meetings

The **Executive Committee** members are elected to run OAG's day-to-day activities. The executive committee shall consist of the: Chairperson, Vice-Chairperson, Secretary & Treasurer. It is empowered to make certain urgent or necessary decisions on behalf of OAG when that decision is necessary immediately and is in keeping with OAG's stated aims. All urgent decisions should be made in consultation with two executive members before being actioned. These decisions must be ratified at the next general member meeting. The executive may email or ring around, at their discretion, on an important issue to gauge membership opinion.

Public Officer's duties:

To comply with the Associations Incorporation Act 1981.

Chairperson's duties:

- To co-ordinate and manage the operation of OAG; ensuring aims are set & action items delegated
- To act as an official representative of OAG as required
- To act on behalf of OAG in urgent situations
- To prepare meeting agendas (with the Secretary's help)
- To chair meetings, prioritise the business of the meeting, keep proceedings focussed, encourage discussion & guide the group to make decisions and to take action
- To make the casting vote where votes are tied

In addition, the Chairperson is able to call extraordinary meetings, with the proviso that all decisions must be ratified at the next general member meeting

Vice-Chairperson's duties:

- To undertake the Chairperson's duties where the Chairperson is unavailable
- To act as an official representative of OAG as required
- To act on behalf of OAG in urgent situations

Secretary's duties:

- Deal with all correspondence to and from OAG. Inform the appropriate people of items needing action. List & table correspondence at meetings
- Assist Chairperson with meeting agendas. Distribute agenda at least one week before a meeting with any necessary background documents
- Assist Chairperson at meetings
- Ensure all records are kept maintained & available to members upon request: correspondence, membership etc
- To act as an official representative of OAG as required
- To act on behalf of OAG in urgent situations

Minute Secretary's duties:

- Document minutes of meetings
- Distribute previous meetings minutes at least one week before an upcoming meeting

Treasurer's duties:

- Issue receipts for all monies paid to OAG
- Arrange for payment of accounts
- Bank money that is received
- Keep financial records: bank statements & correspondence, receipts, invoices, cash book ledger, copies of reports to meetings
- Issue membership renewal notices (with Secretary)

ELECTIONS FOR EXECUTIVE COMMITTEE

Executive committee positions will be held for 12 months, then vacated and opened for nomination and election by the membership. Sitting position holders may be re-elected.

First drafted: 15 October 2003
Last updated: 9 September 2004