

BOARD DIRECTOR POSITION DESCRIPTION

Are you passionate about urban bushland revegetation and ensuring the survival of indigenous plants across the Melbourne suburbs?

Do you have an accounting / finance background and are you looking for a way to make a difference and contribute in your local area?

How about joining the VINC Board? A friendly, collaborative group of individuals working to support VINC be the best it can be.

CASUAL BOARD VACANCY TO MAY 2025

We are looking for an experienced accounting / finance individual to join the Board as a casual Director to the next AGM (May 2025).

Please note this role is NOT a Treasurer role.

VINC is in a strong financial position. It has a turnover of \$750K+ pa, is making small surpluses and all liabilities are backed by cash. The current Board members are all financially literate and our accounts are managed by VINC paid staff supported by a professional accounting firm and payroll firm. We have RECKON accounting software are about to introduce a cloud based inventory management system.

We are seeking an experienced accounting / finance individual to join the Board to assist with the following areas. We are experiencing unprecedented demand for our services and are actively looking to expand our operations. We have already undertaken a significant amount of work on our growth plans, including obtaining financial modelling on a variety of growth options. We are seeking a Board Director with skills of an accountant or financial adviser to help us collectively make sound financial decisions related to our growth. We are also seeking to further improve our financial reports.

If you have skills and experiences in these areas, we would love to hear from you.

If you are interested but committing to a Board role sounds a bit too much, please reach out as we would still love to hear from you and maybe we could co-opt you onto one of our Board Committees or have you involved as a professional volunteer in some other way.

ABOUT VINC

Victorian Indigenous Nurseries Co-operative's (VINC's) vision is for Victorians to connect with, value, celebrate and protect our unique ecosystems. To that end we exist to enable successful regeneration and conservation efforts in bushland and suburbs in key areas of Victoria.

VINC is Victoria's largest not for profit Indigenous plant nursery, with an annual turnover approx. \$750K. VINC is run by a highly experienced Nursery Manager, a small team of paid staff, and is supported by approximately 45 volunteers. A Board of up to nine individuals oversees and supports VINC to achieve its aspirations. Currently over 600 individuals, organisations and businesses are members of VINC.

VINC is a non-distributing cooperative, a registered charity and has deductible gift recipient status. For more information see <https://www.acnc.gov.au/charity/charities/77e67b53-3e2b-ed11-9db1-000d3ad21577/profile>



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VINC's main business is supplying tube stock for revegetation projects. VINC also supplies schools, community groups, landscape gardeners and members of the public through the retail section. VINC has been operating for nearly 40 years. Our Fabulous Nursery Manager, Mark Hursch, has been at the helm for VINC for over 20 years.

For further information on VINC please see the website at <https://www.vinc.net.au>

ABOUT THE VINC BOARD

The VINC Board is a very professional, friendly, collaborative, and supportive Board. There is a highly respectful, cooperative, and collaborative relationship between the Board and the VINC staff, particularly the senior staff of VINC.

There are currently eight members on the Board. Most Board members have been on the Board for around two – three years. We have a casual vacancy on our Board for an experienced accounting / finance individual. Please note this role is NOT a Treasurer role, VINC has paid staff supported by a professional accounting firm and payroll firm to manage its day to day finances.

Current Board members are Caroline Sheehan (Chair), Michael Ballock (Secretary), Natasha Freeman, Rhys Dale, Rob McMillan, Rowena Scheffer, Katie Webber and Lily Sawers.

The Board currently meets from 5.30-7.30pm on a Tuesday six times per year (Feb, April, June, August, October, December). Meetings alternate between being in person at the VINC nursery during the warmer months and online in the cooler months. Meeting days, times, frequency, and place are set collaboratively by the Board following the AGM each year.

All Directors are volunteers (these are not paid roles) and all Directors are covered by relevant Directors' insurances.

VINC has set its 2022-2024 Strategy (see attached). As part of this, Board members are supporting work linked to several strategic priorities identified as part of the strategic planning process. They are doing this via participation in Board committees. Board committees are time limited (12 months), will work cooperatively with VINC staff, will meet on an as needs basis to progress work outside of Board and Committee meetings. Each Board member has nominated for at least one Committee (based on personal choice linked to their skills and interests). For this role, we would like the person to join the Growth Committee in addition to being on the Board.

In all, the time total time commitment between the Board and committee meetings would equate to around 10hrs per month.

APPLICATION PROCESS

If you are interested in this Board position, please reach out to either Caroline Sheehan or Rob McMillan for a conversation. You are also welcome to directly send a copy of your CV, a link to your LinkedIn profile, or a short email expressing your interest and providing an overview of your skills.

All prospective Board members will be contacted and invited for an informal interview so we can learn more about you and you can learn more about us. A recommendation on a preferred Board Director will be presented to the VINC Board for decision. We expect this process to take 4-6 weeks in total.

There is no close date for this Board role, we will be meeting people as they reach out.

