



# THE ACT GREENS OFFICE BEARERS HANDBOOK

## Introduction

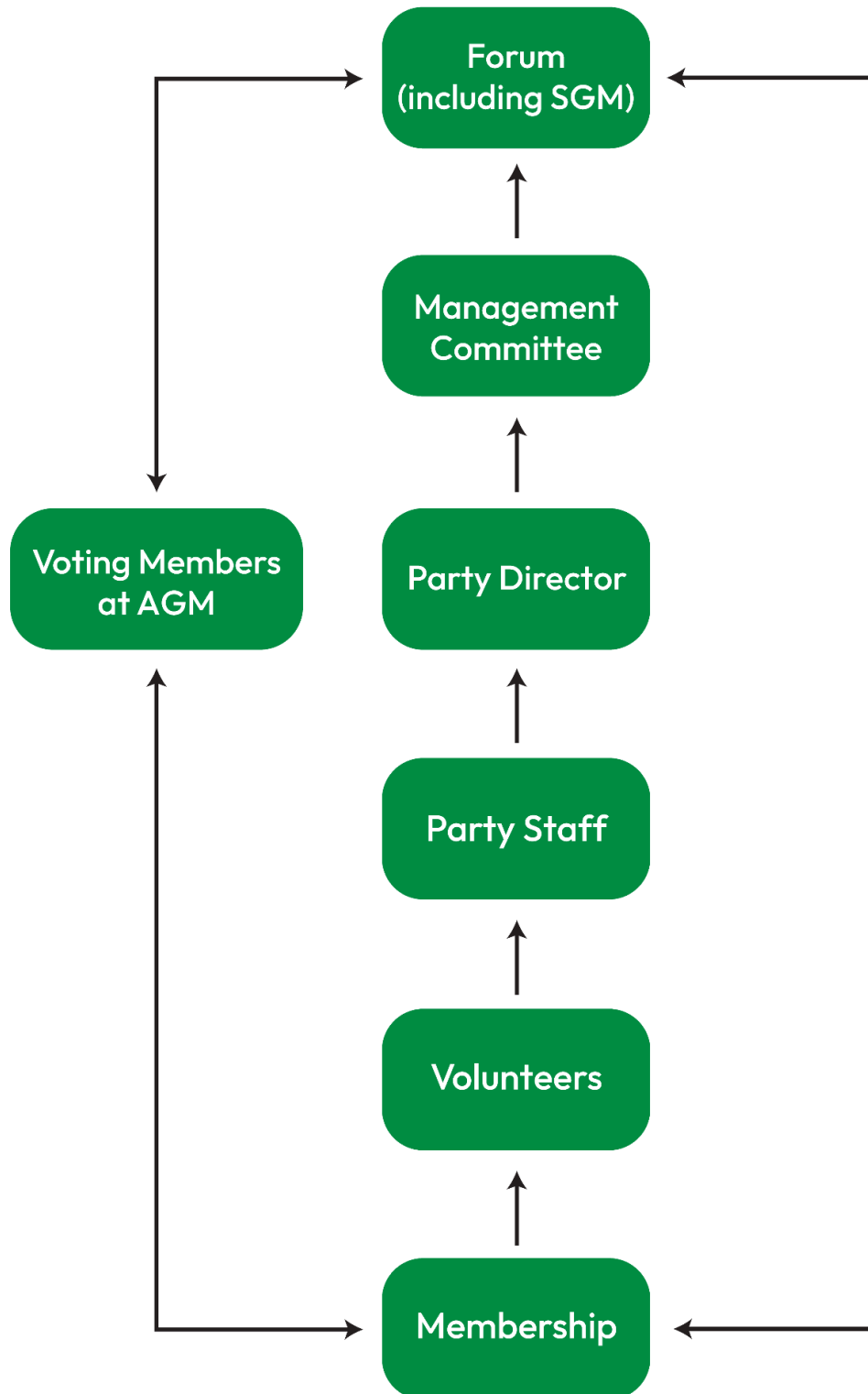
This document sets out role descriptions for office bearer positions and other roles within the party (e.g. those in working groups). Office bearers are elected each year at the ACT Greens Annual General Meeting (AGM). In circumstances where a position is vacated, the Management Committee (MC) may appoint a member to act in the position which will then be ratified at a Special General Meeting (SGM).

The descriptions provided are a compilation of position descriptions provided in the Constitution, the By-laws and other documents. Please always refer to the bylaws and constitution however the duties in this Handbook go beyond those described in the Constitution and By-laws in order to provide office bearers, and those seeking appointment, with further information on the role requirements.

