

Site Coordinator of a Landcare group

The **Site Coordinator** is a Landcare volunteer, who is responsible for supervising and leading the Landcare group. The Site Coordinator acts as contact person and coordinator for the group at a registered work site, communicates activities and incidents to CHRL and keeps records of on-site activities. Site coordinators also coordinate compliance with WHS requirements on site and ensure all group members uphold the Code of Conduct.

Site Coordinator responsibilities include:

Site Coordinator Responsibilities

- Supervise, lead and manage group members.
- Keep track of group members' contact details, emergency contacts plus any allergies or relevant medical issues.
- Notify group members of working bees and disseminate information or changes outlined by CHRL.
- Record group work hours in the Log Book.
- Ensure group members uphold the Code of Conduct and WHS procedures outlined in the Volunteer Manual.
- Direct new membership enquiries to the 'Become a Member' page on our website, or to the CHRL Office on 6651 1308.
- Ensure group members renew their CHRL membership payments at the start of each financial year, by using the online payment system, or banking details provided, on the 'Become a Member' page on our website.
- Conduct site inductions and training for new group members and ensure they sign off on the relevant forms in the Volunteer manual.
- Have access to email.
- Be the point of call for the group and liaise with the CHRL office as required.
- Store, maintain and keep track of tools and herbicide.
- Apply for an Expression of Interest (EOI) at the start of each financial year for professional bush regenerator assistance at your site, should it be required (optional).
- Calculate annual hours in the Log Book and hand it in to the CHRL office at the end of each financial year, by the due date specified by CHRL.
- Report any site hazards, and WHS incidents to the CHRL office.
- Participate in any site Coordinators meetings.
- Appoint a secondary person to fill in for your role when you are not available to be on site. Where possible this person should be aware of the responsibilities and be of similar experience.



I accept and agree to abide by the Site Coordinator Responsibilities

Signature: _____ **Date:** _____

*Note: Admin hours for Site Coordinators total approximately 20hours over the course of the financial year. Any administrative hours can be included as contribution to your group's working hours for your Landcare site.

*Note: Reminders will be sent via email by CHRL at the time documents or membership are due for submission.