

The background features a light grey cross centered on a white background. Overlaid on this are several large, semi-transparent olive green shapes: a rectangle in the top-left, a circle in the top-right, a circle in the bottom-left, and a rounded rectangle in the bottom-right. The text is centered over the intersection of the cross.

LDI Board

Roles & Responsibilities



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Role & Responsibilities**

Board Membership

Welcome to the Board of the LDI. Your participation on the Board will not only give you an insight into how the LDI is managed, but also a greater understanding of issues within our industry and extend your network of contacts.

Board members are charged with the responsibility of managing the property, income and affairs of the Institute and may act in all matters necessary to carry out and promote the objectives of the Institute.

The activities of the Board must be in accordance with the LDI's Constitution which provides guidance in areas such as financial management, membership, the election of Board members and meetings of members.

As a Board member you are not alone. You are part of a team of LDI Directors and can assemble a committee to assist you in any tasks assigned. Directors are in regular contact and help each other achieve their goals.

There are a number of roles on the Board and we will seek to find the one that best fits your interests and skills.

I hope you find your membership of our Board to be professionally and personally fulfilling with the knowledge that you are helping to strengthen the LDI and the landscape design industry.

I look forward to working with you during your term of office.

Andrew Munro
LDI President

Director Responsibilities

The LDI is an Incorporated Company and as such is registered with ASIC as an independent entity that is legally separate from its members, directors and employees. The Board of Directors governs the LDI and is ultimately accountable for its performance.

All directors have duties under the common law and the *Corporations Act*. There is no such thing as a 'silent' or non-participating director, even as the LDI is a not-for-profit organisation and directors are not paid for their role but act in a voluntary capacity. All directors must comply with the legal duties imposed on them by the *Corporations Act* and common law.

The three basic LDI directors' duties are

- ▶ a duty of good faith and loyalty to the LDI;
- ▶ a duty to exercise reasonable care and skill in carrying out the role of director; and
- ▶ a duty to prevent insolvent trading by the LDI.

If an actual or potential material conflict of interest arises, you must disclose this to the rest of the Board. You should not participate in discussions or decisions of the Board in which you have this kind of personal interest.

- Source:
Fact sheet: Duties of directors of a company limited by guarantee - pilchconnect

Term Of Office

LDI Directors are elected at its Annual General Meeting for a period of one year. At the end of that period they must stand down but can stand for re-election.

Those elected at the AGM form the Board of Directors for the next term.

The President and Treasurer are elected at the AGM, all other Director positions are decided by the Board.

If vacancies remain on the Board following the election the Board may appoint additional members as Directors and they will hold their position until the following AGM.

If for any reason a Board member is unable to complete their term of office the Board may appoint a replacement for the remainder of their term.

LDI President

The President is essentially the spokesperson or the face of the LDI.

The President's role includes:

- Preparing the LDI strategic plan and annual business plans for the operations of the LDI.
- Liaising with the Executive Officer, and all Directors in strategic national matters.
- Liaising with other Professional Institutes or Industry Associations and educational institutions and, where appropriate, developing Memoranda of Understanding or Association.
- Developing contacts within government departments or related bodies (politicians and bureaucrats).
- Chairing Board Meetings.
- Preparing a report to the AGM.
- With the Marketing Director and the Executive Officer, manage the LDI's web presence and media profile.

LDI Vice-President

The Vice President is responsible for facilitating general LDI operations within each state and supporting national activities.

The Vice President's role includes:

- Assisting the President with National Strategic and Business Planning.
- Assisting the President and Executive Officer to develop the necessary systems and processes to better support the ongoing activities of the Board.
- In the absence of the President administering the duties of President.
- Ensuring that the President is briefed on specific State based issues.

LDI Secretary

The Secretary is responsible for maintaining the minutes and agendas for the LDI meetings.

Responsibilities include:

- The preparation of the agenda for Board meetings and the Annual General Meeting of LDI members.
- Notifying Directors or members of the time and place for the above meetings.
- The taking of minutes for the meetings.
- The distribution of the minutes to all Directors, and members if applicable, in person or by digital means.
- Maintaining records of all significant incoming and outgoing correspondence.

