



THE ACT GREENS OFFICE BEARERS HANDBOOK

INTRODUCTION

The ACT Greens comprises the following bodies:

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

It also interacts with the Australian Greens National Council and Australian Greens National Conference through elected delegates.

This document sets out role descriptions for office bearer positions and other roles within the party (eg 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 may appoint a member to act in the position until an election is held 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.

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.

MANAGEMENT COMMITTEE ROLE DESCRIPTIONS

MANAGEMENT COMMITTEE OVERVIEW

The Management Committee has administrative and governance oversight of the ACT Greens. The Committee must meet every two months and usually meets once per month. Any member of the ACT Greens can attend a meeting, apart from in-camera sessions considering a confidential item.

The Management Committee is responsible for:

- effective management of the day to day operations of the ACT Greens. It implements decisions of the party members (eg those made at forum and special general meetings). To do this, the Committee may form working groups to ensure work is efficiently and effectively progressed.
- proper financial management of the party. It approves and monitors a budget and makes decisions based on the long-term financial interests of the party.
- ensuring the party works cohesively with elected members and their office staff through regular meetings with MLAs.
- employing and managing party staff including the Party Director.

The ACT Greens Constitution requires that all members of the Management Committee reside in the ACT.

CONVENOR (OR CO-CONVENORS)

The Convenor is the most senior elected officer in the ACT Greens and Chairperson of the Management Committee. The ACT Greens Constitution requires a Convenor and Deputy Convenor to be elected, or Co-Convenors (in this document references to Convenor ordinarily include Co-Convenors).

The commitment and capability of the person 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 is quite significant, and the person needs 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, the Convenor must have strong leadership, management and communication skills.

Under the leadership of the Convenor, the Management Committee is responsible for administration, governance and coordination of the ACT Greens. The Management Committee is also responsible for implementing decisions made by the Greens Forum, financial oversight, establishing committees and working groups and employing staff, including the Party Director. The Convenor works closely with the Party Director.

The Convenor, 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 is elected by the Annual General Meeting of the ACT Greens.

The office of Convenor is a voluntary position.

DUTIES

- Provide senior leadership to the Management Committee, and facilitate consensus-based decision making by the Committee.
- Ensure the proper administration and governance of the ACT Greens, including in relation to financial accountability, risk management, legal compliance, and appointments to paid and unpaid positions within the ACT Greens.
- Provide leadership to the ACT Greens, consistent with ACT Greens policies and decisions, to support the effective management of the ACT Greens and electoral success in the ACT.
- Attend Forum meetings and lead discussion on behalf of the Management Committee at those meetings.
- Ensure the prompt and faithful implementation of decisions made by the Forum.
- Monitor the performance of the party, staff, committees, and working groups.
- Act as manager of the Party Director.
- Respond proactively to recommendations by the Arbitration and Conciliation Committee.
- Act as a spokesperson for the ACT Greens.
- Provide a written report to the Annual General Meeting.

DEPUTY CONVENOR

The Deputy Convenor supports the Convenor 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 administering the ACT Greens, including by 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.

As a member of the Management Committee, the Secretary is responsible for administration, governance and coordination of the ACT Greens. The Management Committee is also responsible for implementing decisions made by the Forum, financial oversight, establishing committees and working groups and employing staff, including the Party Director.

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 by 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

- Perform the role of “Public Officer” for the ACT Greens under the *Associations Incorporation Act 1991* (ACT), including ensuring that reporting obligations are met.
- Arrange the Annual General Meeting, meetings of the Forum, including Special General Meetings, and Management Committee meetings. This responsibility includes providing timely notice of meetings, distributing meeting papers, preparing minutes, recording decisions taken and providing relevant information to other Greens committees, working groups and staff.
- Liaison with the Australian Greens, including ensuring ACT representatives are elected to Australian Greens working groups and bodies.
- Manage certain matters regarding the membership of the ACT Greens including in relation to membership transfers, resignation of membership, and disciplinary action against members of the ACT Greens.
- Attend Forum/SGM, Management Committee meetings and Assembly Liaison Meetings (each held monthly).
- Maintain the register of by-laws of the ACT Greens.