The ACT Greens is comprised of several key bodies, including

- ACT Greens Forum
- Management Committee
- Neighbourhood Teams
- Arbitration and Conciliation Committee
- Governance Working Group
- Working Groups

The ACT Greens maintain an active connection with the broader Australian Greens by participating in the Australian Greens National Council and National Conference. These interactions are facilitated through its elected delegates, who represent the ACT Greens at the national level. Delegates play a crucial role in contributing to discussions, decision-making, and the development of policies that align with the shared values and objectives of the Australian Greens. This engagement ensures that the ACT Greens' perspectives and priorities are reflected in national strategies while fostering collaboration and knowledge-sharing across the country.





# Management Committee

## MANAGEMENT COMMITTEE OVERVIEW

The Management Committee (MC) of the ACT Greens provides administrative and governance oversight to ensure the party operates effectively and aligns with its mission.

The MC meets on the second Monday or every month from 6pm to 8pm. MC is responsible for managing resources, monitoring compliance, setting strategic direction, and engaging stakeholders. Meetings are open to all ACT Greens members, except for in-camera sessions addressing confidential matters, fostering transparency and inclusivity. To enhance its effectiveness, the MC can professionalise its governance through clear frameworks, expert working groups (such as the Governance Working Group, GWG) and efficient meeting practices while expanding engagement with members and exploring collaborative opportunities to advance the party's objectives.

## CONVENOR (OR CO-CONVENORS)

The Convenor/s is the most senior elected officer in the ACT Greens and Chairperson of the MC. The ACT Greens Constitution requires a Convenor and Deputy Convenor or a pair of Co-Convenors to be elected.

The commitment and capability of the people in this role is central to the overall success of the party. Success in this role requires energy, experience within the governance structures of the ACT Greens and demonstrated dedication to the objectives of the ACT Greens. The workload can be comprehensive, and the people need to be able to devote sufficient time to commit to the role, including being available after hours and for some commitments within business hours. In addition, they must have strong leadership, management and communication skills.

Under the leadership of the Convenor/s the MC is responsible for strategy, governance and coordination of the ACT Greens. MC is also responsible for implementing decisions made by the Forum, financial oversight, establishing committees and working groups and employing and supervising the Party Director. The Convenor/s works closely with the Party Director.

The Convenor/s, as an office bearer under the Constitution, has legal responsibilities under the *Associations Incorporation Act 1991* (ACT) and other Commonwealth and ACT legislation, including the *Work Health and Safety Act 2011* (ACT), *Electoral Act 1992* (ACT) and the *Commonwealth Electoral Act 1918* (Cth).

The Convenor/s is elected at the Annual General Meeting of the ACT Greens. The office of Convenor/s is a voluntary position.



## DUTIES

Responsibilities of the Convenor of the ACT Greens includes –

### **1. Leadership of the MC**

- o Provide senior leadership to the MC and facilitate consensus-based decision-making within the group.

### **2. Strategy and Governance**

- o Oversee the strategy and governance of the ACT Greens, ensuring compliance with financial accountability, risk management and legal obligations.

### **3. Strategic Leadership**

- o Offer leadership to the ACT Greens that aligns with its policies and decisions, supporting effective party management and achieving electoral success in the ACT.

### **4. Forum Engagement**

- o Attend Forum meetings, leading discussions on behalf of the MC and ensure the prompt and faithful implementation of decisions made by the Forum.

### **5. Performance Monitoring**

- o Monitor the performance of the party, staff, committees and working groups to ensure they operate effectively and align with the party's goals.

### **6. Party Director Management**

- o Serve as the direct supervisor of the Party Director, providing guidance and oversight to support their role.

### **7. Arbitration and Conciliation Recommendations**

- o Respond proactively to recommendations provided by the Arbitration and Conciliation Committee.

### **8. Spokesperson Duties**

- o Act as a primary spokesperson (or delegate as required) for the ACT Greens, representing the party publicly and communicating its vision and objectives.

### **9. Reporting**

- o Prepare and present a written report to the Annual General Meeting, outlining the activities, achievements, and challenges faced by the party over the year.



## DEPUTY CONVENOR (if applicable)

The Deputy Convenor supports the Convenor (in the absence of a co-convenorship) in the performance of their office and may be called upon to perform the role and functions of the Convenor. This may occur at the request of the Convenor or in the event the Convenor is unavailable or otherwise obliged to abstain from a decision (for example due to an actual or perceived conflict of interest). If the Convenor resigns from the office or the office becomes vacant for any other reason, the Deputy Convenor must act as Convenor until a new Convenor is elected.

