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**Job Description: Chair**

The Chair of the Animal Emergency Incident Management Network Australia and New Zealand (AEIMN ANZ) is a pivotal leadership role responsible for guiding the organisation towards its mission and strategic goals. As the Chair, you will provide visionary leadership, foster collaboration among board members and stakeholders, and champion the advancement of animal emergency incident management in Australia and New Zealand. Your strong leadership, strategic thinking, and passion for human safety and animal welfare will be essential in driving the success and impact of AEIMN ANZ.

## Key Responsibilities:

1. **Strategic Leadership:**
   * Develop and communicate a compelling vision and strategy for AEIMN ANZ, aligned with the organisation’s purpose and long-term objectives.
   * Lead the Board of Directors in defining strategic priorities, setting goals, and establishing performance metrics to measure success.
2. **Board Governance and Management:**

* Chair board meetings, ensuring efficient and effective discussions and decision-making processes.
* Collaborate with the Secretary to set meeting agendas and ensure timely distribution of meeting materials.
* Foster an environment of open communication and constructive dialogue among board members.
* Promote a culture of transparency, accountability, and ethical conduct.

1. **External Relations and Advocacy:**

* Represent AEIMN ANZ to external stakeholders, including government, emergency services agencies, veterinary professional and educational organisations, industry stakeholders and the public.
* Advocate for the importance of emergency incident management for animals and champion human safety and animal welfare causes in relevant forums.

1. **Collaboration and Partnerships:**

* Foster collaborative relationships with identified stakeholders at local, regional and international levels.
* Identify and pursue partnership opportunities to enhance the organisation’s impact and reach.

1. **Fundraising and Resource Development:**

* Work with the Board and relevant committees to develop and implement fundraising strategies to secure financial resources for AEIMN ANZ's operations and initiatives.
* Engage with potential donors and sponsors to cultivate long-term partnerships.

1. **Financial Oversight:**

* Collaborate with the Treasurer to ensure prudent financial management, budgeting, and financial reporting.
* Review and approve major financial decisions and ensure compliance with financial policies.

1. **Advancement of Emergency Incident Management Practices:**

* Stay informed about best practices and advancements in animal emergency incident management and integrate relevant knowledge into AEIMN ANZ's strategies and initiatives.

1. **Public Speaking and Communication:**

* Represent AEIMN ANZ at public events, conferences, and media engagements.
* Effectively communicate the organisation’s mission, accomplishments, and impact to diverse audiences.

## Qualifications and Skills:

* **Leadership Experience:** Proven experience in a leadership role, ideally at the executive or board level, with a track record of successful organisational development and strategic planning.
* **Passion for Animal Welfare**: Strong dedication to promoting animal welfare and a deep understanding of the issues and challenges in animal emergency incident management.
* **Strategic Vision:** Demonstrated ability to think strategically, envision the future, and develop actionable plans to achieve organisational goals.
* **Relationship Building**: Excellent interpersonal skills to build relationships with stakeholders, partners, and donors, fostering collaboration and support for AEIMN ANZ's purpose.
* **Communication Skills:** Exceptional verbal and written communication skills, with the ability to inspire and engage audiences.
* **Advocacy and Public Speaking:** Experience in advocacy efforts and public speaking engagements is advantageous.
* **Decision-making:** Sound judgment and ability to make informed decisions in complex and challenging situations.
* **Collaborative Leadership:** Ability to lead and work collaboratively with diverse teams and stakeholders.

## Reporting:

* The Chair will report to the Board of Directors and work closely with the Secretary and other board members.

## Terms:

* This position is voluntary/.part-time and may require occasional travel for meetings, events, and networking opportunities.

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**Job Description: Vice-Chair**

The Vice-Chair of the Animal Emergency Incident Management Network Australia and New Zealand (AEIMN ANZ) plays a critical role in supporting the Chair and the Board in advancing the organisation’s purpose and objectives. As the Vice-Chair, you will work closely with the Chair to provide leadership, strategic guidance, and operational oversight to various initiatives and committees within AEIMN ANZ. Your strong leadership, strategic thinking, and passion for human safety and animal welfare will be essential in driving the success and impact of AEIMN ANZ.

