

Port Environment Centre Inc. (PEC) is a place to meet like-minded individuals and learn more about the local environment, local environmental community groups and how to live more sustainably.

As a non-profit, incorporated organisation the Port Environment Centre (PEC) is governed by a Management Committee and relies on a membership base to function effectively.

Members are invited to consider contributing their skills, expertise and knowledge by joining the Management Committee.

Management Committee roles and responsibilities

As an incorporated body under SA legislation, PEC members fulfill the roles of Management Committee members, as outlined in PEC's constitution (available online at www.portenvironmentcentre.org.au/become-a-member)

Key responsibilities include to hire and support PEC's Coordinator and officers, to ensure the financial viability of PEC, to connect the community to PEC, to ensure that PEC meets its obligations to its funding bodies and regarding OHS&W.

Committee Members set the strategic direction (Strategic Plan) for the Centre and ensure that the annual operational plans reflect the Strategic Plan.

Some management committee members take on roles of Chairperson, Treasurer and Secretary (Clause 6.7 – 6.9 of Constitution outlines those roles).

PEC only accepts individual members (not groups, organisations or businesses). It is a requirement that the Management Committee acts in the best interest of the PEC.

Management Committee members are elected at the AGM.

Time Commitment

The Management Committee meets monthly, and members prepare for and participate in those meetings. Meetings are currently held 4th Thursday of month from 5pm -7pm and participation is either in person at PEC or online via zoom.

Skills & Experience

Management Committee members are invited to participate based upon their experience, skill set and networks in the theme areas of:

- Governance
- Strategic thinking
- Communication
- Environmental sustainability
- Partnerships and networking
- Knowledge of local environmental organisations and networks
- Knowledge and expertise of the marine and coastal environment
- Knowledge of climate change and climate adaptation strategies

Process for Committee Nominations:

1. Nominees for the Management Committee need:
 - to be members of the Port Environment Centre
 - to be nominated by another member of the Port Environment Centre (proposer)
 - to return a signed nomination form to PEC no later than **5pm Thursday 29 September 2022**
2. Forms are available online (via www.portenvironmentcentre.org.au/become-a-member) or printed copies can be provided at PEC during opening hours.
3. Completed and signed forms can be lodged at PEC during opening hours or emailed to the PEC Secretary at membership@portenvironmentcentre.org.au no later than **5pm Thursday 29 September 2022**.

Note: Proposer can be any member of Port Environment Centre, including current management committee members. Please contact us if you need assistance arranging a proposer.

Please contact the Port Environment Centre to find out more:

PEC Coordinator Emma Sandery | hello@portenvironmentcentre.org.au | 0488 229 925.