

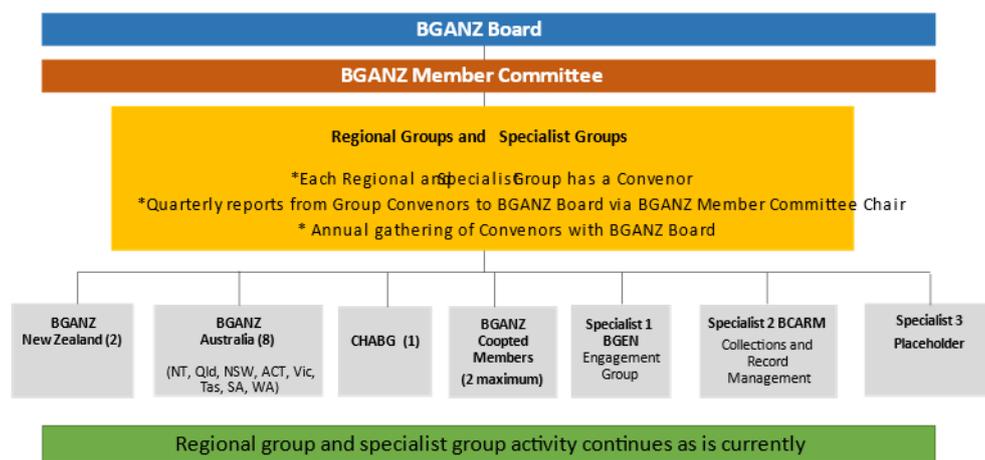
DRAFT Governance Policy

BGANZ Member Committee Roles & Responsibilities

This paper should be read in accordance with the proposed changes to BGANZ Governance model and Constitution. As detailed in the table 1. the proposed operational structure for BGANZ has two distinct elements 1. The Board and 2. The BGANZ Member Committee.

The paper sets out to describe:

- The relationship between the proposed entities
- The purpose, roles, and responsibilities of the proposed Member Committee
- The purpose, roles, and responsibilities of Regional and Specialist Groups



Updated BGANZ Board and governance models | BGANZ | November 2021 [\(updated 14/1/21\)](#)

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Table 1. Proposed BGANZ Governance and Operational Structure

1. Overview of operational structure

The proposed BGANZ structure includes a BGANZ Board. The board is responsible for the overall governance, management and strategic direction of the organisation and for delivering accountable corporate performance in accordance with the organisation's goals and objectives set out in the constitution.

The purpose of the BGANZ Member Committee is to provide an ongoing member forum and networking opportunities akin to the current BGANZ Council and for representation of its members at a Board level to ensure that BGANZ continues to be honoured and recognized as a member-based organisation.

The outcomes of the Member Committee will ensure the continued fostering, coordination, and engagement of members by providing:

1. A strong identity as a network for all member gardens
2. The ongoing opportunity for all members to connect through on-line forums, on-line workshops and the face-to-face biennial congress
3. Advocacy for all member gardens in the areas of plant conservation, plant science, social and cultural heritage, and education programs
4. Aims to represent regional and specialist groups

2. Member Committee Roles and Responsibilities

2.1 Member Committee Structure

In summary the Member Committee comprises:

- A nominated representative from each state based Regional Group, State or Territory
- A nominated representative from BGANZ Specialist Groups (currently BCARM and BGEN). Additional Specialist Groups can be added as required
- A nominated representative from the Council of Heads of Botanic Gardens
- Two co-opted members

The membership of the Committee would nominate and appoint office bearers from current membership, being Chair, Deputy Chair and Secretary

2.2 Chair

Role: To lead Member Committee and represent committee matters to the Board

Key responsibilities:

- Facilitate the development Member Committee and delivery of associated actions
- Facilitate bi-annual election process at least 6 weeks ahead of BGANZ Council AGM
- Develop Member Committee succession plan
- Provide support to and advocacy on behalf of Member Committee members and broader BGANZ membership
- Develop strategic partnerships, relationships
- Fulfil BGANZ Board Member duties

2.3 Deputy

Role: To support the leadership of the committee and facilitate the delivery of Specialist or Regional Group Plans

Key responsibilities:

- Provide support to the Chair in the development of the Member Committee and associated actions
- Undertake the role of Chair as required

2.4 Secretary

Role: To provide administrative support to the Chair and committee members

Key responsibilities:

- Facilitate Committee meetings through the preparation of Agendas, Minutes, and liaison with meeting hosts
- Developing and implementing administrative processes which support Chair and committee
- Maintain effective communications with members

2.5 Co-opted Committee member (maximum 2 persons appointed up to 24 months)

Role: To provide expert advice which supports the delivery of key projects

2.6 Nominations

Nominations for all committee members shall be called one month prior to the determined election date (see item 3.1). This committee shall present its report on nominations at a regular business meeting during which the election is to take place, and only presenting the names of active individual members who have consented to serve if elected.

