



## WHAT DOES BOARD MEMBERSHIP INVOLVE?

Permaculture Australia (PA) is the national member-based permaculture organisation in Australia. As a Company limited by Guarantee and registered charity, PA is governed by a Board of Directors who are all volunteers. PA currently has three paid positions who take care of much of the operational side of things, allowing the Board to have a more strategic focus, although the responsibility and adherence with compliance requirements eg to maintain charity status, ultimately rests with the Board.

The Board constitutes 5-7 members who must:

- be a current financial member of PA
- be prepared to assent/agree to the most recent [Volunteer Agreement](#).
- have a Directors ID or obtain ASAP as per the information at <https://www.abrs.gov.au/director-identification-number/who-needs-apply-and-when>
- have an understanding of, or willingness to quickly acquire a basic understanding of the governance and legal compliance requirements of a Company Limited by Guarantee and registered charity as they apply to a Board of Directors. This is supported with an induction checklist for new Directors including relevant readings.
- have an ability and willingness to dedicate an average of 2-3 hours per week to Board business, plus attendance at monthly evening Zoom Board meetings.
- have a reliable phone and internet connection, noting that meetings are via Zoom and much business is conducted online.

The following is highly desirable:

- If not Secretary or Treasurer, willingness to take on a Board liaison role with one of the Teams and/or lead a project which will entail attending regular Zoom meetings.
- Experience on a Board or Committee, ideally with a charity and/or a not-for-profit and/or community organisation
- Some experience with the administration of permaculture groups or projects or other not-for-profit organisation.
- Ability to contribute to or lead a strategic review of PA
- Ability to attend the Australian Permaculture Convergence which occurs every 2-3 years and is next scheduled for 2025 with no/limited financial assistance.
- Willingness to continue for more than one year if necessary, so as to ensure some continuity of Board members

Ideally the makeup of the Board is diverse in terms of demographic attributes and characteristics.

It's desirable that the Board collectively has a mix of the following skills and abilities:

- Leadership skills and qualities
- Communication, consultation and diplomacy skills
- Management experience to assist with paid positions
- Some IT savvy, to inform more efficient processes and facilitate Board work
- Financial management, accounting skills, financial and scenario modelling
- Experience as a secretary to a Committee, Board or similar organisation
- Project and/or event management skills
- Experience with registered training organisations, permaculture teaching, course design and delivery, VET administration and teaching
- Media liaison, public relations and advocacy skills
- Marketing skills
- Fundraising experience
- Networking skills and experience
- Grant writing, acquittal and assessment skills
- Clerical and administrative skills
- Experience with company governance and legal compliance requirements

### **What's in It for You?**

Being part of the Board is an excellent opportunity for those who are interested and would like to apply their skills and experience while contributing to Permaculture Australia.

- Get actively involved in helping take PA through to the next phase of development and shaping the direction in which PA is moving.
- Learn about and develop skills in the governance of a Company which is a registered charity and national membership organisation.
- Support and training with an induction checklist for incoming Directors.
- Past and renominating Board members have indicated their willingness to mentor and assist incoming Board members
- An opportunity to shadow more experienced Board and team members.
- Develop your work experience, resume, networks and skills.
- Flexible volunteer hours apart from monthly Board meetings.

[Version approved by the Board April 2023.](#)