

Roles and Responsibilities of Office Bearers and Volunteers Permaculture Central Coast (PCC)

Constitution and membership of the committee

1. The committee is to consist of:
 - a) the office-bearers of the association, and b) Three ordinary members, each of whom is to be elected at the annual general meeting of the association under rule 15.
2. The office-bearers of the association are to be:
 - a) the president b) the vice-president c) the treasurer, and d) the secretary.
3. Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
4. In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

Management Committee Members

1. Commit to the role of management committee member
2. Regularly attend committee meetings
3. Keep up to date by reading minutes, reports and any other necessary documents
4. Be as active as possible in decision making
5. Understand how the organisation works
6. Be familiar with the organisations Constitution and responsibilities in regards to legislation and finances
7. Be active in future planning for PCC
8. Be faithful and supportive of PCC in the eyes of the public
9. Take responsibility for particular areas of work which may mean involvement in sub committees
10. Regularly attend PCC activities and events and represent PCC at outside events
11. Approve relevant documents including responsibility for PCC's budget

President / Chairperson

1. Ensure regular committee meetings are organised
2. Ensure the Constitution and rules are adhered to, including adherence to a quorum
3. Regularly attend committee meetings
4. Maintain a neutral position during discussion and decision making, including noting decisions or motions and asking the committee members at a meeting to vote on these
5. Deliver a casting vote in the event of an equal outcome
6. Prepare an agenda in consultation with the Secretary
7. Deal with agenda items in order of importance, keep discussion and decision making relevant and set time limits if necessary
8. Ensure all members have the opportunity to speak
9. Preserve order throughout the committee and public meetings
10. Suggest appropriate procedures to deal with any difficulties that may occur during meetings
11. Ensure the minutes from the previous meeting are signed and confirmed as a true record
12. Represent PCC at all levels within the community and beyond
13. Provide a yearly written report at the Annual General Meeting (AGM)

Vice President Assisting the president with his/her duties and acting as chair in **the absence** of the President/Chairperson

Treasurer It is the duty of the treasurer of the association to ensure:

1. That all money due to the association is collected and received and that all payments authorised by the association are made, and
2. That correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.
3. Provide a written report at all monthly committee meetings
4. Regularly attend committee meetings
5. Keep the management committee informed about finances in a way that committee members can understand
6. Participate, prepare and review the budget
7. Organise accounts and have available at each monthly public meeting
8. Organise and prepare the annual balance sheets and accounts to all members of PCC at the

AGM

9. Participate in the preparation of necessary information for yearly audits

Secretary

1. It is the duty of the secretary to keep minutes of;
 - a) The names of members of the committee present at a committee meeting or a general meeting, and
 - b) All proceedings at committee meetings and general meetings.
2. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting.
3. Make sure all correspondence and official records of PCC are up to date, accurate and in order (except financial)
4. Regularly attend committee meetings
5. Assisting the Chair to organise committee meetings
6. Ensure that information for the management committee is dealt with in an efficient manner
7. Ensure that meeting papers (agenda, correspondence and previous minutes) have been distributed
8. Work with the Chairperson to ensure the meeting runs smoothly
9. Know the rules, responsibilities, accountability for all legal requirements of incorporation

Public Officer

1. Notify the Department of Fair Trading of any changes in the official affairs of PCC and its financial position
2. Notify the Media one month prior to the AGM
3. Must abide in the state where organisation exists – NSW

Roles and Responsibilities of PCC Volunteer Positions

- It is recommended that only one person holds one position. That is, for either a Committee or Volunteer position.
- It is encouraged that members in the volunteer positions recruit the help of other PCC members to share the workload, increase each other's knowledge and skills of how PCC runs and spread the work to facilitate a strong committee for future years.