All Regional Groups and Specialist Groups will nominate their Member Committee representative. This will follow a nomination process, and vote where necessary, for Regional and Specialist Groups.

All States or Territories who do not have a State or Territory Regional Group will advise the Committee of their nomination. State and Territories can appoint any BGANZ member from their state. A representative of major capital city gardens, regional or smaller gardens can be nominated to this position.

2.7 Resignation or Removal

Any committee member of a Specialist or Regional Group may resign, provided that the resignation is made in writing to the and delivered to Committee Chair and the CEO of BGANZ. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to such committee officer, and no acceptance by this committee shall be required to make it effective. Any member of the committee may be removed from office at any time, with or without cause, by majority vote of all active individual members present.

2.8 Vacancy in Office

Any vacancy in an office shall be filled by a special election held at the next business meeting following the announcement of the vacancy.

2.9 Re-election

All committee members and roles are elected for a term of two (2) year and may be re-elected for a successive term. All committee roles shall serve a maximum of 6 years (72 months) consecutive in each role.

2.10 BGANZ Board Member Elections.

There are four BGANZ Elected Board Member positions.

1. The Chair of BGANZ Member Committee automatically becomes a BGANZ Elected Board Member
2. The Committee also elect one other Committee member to the BGANZ Board
3. 3rd and 4th Board positions are elected through a nomination and election process. Where more than one nomination is forthcoming for a position a Member Election is held

3. Specialist and Regional Groups: Roles & Responsibilities

3.1. Specialist and Regional Groups

Participation in the BGANZ Specialist or Regional Groups provides members with opportunities to demonstrate leadership, provide advocacy, networking and facilitate projects on behalf of all Botanic Gardens within the Regional Group and associated Specialist Groups.

Currently there are four active Regional Groups:

- BGANZ New Zealand
- BGANZ NSW
- BGANZ Queensland
- BGANZ Victoria

Currently there are two active Specialist Groups:

- BGEN – Botanic Gardens Engagement Network
- BCARM – BGANZ Collections and Records Management Group

3. Regional and Specialist Groups Structure

In summary, each Specialist and Regional Groups can comprise up to 12 persons:

Convenor

Deputy

Secretary/Treasurer (Dual role)

Committee Members (maximum 8 persons)

Project Officers (co-opted maximum 2 persons appointed up to 24 months)

4. Regional and Specialist Groups Roles and Responsibilities

An understanding of the following roles and responsibilities will assist nominating BGANZ members to appreciate the commitment they are making. New members will be inducted and supported by existing members to develop the necessary knowledge and skills to undertake all elements of their roles.

4.1 Convenor

Role: to lead the Specialist or Regional Group and facilitate the development and implementation of the Specialist or Regional Group Plan

Key responsibilities:

- Facilitate the development of the Specialist or Regional Group Plan and lead the group in the delivery of associated actions
- Oversee the facilitation of the annual Specialist or Regional Group events program
- Facilitate bi-annual election process at least 6 weeks ahead of BGANZ Council AGM
- Develop committee succession plan for Specialist or Regional Group
- Provide support to and advocacy on behalf of Specialist or Regional Group members

- Develop strategic partnerships, relationships

4.2 Deputy

Role: to support the leadership of the group and facilitate the delivery of Specialist or Regional Group Plan

Key responsibilities:

- Provide support to the Convenor in the development of the Specialist or Regional Group Plan
- Step up and undertake the role of Chair as required
- Provide support to and advocacy on behalf of Specialist or Regional Group members
- Develop strategic partnerships, relationships

4.3 Secretary and/or Treasurer

These two roles may be separate or combined, for clarity the roles are described separately.

Secretary Role: to provide administrative support to the Chair and committee members

Key responsibilities:

- Facilitate Committee meetings & AGMs through the preparation of Agendas, Minutes, and liaison with meeting hosts
- Developing and implementing administrative processes which support Chair and committee
- Maintain effective communications with members

Treasurer Role: to deliver financial governance to Specialist or Regional Group

Key responsibilities:

- Manage the governance surrounding the Specialist or Regional Group accounts and processing of funds from network events
- Facilitate the preparation of financial reports for Executive Meetings
- Support the BGANZ Secretariat in the preparation of annual financial reports
- Developing and implementing financial processes which support the efficient and effective delivery of the Specialist or Regional Group

4.4 Group Members (maximum 8 persons)

Role: to support the delivery of the Specialist or Regional Group activities

Key responsibilities:

- Undertake a portfolio role and/or deliver a key project from the Regional/Working Group Plan
- Facilitate networking between members through keeping in contact, providing support and advocacy
- Facilitate Regional/Working Group meetings in conjunction with hosts

4.5 Co-opted Group member (maximum 2 persons appointed up to 24 months)

Role: to provide expert advice which supports the delivery of key projects or portfolios