Applicants for this position should, therefore, consider the position description and duties for the Convenor.

The office of Deputy Convenor is a voluntary position.

## SECRETARY

The Secretary is responsible for the secretariat administering the ACT Greens, including managing and supporting the business of the Annual General Meeting, Special General Meetings, Forum and the Management Committee .

The Secretary will provide leadership and guidance on good governance practice and support decision making by advising on ACT Greens policies and decisions.

The Secretary, as an office bearer under the Constitution, has legal responsibilities under the *Associations Incorporation Act 1991* (ACT) and other Commonwealth and ACT legislation, including the *Work Health and Safety Act 2011* (ACT), *Electoral Act 1992* (ACT) and the *Commonwealth Electoral Act 1918* (Cth).

The Secretary is elected at the Annual General Meeting of the ACT Greens. The office of Secretary is a voluntary position.

The ACT Greens Constitution provides that the Secretary will perform the role of “Public Officer” under the *Associations Incorporation Act 1991* (ACT). Applicants for this position must therefore also meet all requirements for Public Officers under this Act.

## DUTIES

### 1. Public Officer Duties

- o Fulfill the role of “Public Officer” for the ACT Greens under the **Associations Incorporation Act 1991 (ACT)**, ensuring compliance with reporting obligations and legal requirements.



## **2. Meeting Organisation and Administration**

- o Arrange and manage the Annual General Meeting, Forum meetings (including Special General Meetings) and MC meetings with support from the party office. This includes providing timely notice, distributing meeting papers, preparing and maintaining minutes, recording decisions and sharing relevant information with committees, working groups and staff.

## **3. Australian Greens Liaison**

- o Serve as the primary liaison with the Australian Greens, ensuring ACT representatives are elected to Australian Greens working groups and other bodies.

## **4. Membership Management**

- o Oversee certain aspects of membership, including processing membership transfers, managing resignations and addressing disciplinary matters involving ACT Greens members.

## **5. Meeting Attendance**

- o Regularly attend Forum/SGM and MC meetings which are held monthly.

## **6. Governance Documentation**

- o Maintain and update the ACT Greens register of by-laws, ensuring accurate records of all governance-related documents.

## **7. Act as reporting agent**

- o Submit regular and annual reports on party compliance, which is mostly updates to gifts received by the party but also annual returns and election returns. Gifts must be reported by a party within seven days if the cumulative total from a single donor exceeds \$1,000 within a given financial year (July to June).

## **DEPUTY SECRETARY (if applicable)**

The Management Committee may appoint a Deputy Secretary from the representatives of the neighbourhood teams. The role of the Deputy Secretary is to support the Secretary in the performance of their functions. Candidates for this role should, therefore, consider the position description and duties for the Secretary.

The office of Deputy Secretary is a voluntary position.

## **TREASURER**

The Treasurer is responsible for the strategic management of the ACT Greens



finances including financial reporting and providing advice on financial strategy and fundraising. Careful management of the ACT Greens financial resources contributes directly to the effective management of the ACT Greens and electoral success in the ACT.

The Treasurer for the ACT Greens must have at least a basic understanding of laws concerning financial governance and electoral reporting. Knowledge of basic accounting processes is useful but support is available from the party's contracted bookkeeper who handles the technical day-to-day work of transactions and account management. The Treasurer must be able to communicate financial concepts and information to enable sound decision making by the Annual General Meeting, Forum and Management Committee.

The Treasurer, as an office bearer under the Constitution, has legal responsibilities under the *Associations Incorporation Act 1991* (ACT) and other Commonwealth and ACT legislation, including the *Work Health and Safety Act 2011* (ACT), *Electoral Act 1992* (ACT) and the *Commonwealth Electoral Act 1918* (Cth).

The Treasurer is elected at the Annual General Meeting of the ACT Greens. The office of Treasurer is a voluntary position.

The Treasurer is also the "Reporting Agent" for the purposes of the *Electoral Act 1992* (ACT) and the "Party Agent" *Commonwealth Electoral Act 1918* (Cth). Applicants for the office of Treasurer should therefore also meet all requirements for these positions, or otherwise be able to ensure that these positions can be undertaken by another member of the MC.

## **DUTIES**

### **1. Financial Management and Reporting**

- o Oversee and provide detailed forecasting and reporting of the ACT Greens' financial position, including revenues, expenditures and assets.
- o Ensure the accurate and timely preparation of financial statements in compliance with accounting standards and organisational requirements.