## Key Responsibilities:

1. **Support to the Chair:**
   * Collaborate closely with the Chair in setting the strategic direction and goals of AEIMN ANZ.
   * Assist the Chair in organising and conducting board meetings, ensuring effective decision-making and follow-up on action items.
2. **Leadership in Chair's Absence:**
   * Assume the responsibilities of the Chair in their absence and act as the primary point of contact for board members and stakeholders during such times.
   * Provide continuity in leadership and decision-making to maintain the organisation’s momentum.
3. **Committee Oversight:**

* Work with various committees within AEIMN ANZ to provide guidance, support, and oversight.
* Foster effective collaboration and communication among committee members to ensure the successful implementation of initiatives.

1. **Strategic Planning:**

* Contribute to the development and execution of AEIMN ANZ's strategic plans and objectives.
* Collaborate with the Chair and other board members in aligning committee efforts with the organisation’s overall vision.

1. **Advocacy and Stakeholder Engagement:**

* Represent AEIMN ANZ in external engagements and advocate for animal emergency incident management best practices and welfare initiatives.
* Collaborate with stakeholders, government agencies, and partners to further the organisation’s mission.

1. **Fundraising and Resource Development:**

* Support fundraising efforts and resource development activities in coordination with the Chair and relevant committees.
* Identify potential funding sources, donors, and sponsors to support AEIMN ANZ's programs and projects.

1. **Continuing Education and Knowledge Sharing:**

* Stay updated with emerging trends, research, and best practices in animal emergency incident management.
* Share knowledge and insights with the Board and committees to enhance the organisation’s effectiveness.

1. **Collaborative Leadership:**

* Work collaboratively with the Chair, other board members, volunteers, and stakeholders to create a positive and productive work environment.

## Qualifications and Skills:

* **Leadership Experience:** Proven experience in leadership roles, preferably in the context of nonprofit organisations..
* **Passion for Incident Management:** Strong commitment to human safety and animal welfare and the organisation’s mission to improve animal emergency incident management.
* **Strategic Thinking:** Ability to think strategically and contribute to developing long-term plans and objectives.
* **Collaboration and Communication:** Excellent interpersonal skills to work effectively with diverse teams, stakeholders, and partners.
* **Advocacy and Public Speaking:** Experience in advocacy efforts and public speaking engagements is beneficial.
* **Organizational Skills:** Strong organisational abilities to manage multiple tasks, prioritise, and meet deadlines.
* **Decision-making:** Sound judgment and ability to make informed decisions in alignment with AEIMN ANZ's mission.

## Reporting:

* The Vice-Chair will report directly to the AEIMN ANZ Chair and collaborate closely with other board members and committee chairs.

## Terms:

* This position is voluntary / part-time and may require occasional travel for meetings, events, and stakeholder engagements.

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**Job Description: Secretary**

The Secretary of the Animal Emergency Incident Management Network Australia and New Zealand (AEIMN ANZ) plays a crucial role in ensuring the smooth and effective functioning of the organisation. As the Secretary, you will provide administrative support to the Board and ensure accurate record-keeping of important documents and meetings. You will contribute to the overall efficiency and professionalism of AEIMN ANZ, facilitating communication and coordination among board members, stakeholders, and volunteers.

## Key Responsibilities:

1. **Meeting Management:**

* Schedule and coordinate board meetings, ensuring all necessary arrangements are in place.
* Prepare and distribute meeting agendas, minutes, and supporting documents to board members and stakeholders in a timely manner.
* Attend all board meetings and accurately record minutes, capturing key decisions, action items, and follow-up tasks.

1. **Record Keeping:**

* Maintain and update official records, legal documents, bylaws, policies, and other organisational documents.
* Create and manage a central repository for essential records and ensure easy access for authorised personnel.
* Maintain an up-to-date database of board members, volunteers, and key stakeholders.

