



## **JOB DESCRIPTION - WORKING BEE CONVENOR**

The working bee co-ordinator is an ad-hoc position created when the decision has been made to conduct a particular working bee. Any responsible member with organisation skills can fill the position and report to the Committee.

### **ROLES**

- Develop a range of projects for the two week working bee in conjunction with our Liaison Ranger and a subcommittee (if appointed), coordinate the planning of each project and obtain volunteers.
- Ensure funding is available or found, and materials and equipment purchased
- Liaise with other 'specialists' involved in the working bee e.g. SAALNRM, SA Museum.
- Coordinate activities on the ground during the working bee in conjunction with Liaison Ranger.
- Report on the outcomes of the project.
- Initiate any financial/fuel support.

### **REGULAR FUNCTIONS**

- Meetings
  - Chair sub-committee meetings on a suitable frequency
- Reports
  - Report planning progress to the Committee and general members

### **DUTIES**

- Develop projects in conjunction with Liaison Ranger and sub-committee
  - Recommend to the committee, projects selected from:
    - Previous un-completed plans or ideas
    - As advised by Liaison Ranger
  - Prepare and send out an advertising flyer to members
  - Plan each project considering
    - Timing
    - People required
    - Witjira Board or traditional owner consultation
    - Materials and equipment
    - OHS&W (Risk Assessments)
    - Logistics
- Ensure funding is available to purchase materials and equipment
  - Obtain funding
    - Recommend project to committee for grant application where possible
    - Obtain approval to use reserve funds
  - Purchase materials. Use purchase order forms to authorise purchase
  - Purchase or manufacture equipment as required
  - Arrange for delivery/transport to site
- Liaise with other 'specialists'
  - Seek advice on survey methodology
  - Seek advice on equipment requirements
  - Arrange to work in conjunction with 'specialists'
- Coordinate activities on the ground during the working bee
  - Safe arrival of all participants
  - Induction and OHS&W
  - Equipment issue
  - Operating procedures
  - Allocation of duties
  - Recording activities and results
  - Desert travel
  - Entertainment
  - Collection of reports, tools and equipment

- Report on outcomes of the project
  - Collate reports on those projects applicable including those from outside sources
  - Prepare Final Report for issue
  - Prepare report for Website
  - Prepare any special reports for others e.g. The Link newsletter, Far Horizons
  
- Initiate any financial/fuel support.
  - Seek fuel supply from DEH on site to supplement volunteer's purchases.
  - Make recommendations to Committee for fuel subsidy to members.