### **2. Compliance and Regulatory Requirements**

- o Ensure adherence to all administrative, auditing, and electoral disclosure requirements under relevant legislation, including the preparation and submission of audited financial statements to the Annual General Meeting (AGM).

- o Fulfill the responsibilities of the Reporting Agent under the Electoral Act 1992 (ACT) and the Party Agent under the Commonwealth Electoral Act 1918 (Cth), ensuring compliance with all statutory obligations.
- 3. Budget Preparation and Fiscal Oversight**
- o Lead the preparation of fiscally responsible budgets to support the operational efficiency and strategic goals of the ACT Greens including electoral success in the ACT.
  - o Identify and assess emerging financial risks, proactively providing analysis and recommendations to the Management Committee (MC) to facilitate informed decision-making.
  - o Present the proposed annual budget to the AGM for review and approval ensuring alignment with organisational priorities and long-term sustainability.
- 4. Collaboration and Advocacy**
- o Actively participate in discussions and meetings of the Australian Greens' Treasurers Group, offering advice and support to Treasurers from other member bodies to foster national collaboration and shared financial strategies.
- 5. Ethical Financial Oversight**
- o Provide strategic and ethical oversight of the party's financial resources, ensuring transparent and accountable management of revenue sources.
  - o As an ex-officio member of the Donations Reference Group, review donations received by the ACT Greens to uphold ethical standards and compliance with donation regulations.
- 6. Organisational Contribution**
- o Work closely with the Party Director to contribute to the effective governance and management of the ACT Greens by offering financial insights and support to advance the party's strategic objectives and electoral success in the ACT.

### **DEPUTY TREASURER (if applicable)**

The Management Committee may appoint a Deputy Treasurer from the representatives of the neighbourhood teams. The role of the Deputy Treasurer is to support the Treasurer in the performance of their functions. Candidates for this role should, therefore, consider the position description and duties for the Treasurer. The office of Deputy Treasurer is a voluntary position.





## MEMBERSHIP SECRETARY

The Membership Secretary is responsible for building the membership of the ACT Greens and mobilising members in support of ACT Greens policies and candidates.

The ACT Greens rely on individual members volunteering their skills, time and resources. The Membership Secretary plays an essential role in identifying how individual members can support the ACT Greens and facilitating collective action by bringing individual members together in support of ACT Greens events and activities.

The Membership Secretary, as an office bearer under the Constitution, has legal responsibilities under the *Associations Incorporation Act 1991* (ACT) and other Commonwealth and ACT legislation, including the *Work Health and Safety Act 2011* (ACT), *Electoral Act 1992* (ACT) and the *Commonwealth Electoral Act 1918* (Cth).

The Membership Secretary is elected by the Annual General Meeting of the ACT Greens. The office of Membership Secretary is a voluntary position.

## DUTIES

### 1. Membership Database Management

- o Work with the Office to maintain an up-to-date and accurate register of members in the CiviCRM system, ensuring data integrity and compliance with privacy and organisational standards.

### 2. Skills and Resources Register

- o Work with the office to develop and manage a comprehensive register that catalogs the skills and resources of all members and supporters to enhance engagement and maximise the utilisation of volunteer and member contributions.

### 3. Collaboration on Membership Matters

- o Coordinate and communicate effectively with the Australian Greens and other state and territory Greens regarding membership policies, processes, and data-sharing requirements as needed.

### 4. Membership Applications and Onboarding

- o Work with the office to oversee the membership application process, ensuring timely review and approval of new applications.
- o Work with the office to manage the onboarding process for new members, providing them with the necessary resources, information, and support to foster their engagement and participation.

### 5. Member Liaison and Engagement

- o Work with the office to establish regular communication with members to identify and address issues affecting membership, fostering a culture of inclusivity and responsiveness.
- o Propose policy changes and other initiatives to engage and retain members, for example membership fees and honorarium policies.

## **6. Governance and Administration**

- o As an active member of the ACT Greens Management Committee, contribute to the effective governance and administration of the organisation. This includes responsibilities related to financial accountability, risk management, legal compliance, and appointment processes for both paid and volunteer positions within the ACT Greens.

## **NEIGHBOURHOOD TEAM REPRESENTATIVES**

The Neighbourhood Team Representatives represent the views of Neighbourhood Teams to the MC and report decisions of the MC and matters under discussion to members of the Neighbourhood Teams.

