FRIENDS OF NOOSA BOTANIC GARDENS INC

ROLES AND RESPONSIBILITIES

**President/Chairperson**

* acts as a spokesperson for the organization; and represents FNBG at significant community events
* is familiar with the constitution, by-laws, strategic and operational plans of FNBG; monitors and reviews organisational progress
* updates and reviews of constitution, by-laws, strategic and operation plans
* fulfils FNBG accountability requirements (e.g. adherence to Model Rules for Incorporation in Qld; funding requirements etc)
* maintains regular liaison with all members of the Management Committee
* maintains an effective working relationship with Council/ local Councillors, other staff and other organizations
* chairs Management Committee meetings and develops the agenda with the Secretary
* prepares and presents monthly reports/updates and an annual report for the Management Committee
* chairs General meetings and develops the agenda with the Secretary
* prepares and presents annual report to Annual General Meeting (AGM)
* if the secretary is unable or unwilling to call a special meeting of the management committee, a general meeting or a special general meeting, the president must call the meeting

**Treasurer**

* is familiar with constitution, by-laws, strategic and operational plans of FNBG
* endeavours to attend all Management Committee meetings
* is responsible for recording the finances of the FNBG
* keeps true and accurate financial records
* ensures receipts are written for all money received and that monies are banked promptly
* ensures all accounts and payments are checked, authorised and paid prior to their due date
* ensures all payments are made in accordance with organisational approved authorities (*e.g. two approvals/signatures required*)
* keeps Management Committee regularly informed (monthly) of the organisation’s financial position
* prepares annual financial statements and arranges for them to be audited
* presents Auditor’s report and audited financial statements to Management Committee for acceptance prior to AGM
* presents Treasurers’ Report, Auditor’s Report and audited financial statements to AGM
* prepares annual Budget for consideration of Management Committee at first meeting after AGM

**Secretary**

*General role*

* is familiar with the organisation’s constitution, by-laws, strategic and operational plans
* is familiar with meeting procedures
* endeavours to attend all Management Committee meetings
* keeps copies of all correspondence and other records/documents relating to the organisation in a safe place. (*This can be an electronic database as long as files are appropriately backed up to prevent accidental loss*)
* responds to correspondence as required and at the direction of the Management Committee
* maintains standard templates for official FNBG documentation

*Minutes Secretary*

* responsible for calling meetings of the organisation, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the organisation
* takes notes of key issues, discussion points and decisions, prepares accurate minutes and distributes to Management Committee members on a timely basis
* maintains a file of all signed, original copies of *Minutes of Meeting*

*Membership Secretary*

* maintains a Members’ Register and ensures the current, updated list is available to all committee members
* ensures a standard welcome letter & information is sent to all new members
* facilitates welcome and induction procedures for new GMT members, in conjunction with GMT leader (including membership record data; health & safety; insurance; and equipment requirements for working in the Gardens).
* ensures all FNBG members have appropriate means of receiving FNBG newsletters and other correspondence (e.g. email; hard copy etc.)
* monitors payment of membership fees (*in conjunction with the Treasurer*)
* monitors record of FNBG members’ particular skills (*and if they are being used*)
* liaises with affiliate and corporate members (to ensure regular contact & communication)

**Garden Maintenance Team Representative**

* endeavours to attend all Management Committee meetings
* provides leadership for FNBG members working in the Gardens as part of the weekly GMT activity
* liaises with Council’s Garden Supervisor to agree details of GMT work for the next workday and ensures members receive weekly emailed information prior to attending
* encourages members working in the Gardens to observe all workplace health and safety requirements
* ensures records of attendance at the Gardens are maintained each week (as required by Council, e.g. for health & safety / insurance purposes and for FNBG records)
* ensures appropriate forms are available on-site for current and new GMT members and liaises with the Membership Secretary to ensure all members are accounted for
* liaises with the Garden Supervisor and FNBG Events Co-ordinator, to identify additional project work to expand GMT members’ knowledge and maintain their enthusiasm
* monitors and reports the need for maintenance of existing equipment; or replacement/ further supplies of equipment used by GMT members
* provides an active communications link between GMT members and the Management Committee
* prepares monthly reports for presentation at monthly Management Committee meetings

**Propagation Team Representative**

* endeavours to attend all Management Committee meetings
* provides leadership for FNBG members working in the Propagation Shed as part of the weekly Propagation Team activity
* liaises with Council’s Garden Supervisor to agree details of plants to be propagated for the Noosa Botanic Gardens
* ensures appropriate training is provided to all new and existing team members to expand Propagation Team members’ knowledge and maintain their enthusiasm
* encourages members working in the Propagation Shed to observe all workplace health and safety requirements
* ensures records of attendance at the Gardens are maintained each week (as required by Council, e.g. for health & safety / insurance purposes and for FNBG records)
* ensures appropriate forms are available on-site for current and new Propagation Team members and liaises with the Membership Secretary to ensure all members are accounted for
* oversees all aspects of plant propagation and ensures sufficient stock is maintained for sale at our plant sales and annual plant fair
* ensures there is a record of stock on hand, including by conducting stocktakes a minimum of twice per (calendar) year, one to occur in or around December to inform the annual financial statements
* manages the Propagation Team’s budget in line with parameters set by the Management Committee and, where necessary, seeks Management Committee approval for additional expenditure
* monitors and reports the need for maintenance of existing equipment; or replacement/further supplies of equipment and materials used by the Propagation Team members
* provides an active communication link between Propagation Team members and the Management Committee
* prepares monthly reports for presentation at monthly Management Committee meetings

**Guided Walks Representative**

* endeavours to attend all Management Committee meetings
* coordinates guided walks of the Gardens (with support from other FNBG volunteers)
* liaises with Garden Supervisor advising of planned walks
* provides leadership for FNBG members conducting guided walks
* co-ordinates training/mentoring for Guides
* holds fortnightly meetings for Guides to discuss forward planning of walks, training requirements and excursions to enhance training
* encourages Guides to observe all workplace health and safety requirements
* promotes and advertises walks
* prepares reports on walks to be included on website
* prepares monthly reports for presentation at monthly Management Committee meetings

**Publicity/Digital media Manager**

* endeavour to attend all Management Committee meetings
* as required by other committee members update all digital media platforms content
* advise on and help implement improvements to the overall publicity strategy