DEPUTY SECRETARY

The Management Committee must 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 management of the ACT Greens finances including financial administration and reporting, reviewing procedures, 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).

As a member of the Management Committee, the Treasurer is responsible for administration, governance and coordination of the ACT Greens. The Management Committee is also responsible for implementing decisions made by the Forum, financial oversight, establishing committees and working groups and employing staff, including the Party Director.

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

The office of Treasurer is a voluntary position.

The Treasurer is also by convention the "Registered Officer" and "Reporting Agent" for the purposes of the *Electoral Act 1992* (ACT) and the "Registered Officer" and "Party Agent" *Commonwealth Electoral Act 1918* (Cth). The Registered Office is accountable to both the ACT Greens and Australian Greens. 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 Management Committee.

DUTIES

- Monitor, administer, plan and report on all of the ACT Greens' party finances, revenues, expenditure and assets.
- Ensure compliance with administrative, auditing and electoral disclosure requirements under relevant legislation, including the providing of audited financial statements to the AGM.
- Perform the role of the Registered Officer under the Electoral Act 1992 (ACT), who is also the party agent under the Commonwealth Electoral Act 1918 (Cth).
- Lead the preparation of fiscally sustainable budgets for each financial year to support effective management of the ACT Greens and electoral success in the ACT.
- Identify emerging financial risks and provide information to the Management Committee, both proactively and in response to requests for information, to enable effective decision making in response to these risks.
- Present the budget to the Annual General Meeting for approval.
- Participate in discussions and meetings of the Australian Greens' Treasurers Group to advise and support the Treasurers of the Australian Greens and other member bodies.
- Provide ethical oversight for the management of the party's financial resources and sources of revenue, including effective scrutiny of donations received by the ACT Greens as an ex-officio member of the Donations Reference Group.
- Contribute to the effective management of the ACT Greens and electoral success in the ACT.

DEPUTY TREASURER

The Management Committee must 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)*.

As a member of the Management Committee, the Membership Secretary is responsible for administration, governance and coordination of the ACT Greens. The Management Committee is also responsible for implementing decisions made by the Greens Forum, financial oversight, establishing committees and working groups and employing staff, including the Party Director.

The Membership Secretary is elected by the Annual General Meeting of the ACT Greens.

The office of Membership Secretary is a voluntary position.

DUTIES

- Maintain the register of members in CiviCRM.
- Develop and utilise a register of the skills and resources of all members and supporters.
- Coordinate and communicate with the Australian Greens and other state and territory Greens about membership as required.
- Report on membership matters to the Management Committee, and Forum where appropriate.
- Manage membership applications and on-boarding of new members.
- Liaise regularly with members to understand matters affecting membership.
- As a member of the ACT Greens Management Committee, support the proper administration and governance of the ACT Greens, including in relation to financial accountability, risk management, legal compliance, and appointments to paid and unpaid positions within the ACT Greens.
- Contribute to the effective management of the ACT Greens and electoral success in the ACT.

NEIGHBOURHOOD TEAM REPRESENTATIVES

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

Neighbourhood team representatives should be active members 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 ACT Greens Neighbourhood Team to the Management Committee. Candidates for election are nominated by members of each neighbourhood team.

The Deputy Secretary and Deputy Treasurer are appointed by the Management Committee from among the Neighbourhood Team Representatives.

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).

As members of the Management Committee, Neighbourhood Team Representatives are responsible for the administration, governance and coordination of the ACT Greens. The Management Committee is also responsible for implementing decisions made by the Greens Forum, financial oversight, establishing committees and working groups and employing staff, including the Party Director.

The Neighbourhood Team Representative roles are voluntary.

DUTIES

- Represent the views of Neighbourhood Teams to the Management Committee.
- Report decisions of the Management Committee and matters under discussion to members of the Neighbourhood Teams.
- As a member of the ACT Greens Management Committee, support the proper administration and governance of the ACT Greens, including in relation to financial accountability, risk management, legal compliance and appointments to paid and unpaid positions within the ACT Greens.
- Contribute to the effective management of the ACT Greens and electoral success 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.