Each neighbourhood team representative should be an active member of their Neighbourhood Team. They have a role in encouraging greater involvement in ACT Greens activities by members and volunteers, including by encouraging a positive party culture, identifying potential leaders and activists and welcoming new members to the Neighbourhood Team. Neighbourhood Team Representatives work closely with Neighbourhood Team Leaders to achieve these tasks.

The Annual General Meeting of the ACT Greens elects a Representative of each Neighbourhood Team to the MC. Each candidate for election is nominated by members of their neighbourhood team.

Neighbourhood Team Representatives, as office bearers under the ACT Greens Constitution, have legal responsibilities under the *Associations Incorporation Act 1991* (ACT) and other Commonwealth and ACT legislation, including the *Work Health and Safety Act 2011* (ACT), *Electoral Act 1992* (ACT) and the *Commonwealth Electoral Act 1918* (Cth).

The Neighbourhood Team Representative roles are voluntary.

## DUTIES

### 1. Representation of Neighbourhood Teams

- o Act as the primary representative of Neighbourhood Teams to the ACT Greens MC, ensuring their views, concerns, and priorities are effectively communicated and considered in decision-making processes.

### 2. Communication and Reporting

- o Provide timely and accurate reports to members of the Neighbourhood Teams on decisions made by the MC and matters under discussion, fostering transparency and inclusivity.
- o Act as a conduit for information, facilitating two-way communication between the MC and Neighbourhood Teams to strengthen collaboration and alignment.

### 3. Strategic and Operational Support

- o Collaborate with other MC members to support the effective strategy and governance of the ACT Greens, addressing operational challenges and implementing solutions to improve organisational efficiency.
- o Provide strategic input to initiatives and campaigns, contributing to the ACT Greens' electoral success and broader objectives in the ACT.

## LEAD DELEGATE TO THE AUSTRALIAN GREENS NATIONAL COUNCIL

National Council is the board of directors of the Australian Greens. It meets at least once per month, with around half of these meetings in person in Sydney or Melbourne. It is responsible for political and organisational strategy, for connecting party members to national decisions, and the ongoing organisational health and compliance of the Australian Greens.

The lead delegate to the National Council, as an office bearer under the ACT Greens Constitution, also has legal responsibilities under the *Associations Incorporation Act 1991* (ACT) and other Commonwealth and ACT legislation, including the *Work Health and Safety Act 2011* (ACT), *Electoral Act 1992* (ACT) and the *Commonwealth Electoral Act 1918* (Cth).

The lead delegate to the National Council is elected by the Annual General Meeting of the ACT Greens.

Like all other national delegates, the Lead Council Delegate is a member of the National Greens Liaison Group (NGLG), a working group of the ACT Greens (see below). The lead delegate takes on a leadership role in this group, while the alternate delegate takes on organisational responsibilities.



The office of Lead Delegate to the National Council is a voluntary position. The person is reimbursed for registration fees and reasonable travel costs incurred in attending National Council meetings.

## **DUTIES**

### **1. Representation on National Council**

- o Serve as the primary representative of the ACT Greens on the Australian Greens' National Council and its associated working groups, ensuring the ACT Greens' perspectives are accurately conveyed and advocated.

### **2. Proposal Development and Advocacy**

- o Collaborate with ACT Greens office bearers, officials, and members to develop proposals, amendments, and policy positions that reflect the views and priorities of the ACT Greens for consideration by the National Council.

### **3. National Strategy Collaboration**

- o Participate actively in the development of national strategies for the Australian Greens, encompassing financial management, compliance, campaigning and political objectives.
- o Contribute to aligning ACT Greens' goals with broader national priorities to strengthen unity and effectiveness across all levels of the Australian Greens.

### **4. Regular Reporting and Communication**

- o Provide consistent updates to ACT Greens bodies, including the National Greens Liaison Group, Forum, Management Committee (MC), and Campaign Team regarding activities and decisions made at the National Council.
- o Deliver reports in various formats—such as in-person presentations, written reports, or bulletin updates—to ensure transparency and member engagement.

### **5. Consultation and Instruction**

- o Actively seek input and direction from ACT Greens bodies and members regarding upcoming decisions or proposals at the National Council.
- o Facilitate opportunities for member feedback, ensuring decisions represent the collective will of the ACT Greens.

### **6. Operational and Electoral Support**

- o Contribute to the effective management of the ACT Greens by providing strategic input and support for organizational operations.

- o Work collaboratively to advance the electoral success of the ACT Greens by aligning efforts with national and local campaigns.

