

P13. Position Statements

This Code of Practice sets standards for the McDougall Farm Community Garden (Inc.) management committee, and may be revised from time to time by the committee after appropriate consultation with the members.

Responsibilities of Volunteer Position .

The word "Garden" means McDougall Farm Community Garden (Inc.)

1. Chairperson

- a. Will preside at all General Meetings and Committee Meetings
- b. Will be spokesperson/media liaison for the Garden
- c. Will be contacted in the event of any injury being sustained in the garden, where such injury required medical attention, and will obtain a statement and details required to pursue an insurance claim
- d. All correspondence of an official nature to be given to the Secretary for collation and retention.

2. Vice Chairperson

- a. In the absence of the Chairperson, will preside at all meetings
- b. Where delegated by the Chairperson, will be the spokesperson for the Garden.
- c. All correspondence of an official nature to be given to the Secretary for collation and retention.

3. Secretary

- a. Will coordinate the correspondence of the Garden.
- b. Will keep full and correct minutes of all meetings of the Garden.
- c. Maintain a record of the names and addresses of the persons who hold office of the Garden and the persons who are authorised to use the Common Seal. This record is to be available to a member upon request above.
- d. Will have custody of all books, documents, records and registers of the Garden, other than those require to be maintained by or in the custody of the Treasurer.
- e. Maintain a register of all the Garden's working documents.

4. Treasurer

- a. Will be responsible for the receipt of all monies paid to or received by or on behalf of the Garden and must issue receipts for those monies in the name of the Garden.
- b. Pay all monies into bank account of the Garden as the Committee may from time to time direct.
- c. Make payments from the funds of the Garden with the authority of the Committee and in so doing ensure that all cheques are signed by the Treasurer and at least one other authorised Committee member.
- d. All correspondence of an official nature to be given to the Secretary for collation and retention.
- e. Keep accounting records of the Garden in accordance with P8. Financial Management Policy.

5. Membership Convenor

- a. Upon receipt of a request to join the Garden, ensure that a copy of the Code of Conduct, and an application form are provided. The Rules of Association are provided through direction to our website www.mcdougallfarmcg.org.
- b. Advise all accepted members of their acceptance and arrange a suitable date and time for their induction in liaison with the Garden Coordinator.
- c. Prepare and maintain an attendance book to be kept on site., The book to be prefaced with the details of the Garden Convenors to be contacted in the event of damage or pests observed in the garden and contact details of the Chairperson to be informed of any injuries sustained whilst in the garden.

- d. It is the responsibility of the Membership Secretary to maintain club membership records. Membership records must be backed up to ensure that data is not lost in the event of mishap or computer malfunction.
- e. Upon request of a member of the Garden, shall make the register available for inspection by the member in accordance with Clause 4 of P2. Membership Policy
- f. Will cause the name of the person, who ceases to be a member to be deleted from the register.

6. Garden Coordinator

- a. Undertake garden operation in accordance with the Code of Conduct and other relevant documents approved by the committee
- b. Develop a plan for the Committee to decide what produce is to be planted, where, when and what materials will be required.
- c. Ensure that the necessary materials are obtained to proceed with the approved plan.
- d. Delegate tasks on open days and busy bees for members to participate in the creation and maintenance of the garden including the beds, planting, weeding, mulching, fertilising and harvesting.
- e. Maintain records of what is planted, where and when to facilitate proper bed rotation.
- f. Ensure watering system are adequate.
- g. Undertake induction of all new members.
- h. Delegate any of the above to the Garden Convenors.

7. Equipment Convenor

- a. Maintain an asset register of equipment as per cl. 3 of P5. Equipment Policy.
- b. Evaluate new equipment to be purchased, obtain at least 2 quotes and make recommendation to the committee.
- c. Ensure that all equipment owned by the Garden is branded with "MFCG".
- d. Ensure that all major equipment (cl. 6 of P5. Equipment Policy) is marked with an asset number.

8. Fundraising/Grants Convenor

- a. Liaise with Treasurer about the level of fund raising required.
- b. Explore and comply with the various regulations concerning the different permits required for various fundraising activities.
- c. Develop a fundraising plan for approval by the committee.
- d. Delegate to members various tasks involved in fund raising.

9. Education Convenor

- a. Prepare a plan for approval of Committee to host education sessions at regular intervals at the garden open days and/or busy bees.
- b. Liaise with the Events Convenor to produce educational and fun events engaging the community in the garden.
- c. Work together with the Fundraising Convenor to apply for grants for educational purposes.
- d. Build a database of presenters who are able to talk on various aspects of gardening and highlight their fees and contact details.

10. Events Convenor

- a. Prepare a plan for approval of Committee of an events calendar and distribute the approved plan on a regular basis, both online and through the garden notice board.
- b. Maintain bookings of the community communal cooking area.

- c. Prepare or delegate food to be consumed at events, principally from garden produce or purchased in, and in liaison with the Fundraising Convenor, set a price for payment.

11. Social Media Convenor

- a. Maintain a webpage and Facebook page for the Garden.
- b. Keep these sites up to date with fundraisers, educational workshops, open days and busy bees and other important events or notices.
- c. Preparation and distribution of a regular Newsletter to ensure that members and friends are kept informed of changes in the garden.

12. Garden Convenors (several positions – min. 3)

- a. Work together as a team under the direction of the Garden Coordinator.
- b. On roster attend the garden on each open day and busy bee day.

Note: This is to be developed