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GENERAL BOARD DIRECTOR RESPONSIBILITIES

Directors must serve to the best of their ability, represent the interests of members impartially and put members' interests first, be accountable for financial management, and ensure members are informed while not disclosing confidential information. They need to monitor whether the co-operative is meeting or exceeding cash flow and profit and loss forecasts and paying its bills on time. They also need to make sure the co-operative is meeting its objectives, sticking to the rules and meeting legal requirements.

Key accountabilities of the Board of Directors include:

- Support the valuable work of improving our environment by supporting VINC staff to grow and sell indigenous plants for regeneration and landscaping;
- Approve the vision, mission and values of the organisation;
- Set the strategic directions and approve strategic implementation plans;
- Approve annual budgets, investment strategy, and borrowings;
- Approve insurance policies, including Directors' & Officers' Insurance Policy;
- Approve annual financial statements;
- Approve a Risk Management Strategy and Framework;
- Identify Board committees required and approve Terms of Reference for Board committees;
- Make appointments to and participate in Board Committees;
- Appoint and remove the Manager, evaluate the work performance of the Manager, and determine the Manager's remuneration;
- Approve salary and human resource management policies;
- Monitor ongoing business performance;
- Approve Members, consider applications for membership (and approve or reject them), and review each member's compliance with the provisions of active membership prior to each Annual General Meeting;
- Ensuring board policies are implemented by management;
- Determine what decisions and authorities can be delegated to the Manager; and
- Undertake periodic review of its own performance.

As VINC is a small cooperative, Board Directors also sometimes provide hands on practical support to staff in areas such as policy development, professional advice, implementation of specific projects.

FOR MORE INFORMATION

Please contact any of the following:

- Caroline Sheehan, VINC Chair chair@vinc.net.au or 0466 354 357
- Robert McMillan, robert@vinc.net.au or 0414 017 280

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STRATEGIC PLAN 2022-24

OUR ROLE IN REGENERATING + CONSERVING ECOSYSTEMS IN VICTORIAN BUSHLAND + SUBURBS

VINC proudly acknowledges Victorian Aboriginal people as the First Peoples and Traditional Owners and custodians of the land, water and sky on which we rely.

| NEED | PURPOSE | WHERE? | OUR WAY OF WORKING |
|--|---|---|---|
| Our Environment needs us as much as we need it. Land clearing, Climate Change and land use change continues to put immense pressure on our natural world. A healthy and happy future for all of us is linked to its conservation and regeneration. | Our vision is for Victorians to connect with, value, celebrate and protect our unique ecosystems. To that end we exist to enable successful regeneration and conservation efforts in bushland and suburbs in key areas of Victoria. | We hold local expertise in Melbourne's northern plains, north-east foothills and inner Yarra Valley, but as a cooperative we partner to deliver on our purpose. | <p>ETHICAL: We do what we think is right for the Environment + people</p> <p>COOPERATIVE: We take a collective, networked, approach to our impact, which means we don't need to do it all ourselves</p> <p>PLACE BASED: We care about the unique character each place has + celebrate the Care and Connection to Country of our First Nations Peoples</p> <p>EVIDENCE LED: We lead with what the evidence tells us</p> <p>SUSTAINABLE: We value our people + ensure our operations are sound</p> |

| | WHAT WE DO | Bushland conservation & regen on public land | Urban regen & conservation on public & private land | HOW WE DO IT |
|----------------|------------|--|--|--|
| NOW | | <p>We support Councils, Land Managers and Environmental Contractors to conserve and re-establish healthy, bio and genetically diverse, resilient, ecosystems and protect threatened flora in bushland through:</p> <ul style="list-style-type: none"> - Provision of provenance sourced plants: Grow to order a wide range of local indigenous species to meet ecosystem needs - Threatened species conservation: Grow and promote the use of threatened flora species | <p>We support residents, schools, community groups and trade customers to regenerate neighbourhoods; to re-establish healthy, bio and genetically diverse, resilient, ecosystems & foster community connection to, & stewardship of, our natural urban environment through:</p> <ul style="list-style-type: none"> - Trade and retail supply of indigenous plants for private and public wildlife gardens - Education: Website information and links | <p>Sustainable Funding Strategy: We cross subsidise the impact areas of our work through indigenous plant sales to trade customers. Our Environment Fund assists us to source fundraising and grant funding to support key impact projects.</p> <p>Volunteers: We will evolve our volunteer model to support all areas of the organisation, from propagation to retail, fulfillment and organisational development.</p> <p>Members: We will evolve our member value proposition to ensure we are supporting Members to grow their Environmental impact with VINC.</p> |
| FUTURE SCOPING | | <ul style="list-style-type: none"> - Provide provenance sourced seed: Produce, gather, bank and provide genetically diverse seed from local indigenous species - Consultancy and education: Advise on plant selection, diversity, threatened species and planting methods | <ul style="list-style-type: none"> - Education: May include newsletters and workshops, as well as partnerships with other information providers | <p>Partnerships and Networking : We will link suburban regen members to aligned organisations to provide a collective focus for urban regeneration work on streets, residences and underutilised land through our neighbourhoods. We will support the sectors collective impact through information sharing and collaboration, from academia to sharing information with other indigenous nurseries.</p> |