The position of Secretary can be held by the Institute's Public Officer

LDI Treasurer

The Treasurer is essentially responsible for maintaining the LDI as a solvent company.

The position involves:

- **NEW BOARD MEMBERS**

- Ensuring new Directors hold a Directors ID and are registered with ASIC immediately after their election to the Board.
- Checking for any Director's information changes at each Board meeting (for immediate forwarding to ASIC).

- **INSURANCE**

- Ensuring continuance of Directors and Officers Liability and Corporate Reimbursement Insurance.
- Ensuring continuance of Personal Accident & Illness Insurance

- **ACCOUNTS**

- Undertaking an audit of the LDI's accounts as required
- Monitoring & managing accounts.
- Ensuring cash flow is adequate for financial activity.
- Providing a report at each Board meeting detailing income and expenditure since previous meeting.

- **COMPLIANCE**

- ATO & ASIC

- **BUDGET**

- Develop a budget for the next financial year by March of each year.
- Liaise with NC Directors regarding previous and projected income and expenditure and developing specific portfolio budgets, for approval by the Board in February each year.
- Reviewing accounts from previous years for history of income and expenditure.

LDI State Directors

State Directors are responsible for general state-based LDI member activity.

All Directors hold the role of State Director in addition to any other position on the Board.

State Directors are required to work together within their State and participate in the following ways:

State Activities

- Report to the Board on state activities
- Develop annual plans, budgets and goals for state events to create a LDI presence (such as EXPO, Home & Garden Shows, MIFGS) in consultation with other Directors in their state.

Membership

- Seek ways to promote the LDI to potential members and respond to membership enquiries from within their state.
- Establish a relationship with local TAFEs to build a student/TAFE awareness of the role of the LDI.

Events

- Plan and co-ordinate appropriate seminars and professional development events in liaison with the National Events Director and Membership Director to enable members to gain CPD points.
- Encourage their state members to enter the LDI awards competition
- Promote the student competition to local TAFEs.

Sponsorship

- Identify potential LDI sponsors within their state and inform the Sponsorship Director where opportunities exist.

LDI Marketing Director

The Marketing Director is responsible for the planning, coordination and execution of the LDI Marketing Strategy.

The LDI brand is one which is used primarily to create benefits for members through public recognition.

The Marketing Director's role includes:

- Management of marketing and public relations activities such as press releases for National Awards with the Publications Director.
- Reviewing the marketing strategy annually in coordination with the President and the Board of Directors in line with the Strategic Plan.
- Preparing a national marketing budget in coordination with the State Directors and Treasurer.
- Preparing and reviewing the LDI's promotional materials ie. posters and brochures with the Publications Director.
- Managing the LDI's web and social media presence with the President and Executive Officer.
- Identifying key media personnel and developing relationships with them through regular contact and passing on of relevant information.

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LDI Sponsorship Director

The Sponsorship Director is responsible for developing and maintaining relationships with existing and potential sponsors of the LDI.

The Sponsorship Director's role includes:

- Managing existing sponsors' expectations and attracting new sponsors.
- Assisting State Directors with matters relating to national sponsors and with any state-based sponsors.
- Reviewing the sponsorship and advertising rates annually with the Treasurer.
- Liaising with the Publications Director, the editor of Landscape Outlook, and the Executive Officer for the coordination of sponsor commitments and advertising.
- Preparing a national sponsorship budget in coordination with the State Directors and Treasurer.
- Reviewing the LDI's sponsorship brochures with the Publications Director.
- Identifying key sponsor personnel and developing relationships with them through regular contact and passing on of relevant information.

LDI Publications Director

The Publications Director is responsible for most LDI publications.

The Publications Director's role includes:

- Overseeing the production of the LDI journal, "*Landscape Outlook*".
- Developing relationships with publishers and media personnel for the distribution of media releases.
- Preparing and distributing, as required, media releases.
- Preparing and reviewing the LDI promotional materials with the Marketing Director
- Compiling the monthly newsletter with the Executive Officer.
- Liaising with Universal Magazines regarding advertising and content for their publications.

LDI Membership & Professional Development Director

The Membership & Professional Development Director is responsible for building a strong membership base and overseeing the accreditation of members.