1. **Correspondence and Communication:**

* Handle incoming and outgoing communications on behalf of AEIMN ANZ, including emails, letters, and other official correspondence.
* Maintain clear and effective communication channels among board members, volunteers, and stakeholders.
* Respond to general inquiries and requests for information promptly and professionally.

1. **Compliance and Governance:**

* Comply with duties outlined in the Model Rules, including the management of members.
* Ensure compliance with legal requirements and regulations related to AEIMN ANZ's operations.
* Assist in preparing and submitting necessary reports to regulatory authorities as required.
* Support the Board in adhering to governance principles and best practices.

1. **Support Board Activities:**

* Assist the Chair and other board members in organising special events, workshops, or conferences related to AEIMN ANZ.
* Collaborate with the Treasurer to monitor membership dues, donations, and financial transactions.

1. **Coordination with Committees and Volunteers:**

* Coordinate with various committees and volunteers to ensure timely progress on projects and initiatives.
* Facilitate communication between committees and the Board.

1. **Confidentiality and Data Security:**

* Handle sensitive and confidential information with utmost discretion and maintain strict data security measures.
* Safeguard all documents and records to prevent unauthorised access.
* Responsible for ensuring secure and robust digital backup of all information on a monthly basis.
* Responsible for renewal of passwords on a minimum 6 monthly basis in line with [ASIC guidelines](https://regulatoryportal.asic.gov.au/password-management/#:~:text=As%20a%20guide%20you%20should,and%204%20times%20a%20year.).

## Qualifications and Skills:

* **Eligibility:** Australian citizen as per the Model Rules set by the Victorian Government.
* **Education:** A bachelor's degree in a relevant field or equivalent work experience.
* **Administrative Experience:** Previous administrative or secretarial experience is preferred.
* **Organizational Skills:** Strong organisational abilities to manage multiple tasks, prioritise, and meet deadlines.
* **Communication:** Excellent written and verbal communication skills, with attention to detail and accuracy.
* **Technology Proficiency:** Proficient in using productivity software, such as word processing, spreadsheets, and email clients.
* **Team Player:** Ability to work collaboratively with diverse teams and stakeholders.
* **Professionalism:** Maintain a professional demeanour and ethical conduct in all interactions.
* **Animal Welfare Knowledge:** Understanding animal welfare and emergency response principles is a plus.

## Reporting:

* The Secretary will report directly to the Chair of the AEIMN ANZ Board of Directors and work closely with other board members and volunteers.

## Terms:

* This position is voluntary and will require occasional travel for meetings and events.

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**Job Description: Treasurer**

As a Treasurer Board Member, you will play a critical role in ensuring the financial stability and sustainability of our charity for Animal Emergency Management ANZ. You will be an integral part of our governance team, contributing to the strategic decision-making process and overseeing the Organisation's financial matters. Your expertise and financial acumen will be essential in ensuring the responsible management of funds to further our mission and extend our impact in safeguarding animals during emergencies.

## Responsibilities

**Financial Management:**

* Provide oversight and guidance on the organisation's financial policies, procedures, and practices.
* Collaborate with the finance committee and/or the appointed book keeper to develop and implement the annual budget and financial plans.
* Monitor and assess financial performance regularly, making recommendations for improvements when necessary.
* Ensure compliance with relevant financial regulations, reporting requirements, and legal obligations.

**Financial Reporting:**

* Prepare and present financial reports to the board and stakeholders on a regular basis.
* In liaison with the bookkeeper, summarise financial data, including income statements, balance sheets, and cash flow statements, to aid in decision-making.
* Interpret financial information and communicate the organisation's financial status to board members in a clear and concise manner.

**Risk Management:**

* Identify potential financial risks and recommend appropriate risk management strategies.
* Ensure appropriate financial controls are in place to safeguard the organisation's assets.

**Audit and Compliance:**

* Coordinate with external auditors for annual audits and review processes.
* Ensure compliance with tax regulations and other legal financial requirements.

**Budget Oversight**

* Review and approve budgets proposed by various departments and programs within the organisation.
* Monitor budget implementation and provide guidance to ensure adherence to approved financial plans.