Information Night Coordinator (previously Tuggerah Events)

- Organise speakers for information nights with the help of the PCC committee, including arranging payment or gift for speaker/s.
- Promote the information night event on social media
- Provide information to President, Newsletter Coordinator, Photographer, Publicity Officer, Tech Support and Website Manager for promotion - ie speaker information and photograph/s

Activities Coordinator

- Organise PCC activities, including booking room hire and workshop facilitators, liaising with tour facilitators (regarding safety, parking and any information to be passed on to members)
- Promote the event on social media and manage attendees through ticket organiser
- Provide information to President, Newsletter coordinator, Publicity Officer, Tech Support and Website Manager for promotion - ie activity/workshop/tour information and photograph/s

Shows Coordinator

- Recruit and manage volunteers for shows/festivals that the PCC committee have determined PCC will have a presence at during the year.
- Organise the stalls and displays with the help of volunteers
- Promote the events on social media
- Provide information to President, Newsletter coordinator, Publicity Officer, Tech Support and Website Manager for promotion online and at information nights
- Promote Permaculture and Permaculture Central Coast to increase membership

Membership Secretary

- Manage memberships and record number of new and renewed memberships taken

- Meet and greet people at the door of PCC information nights, or delegate to other members
- Sell memberships at the door of PCC information nights and online and communicate monies taken to the treasurer
- Manage member name labels
- Identify new members to committee/volunteer members so that they can be buddied up, shown around and introduced to other members for their first few meetings.

The DIG Coordinator

- Manage THE DIG at Tuggerah Hall, including holding a set of keys for the hall and gate and being responsible for locking the gate upon leaving.
- Recruit and manage garden team volunteers for THE DIG
- Provide information about what is happening in THE DIG to members at information nights and to the newsletter coordinator
- Provide the harvest from THE DIG at PCC information nights SWAP table for members
- Organise a garden team representative to be available at information nights for members to tour and learn about THE DIG

Permablitz Coordinator (new role)

- Organise Permablitzes
- Recruit garden team volunteers for THE DIG
- Work with THE DIG Coordinator as necessary
- Have completed a Permaculture Design Certificate
- Provide information to President, Newsletter coordinator, Activities Coordinator, Publicity Officer, Tech Support and Website Manager for promotion - ie speaker information and photograph

Seed Saver (previously Seeds)

- Organise, manage and store the PCC Seed Bank
- Provide information to members at information nights and the newsletter coordinator about what seeds are best to plant each season and any updates of new seeds available in the seed bank.
- Encourage members to provide seeds for the Seed Bank, including best practise for seed saving/labelling

Knowledgeable Garden Gnome

- Provide advice about all things gardening at information nights. Can include what is going on at THE DIG, and answering questions members have about plants.

Kitchen Crew Coordinator

- Organise the kitchen crew volunteers at PCC information nights
- Ensure all perishable foods brought in are kept in the fridge and that all food is labelled with allergens/ ingredients listed / recipe provided when served on the table
- Set up and pack away the food tables
- Set up hot drinks station
- Ensure all cutlery and crockery is washed and packed away
- Organise table settings for AGM/ End of Year Celebrations
- Clean up and compost leftovers

Technical Support

- Set up computer, projector, PA system and slide show for Information nights
- Advise and help set up audio/visual for events as required.

Website Manager

- Manage PCC's website
- Manage ticketing arrangements for events as required.

Meet and Greet and General Duties

- Meet and greet members at PCC information nights and encourage non-members to become members
- Help out with other volunteers/committee members when they can not attend information nights

Raffle Organisers

- Sell raffle tickets and keep a record of monies made to communicate with the treasurer
- Draw raffle tickets
- Organise and purchase raffle prizes with the help of the committee members

Newsletter Editor

- Write and send out PCC newsletter each month
- Promote the newsletter on social media

Photographer

- Take photos at information nights
- Manage the photos on the PCC share drive

Publicity Officer

- Liaise with local and, if required, national newspapers, radio and social media about Permaculture and PCC
- Promote permaculture and PCC events and activities.
- Liaise with, and assist where required, the Information Nights, Activities and Shows Coordinators.
- Have completed a Permaculture Design Certificate

Facebook Administrator

- Manage PCC facebook page and groups including giving access to volunteers assisting with Facebook page and groups, replying to messages and promoting Permaculture and PCC.