MEMBERSHIP

- Review and approve on an ongoing basis the entry requirements and classes of membership to ensure they are relevant.
- Review and approve letters and respond to other correspondence regarding membership in coordination with the Executive Officer.
- Review and approve webpage text to ensure that it is accurate.
- Assessing new membership applications in coordination with the membership committee.
- Reviewing and assessing applications to upgrade membership in coordination with the membership committee.
- Respond with the President and membership committee to formal complaints in coordination with the Executive Officer.
- Follow up members who are not abiding by the rules of membership or have membership in the incorrect category in coordination with the Executive Officer.
- Review membership fees in coordination with Treasurer and President.

PROFESSIONAL DEVELOPMENT

- Developing and maintaining, with the Executive Officer, a register of members involved in the Professional Development program.
- Developing a system for members to maintain a record of their activities and undertaking random audits of participating member's records.
- Reviewing the categories of activities for appropriateness

LDI Awards Director

The Awards Director is responsible for the planning, coordination and execution of the National Landscape Design Awards and the annual awards presentation event.

Key Responsibilities include:

The Competition

- Establish an Awards Committee
- Prepare recommendations to the Board on the categories for the competition
- Review the requirements of entry
- Prepare a timeline for the awards – call for entries, close of entries, judging, awards presentation
- Assemble a team of judges
- Receive entries, check and disseminate to judges
- Collate judges' results
- In consultation with the Awards Committee determine the award winners.
- Order trophies and provide the Executive Officer with details for award certificates

Awards Presentation Event

In liaison with the Directors of the state in which the event is to be held -

- Identify possible venues & submit a proposal to the Board detailing venue options, budget and ticket prices
- Book the venue, organise catering, music, displays, photography and any other presentation items required for the event.
- Liaise with the Sponsorship Director on promotional items from sponsors.
- Liaise with the Marketing & Publications Directors on promotion for the event.
- Liaise with the Executive Officer on ticket sales and the AV presentation for the event.

LDI Education Director

The Education Director is responsible for matters relating to education and training.

The Director's role includes:

EDUCATION AND TRAINING

- Developing and maintaining, with the State Directors, contact with providers of courses in landscape design.
- Liaising with State Directors to ensure seminars and workshops are provided for members and students of landscape design to enhance their skills and knowledge.

STUDENT COMPETITION

- Preparing the brief for the annual student design competition.
- Overseeing the communication of details about the competition to TAFEs and other providers of courses in landscape design
- Organising judges for the competition.
- Receiving entries and disseminating them to judges
- Collating results, determining the award winners and organizing trophies/certificates to be presented
- Liaising with the Awards Director on the presentation of awards at the annual Awards Presentation Event.

LDI National Events Director

The National Events Director is responsible for coordinating the annual program of events for LDI members.

The Director's role includes:

ANNUAL EVENTS PROGRAM

- In consultation with State Directors preparing a schedule of events for the year including seminars, workshops, webinars, awards and social events.
- Liaising with the Sponsorship Director to ensure opportunities are provided for sponsors to engage with members at events.
- Promoting events to members and other potential attendees.

STATE EVENTS

- Planning of events in the state in which the Director is located.
- Providing assistance and guidance to Directors in other states on the planning of their events.

AWARDS PRESENTATION EVENT

- Assisting the Awards Director in planning the national awards presentation event.

LDI Environment Director

The Environment Director is responsible for ensuring LDI activities comply with its policies on environmental practices.

The Director's role includes:

- Ensuring LDI activities are in keeping with the LDI Board Holistic Context and the LDI Statement of Purpose.
- Encouraging LDI members to follow sound practices for ongoing regeneration of ecosystem processes and environmental enhancement.
- Encouraging members to uphold LDI's Environmental Policy and its principles.
- Liaising with educators to install sound environmental practices in the landscape designs of students.
- Liaising with Government and Statutory Authorities on promoting best practice environmental principles for landscape design.
- Creating Environmental Position Statements on topics such as Bushfires, Climate Positive Design, Cooling Cities & Biodiversity.
- Making connections with similar organisations to encourage shared activities via events and training.

