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CHAIR COMMUNITY EDUCATION

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The role of the Chair is to oversee the continuing function of this committee within the Terms of Reference of the Community Education Committee.

2. ACCOUNTABILITY

The Chair is accountable to the BWA EC.

3. ROLE AND RESPONSIBILITIES

- Call and convene a meeting of all CEC members at least every two months
- Report to the BWA EC when required
- Reply to all requests for CEC involvement
- Submit a brief annual report in January to the BWA EC for inclusion in the BirdLife WA Annual Report
- Communicate at all times in matters relating to this committee in a professional manner.

4. APPOINTMENT

The Chair is appointed by the BirdLife WA Executive Committee. The appointment can be terminated at any time by the BWA EC or the Chair of the Community Education Committee.

CHAIR RECORDS COMMITTEE

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The role of the Chair is to oversee the continuing function of this committee within the Terms of Reference of the Records Committee.

2. ACCOUNTABILITY

The Chair is accountable to the BWA EC.

3. ROLE AND RESPONSIBILITIES

- Call and convene a meeting of all members at least every two years or when this is seen as necessary
- Report to the BWA EC when required
- Contribute to the discussion on the categorising of records
- Submit a brief annual report in January to the BWA EC for inclusion in the BirdLife WA Annual Report
- Communicate at all times in matters relating to this committee in a professional manner.

4. APPOINTMENT

The Chair is appointed by the BirdLife WA Executive Committee. The appointment can be terminated at any time by the BWA EC or the Chair.

COUNTRY BRANCH LIAISON OFFICER

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The purpose of the Country Branch Liaison Officer is to support BirdLife WA members who have formed country branches, by providing advice, encouragement and guidance so that they may engage fully in BWA activities.

2. ACCOUNTABILITY

The Country Branch Liaison Officer is accountable to the BWA EC.

3. ROLE AND RESPONSIBILITIES

- Encourage and facilitate BWA activities with BWA members living in rural and regional Western Australia
- Receive and deal with members' enquires
- Support branches of BWA members formed in rural and regional Western Australia
- Ensure that the BWA EC is aware of the needs of the BWA members living in rural and regional Western Australia
- Receive lists of new members from Membership Officer 3 monthly and maintain a list of BWA members living in rural and regional Western Australia
- Send out a welcome letter to new members informing them of the Country Branch Liaison Officer's willingness to assist them engaging in BWA activities and alerting them the closest country branch to their residence
- Encourage and support BWA members in rural and regional areas who wish to form a branch to conduct BWA activities
- Liaise with Membership Officer to assist in support for country members
- Maintain an up to date contact list for country branch coordinators

- Maintain a list of country branch events to ensure insurance cover
- Report any membership issues to BWA EC
- Forward applicable BirdLife National Office communications

4. APPOINTMENT

The Country Branch Liaison Officer is appointed by the BWA EC. The appointment can be terminated at any time by the BWA EC or the Country Branch Liaison Officer.

DIGITAL IMAGE LIBRARIAN

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The role of the Digital Image Librarian is to catalogue the BWA Digital Image Library, and to maintain guidelines and procedures for its use.

2. ACCOUNTABILITY

The Digital Image Librarian is a member of the Community Education Committee (CEC), and is appointed by the Community Liaison Officer (CLO) and is ultimately accountable to the BWA EC. The Digital Image Librarian is bound by the Terms of Reference for the CEC.

3. ROLE AND RESPONSIBILITIES

- Maintain and catalogue the digital image library.
- Develop and maintain guidelines for the use of the image library.
- Develop and maintain procedures for using the image library.

4. APPOINTMENT

The Image Librarian is appointed by the CLO. The appointment can be terminated at any time by the CLO, the BWA EC or the Digital Image Librarian.

EXECUTIVE COMMITTEE MEMBER

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The purpose of the BWA EC Member is to provide a conscientious, informed contribution to the BWA EC.

2. ACCOUNTABILITY

- a. The Executive Committee operates at all times under the Constitution rules and policies of BirdLife Australia.
- b. The BWA EC Member is bound by the BirdLife Australia Branch Working Arrangements 2012 (Par. 9,10,12,13,14,24).
- c. The BWA EC Member is accountable to the members of BWA through elections at the Annual General Meeting.

3. ROLE AND RESPONSIBILITIES

- Attend scheduled meetings of the BWA EC and make an informed contribution.
- Undertake actions agreed by the BWA EC as indicated in the ACTION LIST of the BWA EC minutes.
- Serve as the BWA EC representative on or for at least one other BWA committee and act as a line of communication to represent the interests of each committee.

4. APPOINTMENT

A BWA EC Member is elected by the BWA Members at the Annual General Meeting.