#### **7. Email Monitoring**

- o Maintain regular oversight and prompt response to communications related to the National Council, ensuring timely and efficient handling of all correspondence.

Please see the section below on other National Delegate roles for further details.

## Campaign Team

The Campaign Team is responsible for leading the party's outreach and engagement with the community by overseeing the strategy, planning and implementation of both election and non-election campaigns. This means not only running successful campaigns in relation to results but also ensuring that campaigns are conducted in a manner that is inclusive, supportive and safe for candidates, volunteers, employees and members. The party is committed to continuous campaigning to ensure strong connections with, and visibility in, the ACT community.

Responsibilities of the Campaign Team include:

- Lead the party's outreach and engagement with the community
- Work closely with the relevant Assembly teams to ensure consistency of approach and to avoid duplication of work or contradictory messaging
- Oversee and approve the development of election campaign strategy by the campaign manager
- Oversee the implementation of election strategies by campaign staff and Neighbourhood Teams and undertake the implementation of non-election and issues-based campaigns
- Devise and implement strategies for issues-based and non-election campaigns
- Develop and manage a budget for each campaign, in consultation with the ACT Greens Treasurer and Party Director. Within election mode, a comprehensive campaign budget will be managed as a discrete project budget. In non-election mode campaign expenses will be managed within the standard party budget
- Work with campaign staff and neighbourhood teams to implement each campaign and manage priorities, and coordinate events to support each campaign

- Build connections and collaborations with allied community groups and stakeholders
- Undertake training initiatives, in collaboration with the member support team, to develop the knowledge and skills of party members, particularly potential candidates
- Regularly report to MC and Forum on plans and activities.

The Campaign Team has separate campaign budgets endorsed by the MC. The Campaign Team is expected to establish a budget expenditure protocol that reflects the broad parameters of each campaign.

The Campaign Team must give a written report, including financial statements, to the MC within 2 months after the official declaration of election results. It must also within that period provide a summary report to Forum.

The members of the Campaign Team are elected at the Annual General Meeting of the ACT Greens.

The Campaign Team must also have one member appointed by the elected parliamentary representatives. The Party Director is an ex officio member with voting rights. The Campaign Team must appoint the following roles from its members.

### **Campaign Team Convenor**

The Convenor of the Campaign Team is responsible for the overall strategic direction of campaigning both during and outside election periods. Specific duties include:

- Consulting the membership when developing campaign strategies
- Reporting to Forum during election periods for the purpose of keeping the members informed of the campaign and to increase capacity within the members (i.e. by providing training or information on areas of campaigning)
- Working closely with candidates to implement the campaign strategy
- Giving the MC all necessary information to demonstrate compliance with the *Electoral Act 1992* (ACT) and the *Commonwealth Electoral Act 1918* (Cth)
- While the MC is ultimately responsible for staff recruitment, the Convenor will be involved in recruiting campaign staff and work closely with them.

### **Campaign Team Secretary**

The Secretary is responsible for the administration of the Campaign Team, including setting meetings, preparing and circulating agendas and minutes, documenting

decisions, and ensuring information is stored and circulated in a timely manner as required.

The Secretary will provide minutes to the Executive members of the MC. The Secretary will notify the MC Secretary of any vacancies on the Campaign Team so they may be filled.

### **Campaign Team Treasurer**

The Treasurer is responsible for setting and delivering a budget which reflects the campaign strategy. The Treasurer must regularly report to the MC on the budget implementation. At the end of each election the Treasurer must prepare financial statements for the MC and contribute to the campaign report summary given to the Forum.

### **Communications Coordinator**

The Communications Coordinator is responsible for setting the strategic direction of all communications relating to campaigns. Duties include:

- Assist in developing a protocol that clarifies party spokespeople and communication processes during campaigns
- Work with the offices of elected parliamentary representatives to assist in developing and implementing a communications strategy
- Assist candidates to implement the communications strategy, such as by developing a social media presence, organising media and social media training etc.

## **ARBITRATION AND CONCILIATION COMMITTEE MEMBERS**

The Arbitration and Conciliation Committee (ACC) is a three-person committee elected at the Annual General Meeting responsible for arbitrating party grievances and investigating other matters as directed by the MC. Its duties are described in section 17 of the Constitution and its full policy and procedure can be found in the ACT Greens Arbitration and Conciliation Committee Policy and Procedures.

