

SCBO Board Vacancy - 2026

Secretary

Background

The [Society for Conservation Biology](#) (SCB) is a global community of professional conservation scientists and practitioners. The [SCB Oceania](#) (SCBO) has been functioning as a semi-autonomous region of the global society with an independent board since 2005. SCBO encompasses five sub-regions: Australia, Melanesia, Micronesia, Aotearoa New Zealand and Polynesia.

SCBO is a company limited by guarantee and registered charity in Australia. Its charitable purpose is *to protect, conserve and enhance the natural environment, provide information or education, or carry on research, about the natural environment or a significant aspect of the natural environment, and to advance science and further the practice of conserving the Earth's biological diversity in Oceania (Australia, Melanesia, Micronesia, Aotearoa New Zealand and Polynesia)*. All SCBO board members are required to be current directors of SCBO and full members of SCB.

Process

The SCBO board is inviting applications for a Secretary director. All applications will be reviewed by the current SCBO Board to determine whether the applicant meets the requirements as advertised in the position description below. All applicants who meet the requirements will be included in a competitive election for the position administered by SCB Global. All applicants who do not meet the requirements will be notified by SCBO prior to the election announcement.

Following the election, all applicants who were included in the election will be contacted by SCBO to inform them of the election outcome, and the successful applicant (i.e. the one who received the most votes from members) will be invited to join the SCBO as a director, pending notification to SCBO that a Director Identification Number has been successfully obtained or applied for and the candidate signing a Director Consent form (see more information below).

Member-elected directors will serve three-year terms commencing in September 2026.

Please email your completed application form to admin@scboceania.org **no later than 15 July, 2026**. If you have any questions please contact courtneymelton.scb@gmail.com.

Position Description

Required of all directors:

- Provision of all details requested in the application form.
- Willing and eligible to obtain an Australian [Director Identification Number](#) and complete an SCBO Director Consent form.
- Current full member of the Society for Conservation Biology enrolled within the Society for Conservation Biology Oceania Region.
- Available to attend SCBO Board meetings (two hours every two months, totaling six meetings per year, with occasional topic related gatherings interspersed), and vote on SCBO board motions.
- Willing to attend meetings of any additional SCBO working groups or subcommittees the director commits to.
- Committed to act in the best interests of SCBO and follow [Organisational Policies & Procedures](#).

Required of the Secretary:

- Schedule and take professional meeting minutes for all attended SCBO board meetings.
- Work with the Web Officer to manage the SCBO admin email account, ensuring all relevant communications reach the appropriate board director, and professional correspondence with internal and external stakeholders is provided.
- Assist the President in communicating updates and requests relevant to board directors outside of SCBO board meetings.
- Assist the President with board governance, including supporting a secure and current documents library..
- Maintain the SCBO board of directors conflict of Interest register.
- Assist the President with preparations for and running of the AGM.
- Play an active role in the bi-annual SCBO conference organisation and delivery.

Desirable:

- Previous leadership experience within SCBO, SCB or another SCB region or affiliated group (e.g. Social Science Committee, SCB-affiliated Chapter, etc.).
- Previous leadership experience with a community group or charity.
- Demonstrated communication and organisation skills in a professional setting.
- Experience as a conservation professional.

Application

Required information (to be shared with the SCBO board only)

Name:

Country of residence:

PLEASE INDICATE YES/NO TO EACH OF THE FOLLOWING:

Are you willing and eligible to obtain an Australian [Director Identification Number](#) and complete an SCBO Director Consent form?

Are you a current financial member of the Society for Conservation Biology and a current member of the Society for Conservation Biology Oceania?

Are you willing to attend SCBO Board meetings (two hours every two months, totaling six per year), vote on SCBO board motions, and attend meetings of any SCBO working groups or subcommittees you commit to?

Are you committed to acting in the best interests of SCBO and following [Organisational Policies & Procedures](#)?

Required information (to be shared with SCBO members eligible to vote in the election)

Name:

Affiliation:

Please describe your reason for applying to join the SCBO board as **Secretary**:

Please describe your previous leadership experience within SCBO, SCB or another SCB region or affiliated group (e.g. Social Science Committee, SCB-affiliated chapter, etc.):

Please describe your previous leadership experience with a community group or charity:

Please describe your experience as a conservation professional:

Please include anything else you would like to share (optional):