



Garden Subcommittee Nomination Form

The Garden Subcommittee will include the following volunteer, unpaid positions. The following is a summary of these roles. More detailed descriptions are available upon request.

Horticultural Advisor and Coordinator	Oversees the management of the physical site and delegates. The horticultural planner will have horticultural expertise and ideally a relevant qualification and will be responsible for a range of tasks including planning garden schedules, producing an annual or seasonal garden calendar of working bees and providing expert advice.
Secretary	Responsible for a range of administrative tasks relevant to the garden including recording and distributing incoming and outgoing correspondence/emails, taking and distributing notes of the garden group's meetings and providing information to prospective gardeners.
Treasurer	Responsible for producing financial reports relevant to the garden and maintaining garden financial records in accordance with the policies of the Railway House.
Social Media, Events & Promotions	Responsible for communication about the garden, particularly through the use of social media and for planning and implementing social activities relevant to the garden
Safety Officer	Responsible for the management of equipment belonging to the garden and inducting members and volunteers in the safe use of tools and equipment.
Working bee coordinator	Organises working bees and makes sure that the shared areas and garden infrastructure are well maintained. Works closely with the Horticultural Planner including developing an annual calendar for working bees.
Education & workshops coordinator	Develops a varied calendar of workshops for the year designed both to upskill the gardeners and to offer education to the local community.

Name:

Email:

Mobile:

Date:

For which subcommittee role(s) would you like to nominate?

Describe your interest in being part of the subcommittee:

Describe your gardening/horticultural experience:

Describe any qualification, skills or experiences you have relevant to the position(s) in which you are interested:

Please return this form to admin@railwayneighbourhoodhouse.org.au by close of business, Monday 21st October.