**Fundraising and Grant Management**

* Work closely with the board to identify potential funding opportunities and strategic partnerships as required.
* Support the development of fundraising strategies and contribute to donor outreach efforts as required.
* Participate in grant applications as required and ensure timely and accurate reporting to funding entities.

**Strategic Planning**

* Contribute to the development of long-term strategic plans for AEIMN ANZ.
* Provide financial insights and advice to support informed decision-making by the board.

**Requirements:**

* Bachelor's degree in Finance, Accounting, or a related field (Master's degree preferred).
* Proven experience in financial management, preferably in the nonprofit sector or charitable organisations.
* Familiarity with fundraising and grant management processes.
* Strong analytical and problem-solving skills, with attention to detail.
* Excellent communication and interpersonal skills.
* Ability to work collaboratively in a team and adapt to changing situations.
* Passion for animal welfare in emergencies and a commitment to the organisation's mission.
* The capacity to attend Board and Stakeholder meetings outside of business hours, and to work online from home.

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**Job Description: Board Member**

As a Board Member of the Animal Emergency Incident Management Network Australia and New Zealand (AEIMN ANZ), you will play a crucial role in guiding and supporting the organisation’s purpose to improve emergency incident management for animals in Australia and New Zealand. With your expertise, passion for animal welfare, and commitment to the cause, you will collaborate with fellow board members to provide strategic direction, governance, and oversight to AEIMN ANZ's initiatives. This is an opportunity to significantly impact the welfare and safety of people and animals in emergency situations.

## Key Responsibilities:

1. **Strategic Planning and Decision-Making:**

* Collaborate with other board members in setting the organisation’s strategic goals and objectives.
* Participate actively in discussions, offering insights and informed perspectives to guide strategic decision-making.

1. **Governance and Policy Development:**

* Uphold the organisation’s mission and values, ensuring decisions align with AEIMN ANZ's overall vision.
* Contribute to developing and reviewing governance policies, bylaws, and operational guidelines.

1. **Stakeholder Engagement:**

* Represent AEIMN ANZ to stakeholders, including government agencies, animal welfare organisations, emergency response entities, and the public.
* Foster relationships with external partners to enhance the organisation’s impact and reach.

1. **Financial Oversight:**

* Work closely with the Treasurer to review financial reports, budgets and ensure fiscal responsibility.
* Assist in fundraising efforts and resource development to support the organisation’s activities.

1. **Advocacy and Public Awareness:**

* Act as an ambassador for AEIMN ANZ, advocating for the importance of animal emergency incident management in various forums.
* Help raise public awareness about the organisation’s mission and initiatives.

1. **Committee Participation and Support:**

* Serve on relevant committees and actively contribute to their efforts and initiatives.
* Provide guidance and support to committee members to achieve their objectives.

1. **Ethical and Legal Compliance:**

* Ensure the organisation operates in accordance with all applicable laws, regulations, and ethical standards.
* Avoid conflicts of interest and act in the best interest of AEIMN ANZ.

1. **Collaborative Teamwork:**

* Work collaboratively with other board members, volunteers, staff, and stakeholders to  
   create a positive and productive working environment.

## Qualifications and Skills:

* **Passion for Incident Management:** Strong commitment to human safety and animal welfare and the organisation’s mission to improve animal emergency incident management.
* **Expertise and Experience:** A background in emergency management, animal welfare, disaster response, veterinary medicine, or related fields is preferred.
* **Leadership Experience:** Proven experience in leadership roles, preferably in nonprofit organisations or board settings.
* **Strategic Thinking:** Ability to think strategically and contribute to the development of long-term plans and objectives.
* **Communication Skills:** Strong verbal and written communication skills to effectively represent the organisation and engage stakeholders.
* **Collaboration:** A team-oriented approach with the ability to work effectively with diverse groups of individuals.
* **Ethical Conduct:** Demonstrated integrity and adherence to ethical principles in all decision-making and actions.

## Reporting:

* Board Members of AEIMN ANZ report to the Chair and participate in regular board meetings and discussions.

## Terms:

* This position is voluntary and may require occasional travel for meetings, events, and   
   stakeholder engagements.