

| ROLES - Garden Sub Committee Volunteers | FUNCTION |
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| 1. Horticultural Advisor and Coordinator | <p>Responsible for leading the Garden Sub Committee in running the organisational matters of the garden. Oversees the management of the physical site and delegates tasks to the subcommittee. Allocates areas being gardened by small groups across of the garden. These are flexible groups depending what the members decide.</p> <p>The horticultural planner will have horticultural expertise and qualification. Responsible for: planning garden schedules (e.g. planting, pruning, pest control regimes); advise working bee co-ordinator of general maintenance issues; Provide expert advice on soil, watering, pest-control, crop rotation and other horticultural matters.</p> <p>With the Working Bee Coordinator produces an annual or seasonal garden calendar of working bees.</p> <p>Posts the weekly garden activities.</p> <p>Elected annually</p> |
| 2. Secretary | <p>Records and distributes incoming and outgoing correspondence/emails. Records garden group's meetings & distributes to management group, the Railway House CoM & the garden membership.</p> <p>Calls for meeting agenda items, prepares agendas, and ensures minutes and agendas distributed 7 days before meetings. Supports Coordinator to run the Annual General Meeting.</p> <p>Promotes participation in the garden.</p> <p>Organises orientation to the garden and provides information to prospective gardeners.</p> <p>Elected annually</p> |
| 3. Treasurer | <p>Produces financial reports for meetings. It is a small budget and not difficult. These include reports for the gardening group's Annual General Meeting and reporting to City of Yarra, Railway House COM, and other funders as required. Updates R/House Finance Officer.</p> <p>Elected annually</p> |
| 4. Social Media & Events and Promotions Planner | <p>Someone who is articulate & understands the garden's processes and purpose. Communicates well through writing and social media. Updates the webpage.</p> <p>Develops a calendar of local, regional and national events into garden calendar so as to support and not compete with other local activities e.g. other working bees, Farmers' Markets, food swaps, World Environment Day etc.</p> <p>Promotes the community garden through various associations and through Facebook, Railway House and City of Yarra websites and social media.</p> <p>Plans and implements social activities such as shared meals in the garden and celebrations. Assists the workshop coordinator with catering if required.</p> <p>Elected annually</p> |

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| <p>5. Safety Officer</p> | <p>Manage equipment belonging to the garden. Manage the tool storage area, maintains up-to-date equipment register, ensures equipment is fit for purpose and in good working order and hygienic; advises on and makes new purchases with safety in mind. Repairs and replaces equipment that is no longer safe to use. Oversees the garden's OH&S obligations and maintains the first aid kit. Inducts members and volunteers in the safe use of tools and equipment. Provides working bee members with appropriate personal safety equipment (e.g. gloves, effective masks if using potting mix).</p> <p>Elected annually</p> |
| <p>6. Working bee coordinator</p> | <p>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.</p> <p>Elected annually</p> |
| <p>7. Education & workshops coordinator</p> | <p>Develop a varied calendar of workshops for the year designed both to upskill the gardeners and to offer education to the local community. Organises qualified presenters, books venues through Railway administration staff or externally, and sources workshop materials, organises catering (the events coordinator would be able to assist).</p> <ul style="list-style-type: none"> • to be run by members of the gardening group • to be run by outside experts (e.g. Lygon Nursery) • To host workshops run by Yarra Council or the Urban Agriculture Adviser. • to work closely with RH admin staff who will assist with managing bookings, receive payments. <p>Elected annually</p> |