As a member of the Management Committee, the lead delegate to the National Council is also responsible for administration, governance and coordination of the ACT Greens. The Management Committee is also responsible for implementing decisions made by the Forum, financial oversight, establishing committees and working groups and employing staff, including the Party Director.

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

- Represent the views of the ACT Greens on National Council, and its working groups.
- Work with the ACT Greens office bearers, officials and the broader membership to develop proposals and amendments reflecting the views of the ACT Greens for consideration by National Council.
- Collaborate on national strategy development for the Australian Greens, including financial, compliance, campaigning, and political elements.
- Report regularly to ACT Greens bodies, including the National Greens Liaison Group, Forum, Management Committee, and Campaign Team, either in person, via reports, or through the bulletin, about activity on National Council.
- Seek instruction from ACT Greens bodies and members about upcoming decisions on National Council. Contribute to the effective management of the ACT Greens and electoral success in the ACT.
- Monitor act.greens.ag@gmail.com email.

SCHEDULE

1. National Council - Monthly
2. Management Committee - Monthly
3. National Greens Liaison Group - Quarterly
4. ACT Greens Forum - Monthly
5. Election Campaign Team - by request
6. Special policy and strategy meetings - as needed.

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 a successful campaign 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, 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 Management Committee and Forum on plans and activities.

The Campaign Team is given a separate campaign budget determined by the Management Committee. The Campaign Team is expected to establish a budget expenditure protocol that reflects the broad parameters of the campaign.

The Campaign Team must give a written report, including financial statements, to the Management Committee 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 membership.

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

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 Management Committee. The Secretary will notify the Management Committee Secretary of any vacancies on the Campaign Team so they may be filled.

TREASURER

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

OTHER OFFICE BEARER ROLE DESCRIPTIONS

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 or investigating other matters as directed by the Management Committee. 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](#).

The members of the Arbitration and Conciliation Committee are elected by the Annual General Meeting of the ACT Greens.

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 Management Committee 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.

PRINCIPAL DELEGATE TO NATIONAL CONFERENCE, DELEGATES TO NATIONAL CONFERENCE, AND ALTERNATE DELEGATE TO NATIONAL COUNCIL OF THE AUSTRALIAN GREENS

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: Management Committee, 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 OFFICE BEARER ROLES 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 Management Committee role of Lead National Council delegate, the Annual General Meeting of the ACT Greens elects these roles:

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

Although it is not recommended, National Councilors 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 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 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: act.greens.ag@gmail.com
- 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 (in consultation with MLAs). 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 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 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 by 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 a substitute Returning Officer shall be appointed by a General Meeting to conduct the ballot.

OTHER INFORMATION RELEVANT TO OFFICE BEARERS

MEETING PROCEDURES

The time and frequency of Management Committee meetings:

- Monthly on a weeknight to be agreed between the Committee members
- 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 3 days prior to the meeting
- How attendees can access papers: meeting agenda includes links to the papers (other than in-camera), Party Director to print one copy of papers to be available at the meeting
- Dealing with late papers: papers that are late will require agreement from the Convenor or will be removed from the agenda.

Managing action items:

- Secretary will use Basecamp's 'To Do' function to list Action items after the meeting

Forum Agenda:

- Secretary will seek agenda items from the Convenor, relevant committee chairs, MLA office and Party Director 2 weeks prior to the meeting.
- Draft agenda distributed to Convenor 7 days prior to the meeting.
- Agenda provided to 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 TASKS

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

The regular tasks performed by the Convenor include:

- Attendance at monthly Forum meetings: This involves liaison with the Secretary regarding development of the agenda, preparation of necessary documents, presentation of the Management Committee report.
- Attendance at monthly Management Committee meetings: This involves liaison with the Secretary regarding development of the agenda, preparation of necessary documents, leadership/participation in associated Basecamp 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 is 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.

The Convenor 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.