Appendix 1 – LDI Objectives

The objectives of the Institute are:

- (a) To advance the profession of landscape design and management.
 - (b) To build a supportive and active network of members, and parties interested in the objectives of the Institute.
 - (c) To represent generally the views of the profession.
 - (d) To protect and develop the integrity and status of the profession.
 - (e) To encourage professional conduct and practice within the profession.
 - (f) To promote friendly and professional interaction amongst members.
 - (g) To promote friendly and professional interaction between the Institute and organizations in allied fields.
 - (h) To watch over, protect and promote the interests of the profession.
 - (i) To promote the confidence of the public in the profession.
 - (j) To encourage the formation and development of professional libraries and resources.
 - (k) To encourage and reward the study of landscape.
 - (l) Subject to the provisions of the Corporations Law, to purchase, take on, lease or in exchange, rent, hire or otherwise acquire and hold any real or personal property.
 - (m) To construct, maintain and alter any buildings or works necessary or convenient for the purposes of the Institute.
 - (n) To provide support and encouragement to members of the Institute.
 - (o) To assess applicants for membership.
 - (p) To support appropriate action to achieve these objectives.
 - (q) To review and/or determine matters relating to landscape design and/or management which may arise, or be referred to it, by a Member.
- The Council may add to, supplement or change the objectives from time to time by resolution and shall execute their powers in accordance with the objectives.

Appendix 2 - Role & Responsibilities LDI Executive Officer

The LDI Executive Officer is responsible for the day-to-day operation of LDI, working closely with the national Council for the benefit of members.

- **Provide premises for administration operations:**
 - Storage of LDI records
 - Provide furniture, ISP, computer, scanner, shredder & electricity
 - Provide own vehicle to attend events when required to
- **Provide first point of contact** replying to enquiries received by email, mail or phone or re-directing them to LDI Directors as appropriate.
- **Maintain CRM records:**
 - all contacts on the ACT database
 - all contact on the LDI website CRM
 - all debtors on XERO
 - Regularly Backup the database to an off-line facility provided by LDI
- **Membership:**
 - Receive and process all applications for membership
 - Post applications requiring assessment by the Membership Committee on Slack and monitor responses.
 - Take appropriate if applicant is accepted, required to send documents, or is rejected for membership.
 - Create membership certificates as required
 - Establish a member records in dropbox and update all CRM records for new members.
- **Membership renewals:**
 - In June check all members are in the current membership group in XERO.
 - Update renewal emails in XERO for the current membership year
 - Create invoices in XERO for each membership group and email to members in the first week of July.
 - Send reminder emails through XERO in August for unpaid fees
 - Send a second reminder email in September.
 - In October send a final notice (from ACT) to members who have not paid.
 - At the end of October remove unfinancial members from mailing lists and delete from the website Designer Search.

Appendix 2 Cont'd

- **Landscape Outlook:**

- Maintain mailing list for LO
- Create mailing labels
- Manage subscriptions and renewals
- Advise Editor of sponsors eligible for advertising space and any paid advertising.

- **Seminars & Events:**

- Liaise with the State & Event Directors on the preparation of promotional items (flyers, emails, newsletters) for events.
- Email information to appropriate recipients for event information (eg. members, sponsors, newsletter recipients).
- Provide name badges for events if required.
- Keep a record of attendance.

- **Financial Management:**

- Daily reconciliation of accounts receivable, clearing related invoices raised through XERO or the LDI website.
- Monthly coding of payments received in XERO
- Timely setup of payments to debtors through LDI's St George account, sending notification to account signatories and XERO
- Monitor reports through XERO to ensure payments are coded accurately

- **Website Management:**

- Manage, with the President and Marketing Director, website pages, menu and information areas.
- Manage the creation of documents for membership applications, event registrations and award entries.
- Create design award galleries.
- Update member profiles on request and manage the website Designer Search.

- **E-Newsletter:**

- Create and send e-newsletters from content provided by the Publications Director.

- **Other Duties:**

If a Director is not available to fill the position of Secretary to the Board this role may be filled by the Executive Officer.

Any other duties reasonably requested by LDI and agreed to by the Executive Officer.