Absence without notice of leave for three consecutive scheduled BWA EC meetings is sufficient for automatic termination of membership of BWA EC.

EXECUTIVE COMMITTEE SECRETARY

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The purpose of the BWA EC Secretary is to provide a conscientious, informed contribution to the BWA EC.

2. ACCOUNTABILITY

The BWA EC Secretary is accountable to the members of BWA and the BWA EC.

3. ROLE AND RESPONSIBILITIES

- Attend scheduled meetings of the BWA EC and make an informed contribution.
- Undertake actions agreed by the BWA EC as indicated in the ACTION LIST of the BWA EC minutes.
- Support the work of the BWA EC Chair and the BWA EC.
- Manage the correspondence of the Executive Committee and provide a comprehensive list of Correspondence In and Correspondence Out to the Chair and Minute Secretary for the BWA EC monthly meetings.
- Establish and maintain a comprehensive BWA Committee Records Management System.
- Establish and maintain a comprehensive mechanism to manage issues and ensure a complete audit trail.
- Establish and maintain close working relationships with the Chair and members of the Committee and the BWA Office Manager.
- Circulate to the Members notice of AGM and call for nominations to the Executive Committee at least 40 days before the AGM.
- Give notice to the Members of the names of all Members nominated and where appropriate, the positions nominated to, no less than 21 days prior to the AGM.

4. APPOINTMENT

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A BWA EC Secretary is elected by the BWA Members at the Annual General Meeting.

Absence without notice of leave for three consecutive scheduled BWA EC meetings is sufficient for automatic termination of membership of BWA EC.

EXECUTIVE COMMITTEE TREASURER

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The purpose of the Treasurer is to provide a conscientious, informed contribution to the BWA EC. Maintain an oversight of BWA income and expenditure and report to BWA EC and BWA AGM as required.

2. ACCOUNTABILITY

The Treasurer is accountable to the BWA EC and members of BWA.

3. ROLE AND RESPONSIBILITIES

- Attend scheduled meetings of the BWA EC and make an informed contribution.
- Undertake actions agreed by the BWA EC as indicated in the ACTION LIST of the BWA EC minutes.
- Authorise expenditure as per relevant Terms of Reference
- Operate BWA bank accounts
- Liaise with Program Manager and Project Officers on Project Funding as required.
- Liaise with Eyre Bird Observatory Treasurer.
- Arrange for an annual independent audit of all BWA accounts.
- Liaise with the BWA Bookkeeper.

4. APPOINTMENT

A Treasurer is elected by the BWA Members at the Annual General Meeting. Absence without notice of leave for three consecutive scheduled BWA EC meetings is sufficient for automatic termination of membership of BWA EC.

EXECUTIVE COMMITTEE VICE CHAIR

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The purpose of the BWA Vice Chair is to provide a conscientious, informed contribution to the BWA EC.

Deputise for the BWA Chair as required.

2. ACCOUNTABILITY

The BWA Vice Chair is accountable to the members of BWA and the BWA EC.

3. ROLE AND RESPONSIBILITIES

- Attend scheduled meetings of the BWA EC and make an informed contribution.
- Undertake actions agreed by the BWA EC as indicated in the ACTION LIST of the BWA EC minutes.
- Support the work of the BWA Chair and the BWA EC including the promotion of the aims and objectives of BWA.
- Ensure familiarity with all BWA operating procedures including rules, constitution, policies and procedures, committee systems and lines of authority and accountability.
- Regularly liaise with the BWA Chair on planning and organisational matters.
- Undertake special projects as defined and agreed by the BWA EC.
- Serve as the BWA EC representative on or for at least one other BWA committee and act as a line of communication to represent the interests of each committee.
- Deputise for the BWA Chair as required.

4. APPOINTMENT

The BWA Vice Chair is elected by the BWA Members at the Annual General Meeting.

Absence without notice of leave for three consecutive scheduled BWA EC meetings is sufficient for automatic termination of membership of BWA EC.

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GENERAL MEETINGS OFFICER

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The role of the General Meetings Officer is to arrange for the efficient running of the monthly BWA General Meetings.

2. ACCOUNTABILITY

The General Meetings Officer is accountable to the BWA EC.

3. ROLE AND RESPONSIBILITIES

- To arrange a speaker for each monthly meeting and the Annual General Meeting.
- To actively seek potential speakers from within and outside the membership, including liaising with universities and other organisations where visiting speakers may be available to invite.
- To ensure
 - the meetings are scheduled for the fourth Monday of each month except December. If this date coincides with a public holiday, change this schedule to the Monday of the month either preceding or following the usual fourth Monday date
 - the Tamala room at the WA Ecology Centre is booked and ensure the required equipment is available
 - the Community Education Committee knows that the required equipment is needed
 - that contact is made with the speaker and the BirdLife WA office a week beforehand as a reminder
 - a list of speakers is sent for the following 3 months to the editors of *Western Australian Bird Notes* by the copy deadline.