It has no powers to compel the presentation of evidence but withholding evidence by one party may advantage another party and so the ACC encourages full disclosure by all parties where possible. It has no executive powers to apply sanctions but it makes recommendations to the MC to do so. The ACC's decisions are made by consensus where possible and otherwise by majority with a dissenting determination.

The members' role requires careful attention to detail, a thorough understanding of all the party governance and grievance instruments, a clear appreciation of the



principles of procedural fairness, avoidance of bias and conflict of interest and sensitivity to effective resolution of interpersonal grievances.

Experience with committee work and excellent communication and listening skills are essential. Legal experience is an advantage but not essential. The key aspect to appreciate is the importance of the ACC's independence: the members must act without fear or favour and with the best interests of the party and its members in mind.

## National Delegates

### NATIONAL COUNCIL

National Council is the board of directors for the Australian Greens. It meets at least once per month, with around half of these meetings in person in Sydney or Melbourne. It is responsible for political and organisational strategy, for connecting party members to national decisions, and for the ongoing organisational health and compliance of the Australian Greens.

The alternate delegate to the National Council is effectively the deputy lead delegate.

### NATIONAL CONFERENCE

National Conference is the supreme decision-making body of the Australian Greens. It meets twice a year, either remotely or in person, with the Conference location rotating between states. It sets policy, makes major organisational decisions, and is a political event with speeches, workshops and training.

The Principal Delegate coordinates ACT Greens participation in National Conferences, before, during and after the meetings themselves. All Delegates are part of National Conference decision-making and representation.

### NATIONAL GREENS LIAISON GROUP (NGLG)

The NGLG is a working group of the ACT Greens which includes all National Meeting delegates, and one representative of each of the: MC, Assembly Team, Campaign Team, and Party Director. NGLG, tasked with consultation, communication, and strategic decision making around issues, policies, and proposals at national meetings. NGLG may invite members of the ACT Greens as experts. The NGLG meets quarterly, and while the lead Council delegate and Principle Conference delegate take on leadership roles in this group, the alternate delegate takes on organisational responsibilities.





## **ACT DELEGATES FOR NATIONAL COUNCIL AND NATIONAL CONFERENCE**

Delegates to meetings of the Australian Greens represent the views of the ACT Greens membership to national meetings, including National Council, National Conference, and national working groups.

In addition to the MC role of Lead National Council delegate, the Annual General Meeting of the ACT Greens elects these roles:

- Lead National Council Delegate (discussed above under MC)
- Alternate Delegate to National Council
- Principal Delegate to National Conference
- Delegates to National Conference (up to 7)

Although it is not recommended, National Councillors may also run for election as Conference delegates.

National Delegate roles are voluntary. National Delegates are reimbursed for registration fees and reasonable travel costs incurred in attending national meetings.

## **DUTIES**

### **ALTERNATE DELEGATE TO NATIONAL COUNCIL**

- Supports the lead delegate in their duties and represents the views of the ACT Greens on the National Council and at Forums when the lead delegate is unable to attend.
- Prepares the member body report, outlining the achievements and plans of the ACT Greens for National Council each month.
- Schedules meetings of the National Greens Liaison Group.
- Organises meetings to communicate and consult on specialist policy issues, as needed.
- Coordinates with other ACT Greens Bodies to develop workshops and presentations for National Conference and National Council, as appropriate.

### **PRINCIPAL DELEGATE TO NATIONAL CONFERENCE**

- Lead the ACT Greens' participation in National Conference, including by advising the Party of upcoming National Conference meetings, matters for discussion and coordinating the discussion of any proposals or positions to be taken, plus coordinating the delegation during each Conference.

- Ensuring all additional work for National Conference is completed, including:
  - Ensuring MLA's that cannot attend have proxies and the relevant paperwork.
  - Ensuring Member Body positions are submitted in a timely manner.
  - Ensuring all delegates have completed their paperwork. E.g. confidentiality waivers, reimbursement, and conflict of interest.
- Manage the presentation of proposals or positions of the Party to National Conference.
- Lead reporting on the outcomes and events of the National Conference to the ACT Green's membership via Forums and formal Reports.
- Managing the ACT Green's contribution to the AG policy review process in coordination with the Policy Coordinator, AGPCC rep and other delegates.

## NATIONAL CONFERENCE DELEGATES

- Represent the views of the ACT Greens at national meetings and working groups, including at National Conference.
- Report to the ACT Greens on the progress and outcomes of deliberations of the national bodies.
- Seek instruction from ACT Greens bodies about positions, and amendments to be taken on policies and proposals to be decided by a national body, including by monitoring the NGLG email.
- Work with ACT Greens office bearers, officials, and the broader membership to contribute to national processes including policy development, and process reviews.
- Contribute to improving the Australian Greens and the ACT Greens by collaborating throughout both parties.