4. APPOINTMENT

The General Meetings Officer is appointed by the BWA EC. The appointment can be terminated at any time by the BWA EC or the General Meetings Officer.

INFORMATION TECHNOLOGY OFFICER

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

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1. PURPOSE

The role of the Information Technology Officer is to ensure that the information technology (IT) requirements of BWA are properly maintained and advise the BWA EC on all matters relating to IT issues.

2. ACCOUNTABILITY

The IT Officer is accountable to the BWA EC.

3. ROLE AND RESPONSIBILITIES

- Refer technical issues to the contracted technician.
- Ensure there is an effective backup procedure for BirdLife Western Australia data.
- Advise the BWA EC on IT issues and policy.
- Liaise with the contracted technician and advise the BWA EC on the selection of new equipment- desktop computers, laptops, printers, data projectors, etc.
- Advise on the selection of IT and internet service providers for BWA.
- Advise the BWA EC on effective database policies and procedures.
- Liaise with the BA National Office on email and web site technical issues.
- Report annually to the BWA EC by the end of December.

4. APPOINTMENT

The Information Technology Officer is appointed by the BWA EC. The appointment can be terminated at any time by the BWA EC or the IT Officer.

LIBRARIAN

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The purpose of the Librarian is to ensure the efficient running of the BWA Library.

2. ACCOUNTABILITY

The Librarian is accountable to the BWA EC.

3. ROLE AND RESPONSIBILITIES

- Maintain the BWA Library in good order.
- Acquire new publications as deemed desirable.
- Enable BWA members to access the BWA Library.
- Report to the BWA EC and seek adequate resources to maintain the operation of the Library.

4. APPOINTMENT

The Librarian is appointed by the BWA EC. The appointment can be terminated at any time by BWA EC or the Librarian.

5. OPERATING PROCEDURES

5.1 Library Operation

Maintain currency of operating procedures and supervise the operation of the BWA Library.

5.2 Expenditure

Prepare a Library budget each year to present to the EC.

Expenditure up to \$300 may be made by the Librarian.

Expenditure above \$300 for any single item or multiple items above this amount must be referred to the BWA EC for approval.

5.3 Annual Report

Present a short annual report to the EC by December each year detailing:
Expenditure

5.4 Stocktake

Conduct a stocktake bi-annually to reconcile the collection held with the catalogue.

MEMBERSHIP OFFICER

PREAMBLE:

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All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The purpose of the Membership Officer is to support BirdLife WA members by providing advice, encouragement and guidance so that they may engage fully in BWA activities.

2. ACCOUNTABILITY

The Membership Officer is accountable to the BWA EC.

3. ROLE AND RESPONSIBILITIES

- Welcome new members with the standard letter, name badge, a copy of the current WA Bird Notes and any other current material.
- Ensure all new members are aware of communication through the WA Bird Notes
BirdLife Australia website and BWA e-News.
- Maintain supply of new member's packs.
- Receive and deal with members' enquires.
- Serve as a contact point for members at times when the office is unattended.
- Attend BWA General Meetings to welcome new members.
- Liaise with the Country Branch Liaison Officer to assist in support for country members.
- Liaise with the Officer Manager to ensure members are informed and supported.
- Report quarterly on membership status and any membership issues to BWA EC.

4. APPOINTMENT

The Membership Officer is appointed by the BWA EC. The appointment can be terminated at any time by the BWA EC or the Membership Officer.

OFFICE MANAGER

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

5. PURPOSE

The role of the Office Manager is to manage the BWA office in conjunction with the Office Volunteer Co-ordinator and Office Volunteers and together working with sustainability principles.

6. ACCOUNTABILITY

The Office Manager is accountable to the BWA EC and reports directly to the Chair.

7. ROLE AND RESPONSIBILITIES

3a Ensure that the following tasks are carried out

- all correspondence received is responded to appropriately and in a timely manner (including emails)
- the computer system is backed up at least weekly and stored securely offsite.
- the maintenance of a workable office filing system both soft (including S:Drive) and a hard copy where necessary;
- all telephone calls are appropriately handled;
- the Office Financial Procedures(including Petty Cash Box) are being followed;
- a record of all office expenses is kept and liaised with the BWA Treasurer
- all office equipment is in good working order and liaise with BWA's preferred supplier as required:
- pigeon holes are checked and individuals are advised about contents:
- toilets and fridge are clean and in working order;

3b Train and support the office volunteers in the various office procedures in accordance with the Office Volunteer Manual;

3c Liaise with the Botanical Gardens and Parks Authority (BGPA) re office maintenance and bookings;

3d Maintain Bird Guides and any other publications. Arrange reprint and orders as necessary;

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- 3e Collect and return the key to the Eco Centre for monthly Monday member meetings;
- 3f Maintain the BWA web page in respect to the events calendar and activities of BWA; NB There are guidelines for the events in the Microsoft Word document WEB-branch-webpage-instructions.docx available on the Intranet:
- 3g Maintain office supplies which includes tea, coffee, milk, biscuits and all office stationary with BWA's preferred suppliers and with reference to the sustainability audit (see attached appendix A)
- 3h Maintain and update procedures in the BWA Office Manual;
- 3i Maintain an effective working relationship with the Office Volunteer Co-ordinator and the office volunteers.
- 3j Liaise with the BWA Chair and Executive Committee as required;

RECORDS OFFICER

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The purpose of the Records Officer is to coordinate the reports of sightings for Western Australia, Ashmore Reef, Cocos (Keeling) Islands and Christmas Island.

2. ACCOUNTABILITY

The Records Officer works cooperatively with the Chair of the BirdLife WA Records Committee and is ultimately accountable to the BWA EC.

3. ROLE AND RESPONSIBILITIES

- Communicate at all times in matters relating to this committee in a professional manner
- Receive and manage emails sent to wasightings@birdlife.org.au
- Answer identification queries sent to BirdLife WA
- Maintain the Sightings page on the BirdLife WA website and update in a timely manner
- Collate the WABN Observations and send to BirdLife WA Records Committee for comments
- Submit the Observations column to the WABN editors by the publication deadline

- Identify particular records for which an opinion is needed – inclusion or exclusion according to the established Criteria
- Seek advice from other BirdLife WA Records committee members on the records requiring a WARC submission for acceptance or non-acceptance
- Where a record is not accepted, communicate reasons to the person (s) submitting the record
- Pass appropriate photographs on to the BirdLife WA Digital Image Librarian and the WABN editors with the permission of the photographer.
- Encourage individuals to communicate records of interest to the BirdLife WA database, BirdLife Australia Atlas database and Shorebird 2020 as appropriate.

4. APPOINTMENT

The Records Officer is appointed by the Chair of the Records Committee. The appointment can be terminated at any time by the Chair of this committee or the Records Officer.

WA DATABASE OFFICER

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The purpose of the WA Database Officer is to ensure timely and efficient entry of data on the WA Database consistent with the BWA Database Policy.

2. ACCOUNTABILITY

The WA Database Officer is accountable to the BWA EC.

3. ROLE AND RESPONSIBILITIES

- Ensure timely and efficient entry of data on the WA Database.
- Ensure that the BWA Database Policy is consistent with the BirdLife Australia policies and meets the needs of BWA for reliable, useable data.
- Recommend any policy, procedure or resource that would improve the effective and efficient maintenance of the BWA Database to the BWA EC.
- Vet existing records.

4. APPOINTMENT

The WA Database Officer is appointed by the BWA EC. The appointment can be terminated at any time by the BWA EC or the WA Database Officer.

WEBSITE OFFICER

PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.

1. PURPOSE

The purpose of the Web Site Officer is to support and maintain the BWA content on the BA web site. The role supports BWA members by providing accurate, timely information about BWA activities on the BA web site and such other electronic means as deemed appropriate.

2. ACCOUNTABILITY

The Web Site Officer is accountable to the BWA EC.

3. ROLE AND RESPONSIBILITIES

- Support the BWA content of the BA web site.
- Liaise with the BA Web Site Manager and BA Web Support Officer.
- Maintain the BWA Calendar information on the BA web site in conjunction with the BWA Excursions Committee and the BWA Community Education Committee (CEC).
- Ensure that endorsed information from BWA committees is promptly made available to the BA Web Support Officer the CEC member responsible for the BWA eNews and any other appropriate electronic means.
- Maintain a Volunteer Opportunities section on the web site.
- Seek confirmation from the BWA EC before asking for significant changes.
- Report all significant changes made each month to the BWA EC.
- Liaise with all BWA committees about their web site requirements.
- Liaise with the CEC member responsible for the BWA eNews.
- Liaise with the BWA Project Manager about the web site content for the BWA projects.
- Monitor the BWA web site for outdated information.

4. APPOINTMENT

The Web Site Officer is appointed by the BWA EC. The appointment can be terminated at any time by the BWA EC or the Web Site Officer.

birds are in our nature