## Policy Coordinator

The Policy Coordinator is responsible for coordinating the preparation of the policies of the ACT Greens. This includes coordinating policy working groups and preparing recommendations to the forum for changes to policy. This is particularly important in the lead up to ACT elections, when policy needs to be agreed by the members.

The Policy Coordinator is elected by the Annual General Meeting of the ACT Greens.

## DUTIES

- Work with the Secretary to organise policy discussion and consultation at the Forum.
- Coordinating policy content with MLA's, neighbourhood teams, working groups and members.
- To coordinate and support the development of policy working groups to provide an ongoing resource to the party for policy development.
- Coordination of policy discussions between working groups, Forums and elected representatives to update policy statements or to contribute to parliamentary deliberations.
- During the year before ACT Legislative Assembly elections, coordinate the process to finalise the party's territory election platform.
- With National Council and Conference Delegates, coordinate reviews of Australian Greens policies.

## Returning Officer

The duty of the Returning Officer is to conduct ballots in a proper manner as necessary to fulfil the provisions of the Constitution. The Returning Officer must be familiar with the operation of ballots, including preferential voting. Electronic voting tools are provided to assist the Returning Officer perform their duties.

The Returning Officer is elected at the Annual General Meeting of the ACT Greens.

The Returning Officer cannot be a candidate for any office or position for which a ballot is being held. If the Returning Officer is a candidate then the Deputy Returning Officer or a substitute Returning Officer shall be appointed by the MC or the meeting to conduct the ballot.

Contact the returning officer via [returningofficer@act.greens.org.au](mailto:returningofficer@act.greens.org.au)

## Other Information

### MC MEETING PROCEDURES

The time and frequency of MC meetings:

- Usually second Monday evening 6-8pm

- Additional meetings in between as required (possibly via Zoom)
- Zoom will be available for attendees

Distribution of agenda:

- Secretary will call for agenda items 10 days prior to meeting
- Where possible, the Members' Bulletin the week before the meeting contains a link to the agenda.

Distribution of papers:

- Papers are to be provided 7 days prior to the meeting, if possible
- How attendees can access papers: meeting agenda includes links to the papers (other than in-camera)
- Dealing with late papers: papers that are late will require agreement from the Convenor/s or will be removed from the agenda

Managing action items:

- The Secretary will use Ryver to list Action items after the meeting Forum Agenda.
- The Secretary will seek agenda items from the Convenor/s, relevant committee chairs, MLA office and Party Director 2 weeks prior to the meeting.
- Draft agenda distributed to Convenor/s 7 days prior to the meeting.
- Agenda provided to the Party Director on Wednesday prior to the meeting (to allow publication in the Members' Bulletin).

SGM Agenda:

- Secretary to prepare as per Forum process noting that it needs to be provided to the Party Director for publication to Members 21 days prior to the meeting.

## CONVENOR/S TASKS

NOTE: in the case of Co-Convenors, they will decide how to divide up regular tasks.

The regular tasks performed by the Convenor/s include:

- Attendance at monthly Forum meetings: This involves liaison with the Secretary regarding development of the agenda, preparation of necessary documents, presentation of the MC report.

- Attendance at monthly MC meetings - this involves liaison with the Secretary regarding development of the agenda, preparation of necessary documents, leadership/participation in associated Ryver conversations, meeting facilitation and presentation of the Convenor/s Report.
- Attendance at monthly Assembly Liaison Team meetings - this involves liaison with the assembly office regarding development of the agenda, preparation for meeting topics.
- Attendance at monthly meetings with the Party Director - this involves a review of party activities and the work and wellbeing of all staff.
- Ad hoc attendance at Neighbourhood Team meetings - this is ad hoc and enables an occasional review of each NT.
- Weekly approval of the Members' Bulletin email - this involves proofreading and content review prior to release by the Party Administrator to all members.

The Convenor/s are involved in other ad hoc meetings and online discussions in response to emerging issues of governance, campaigning, finances, staffing and grievances. Dealing with these tasks requires a good understanding of the party's history, culture and governance instruments. The Convenor is also the party's chief public spokesperson and can delegate this responsibility to the Party Director as needed.

The Convenor/s also has the more general task of providing guidance to the party on the ethics and conduct of members and the party's mission. This requires a strong commitment to consultation, transparency and delegation of tasks to competent and supported members and staff.