

# Launceston Horticultural Society Roles & Responsibilities

*This is a working document that will assist Launceston Horticultural Society (LHS) Committee members carry out the business of the Society. It is also intended to encourage other members of the Society to assume responsibility for some of these roles. The Committee may update this document at any time to reflect the skills and talents of the members who assume responsibility for these roles and other roles that become apparent.*

Launceston Horticultural Society Incorporated committee members are individually committing to:

- upholding the values and objectives of the organisation (as per the LHS Inc Constitution)
- giving adequate time and energy to the duties of being a trustee of the organisation
- acting with integrity and avoiding and declaring personal conflicts of interest.

## 1. **PRESIDENT** (Erica Maxwell)

**The President has an awareness of the history of LHS, and links to the community. The President has responsibility to represent the vision and purpose of the Society as well as ensuring the Committee functions properly in accordance with the Society Constitution.**

- 1.1 Official spokesperson for the Society.
- 1.2 Develop, lead and co-ordinate the strategic direction of the Society in consultation with the Committee and LHS members.
- 1.3 Chair Society Committee meetings.
- 1.4 Closely liaise with Committee members and delegate duties where appropriate.
- 1.5 Liaise with the Secretary regarding Committee meeting agendas.
- 1.6 Facilitate the Society's monthly meetings of members which may or may not include chairing the meeting. In the case of the latter, delegate the role of chair to a suitable person.
- 1.7 Promote the presence and availability of the First Aid Officer at monthly meetings.
- 1.8 Write, present, and circulate a President's Reports for the AGM.
- 1.9 Write President's Reports for *The Launceston Landscape*.
- 1.10 Present prizes at the LHS Garden Show.
- 1.11 Hold keys to the venues for the meetings.
- 1.12 Encourage all LHS members to contribute to the Society.
- 1.13 Nurture the formation of Special Interest Groups.
- 1.14 Attend the meetings of Special Interest Groups on an occasional basis.
- 1.15 Ensure the LHS Roles and Responsibilities document is current.

## 2. **VICE PRESIDENT** (Noel Button)

**The Vice President supports the President, and acts for the President when the President is physically absent or otherwise unable to act.**

- 2.1 Assist and work closely with the President, act as a 'sounding board', help define issues, and provide input where required.
- 2.2 Facilitates monthly meetings in President's absence which may or may not include chairing the meeting. In the case of the latter, delegate the role of chair to a suitable person.
- 2.3 Chairs monthly meetings in President's absence.
- 2.4 Represent the President in his/her absence.

### **3. TREASURER (Marilyn Fraterman)**

#### **The Treasurer manages all the Society's financial affairs**

##### **3.1 General tasks:**

- 3.1.1 Keep accurate records of all financial transactions and report monthly transactions/balances of bank accounts to Committee Meetings and annually at the AGM in line with legal requirements in the LHS Inc Constitution.
- 3.1.2 Email the monthly reports to Committee members at least 2 days prior to the meetings.
- 3.1.3 Receive and receipt monies, either in cash, cheque or direct deposit into the Society's bank account. This includes attending Monthly Meetings to receive money raised by raffles, plant sales, and members subscriptions, and delegating to others when not available.
- 3.1.4 Promptly deposit monies in bank account.
- 3.1.5 Enable the accounts to be open to inspection by the members of the Society at any reasonable time, and in any reasonable manner determined by the Committee.
- 3.1.6 Promptly pay all accounts as approved by Committee.
- 3.1.7 Notify Committee of any new memberships paid.
- 3.1.8 Ensure the Society's Treasurer, President, and Secretary are authorised signatories to the bank accounts.
- 3.1.9 Perform such other supporting duties as the committee may from time to time require.
- 3.1.10 Prepare annual financial statement to be audited, liaise with the Auditor in the auditing accounts, and present the audited financial statement to the AGM.
- 3.1.11 Prepare and maintain an inventory of all property.
- 3.1.12 Maintain record of all generic email addresses and passwords for the LHS Executive and other key roles, such as Show Secretary.
- 3.1.13 Ensure that there is insurance coverage for all LHS events that include attendance by the general public by submitting the Garden Clubs of Australia Events Form to GCA prior to the event being held.

##### **3.2 Treasurer's tasks related to the Shows:**

- 3.2.1 Upon receipt of show schedule and in consultation with the Show Secretary, prepare a list of prizes. Ensure gift certificates are available and obtain cash in relevant denominations from bank.
- 3.2.2 Attend show with change floats for Front Door, Plant Stalls, Raffles, and LHS Refreshments, and collect all money received each day, count and record. Delegate to a Committee member when not available.
- 3.2.3 Promptly process electronic payments where required.
- 3.2.4 Accept new memberships at the LHS shows.
- 3.2.5 In consultation with the Show Secretary, determine awarded prize list, write up and fill prize envelopes, and present envelopes to President.
- 3.2.6 Promptly bank all show takings.
- 3.2.7 Prepare a comparison of current show with previous year for Show Manager to inform members.

##### **3.3 Treasurer's tasks related to Memberships:**

- 3.3.1 Provide membership application forms to new members.
- 3.3.2 Issue new members with their receipt, membership card, a welcome letter together with a copy of *The Launceston Landscape*.
- 3.3.3 Maintain the Register of Members.
- 3.3.4 Forward new members' details to the Secretary for inclusion in the LHS mailing list, and the *Launceston Landscape* mailing list, and to the Show Secretary.

- 3.3.5 Forward new members' names to Norma Purton to enable name badges to be produced.
- 3.3.6 Email members who are unfinancial, as of the 31st January, and notify them that they will cease to receive the privileges of membership whilst their membership is in arrears.

#### **4. SECRETARY (Liz Atkins)**

**The Secretary manages all the Society's written correspondence and records, email communication with members, and maintains the minutes of the Committee meetings.**

- 4.1 Liaise with President regarding agenda items for next meeting and circulate to committee members prior to the next meeting.
- 4.2 Take concise minutes at Committee Meetings and email to Committee members in a timely manner.
- 4.3 Check LHS email account and PO Box. Respond to correspondence, where appropriate, record incoming mail and send outgoing mail as necessary, by post or email.
- 4.4 Email bulletins, and information to all members, when requested by the Committee or a Co-ordinator.
- 4.5 Ensure all members' email addresses remain private. Blind copy the addresses when sending emails to all members.
- 4.6 Send new member applicant details to the Treasurer.
- 4.7 Attend to emails from members.
- 4.8 Forward publications, such as the Garden Clubs of Australia (GCA) Zone Newsletter to members.
- 4.9 Keep the PO Box key safe.
- 4.10 In conjunction with the President & Treasurer, prepare the Annual Report for distribution to members at the AGM.
- 4.11 Prepare other necessary reports when required by the Committee.
- 4.12 Secure halls or other premises necessary for the conduct, by the Society, of functions other than the shows.
- 4.13 Perform the duties of Public Officer, attend to statutory obligations of the LHS and submit annual returns to Consumer, Building and Occupational Services (CBOS), Tasmanian Government, and ensure the AGM is advertised as per constitutional requirements.
- 4.14 Notify relevant bodies, such as the GCA, when there is a change to contacts for the LHS.
- 4.15 Perform other such duties as the Committee may from time-to-time request.
- 4.16 Ensure incoming Committee members are provided with a copy of:
  - 4.16.1 LHS Inc Constitution
  - 4.16.2 Committee Roles and Responsibilities descriptions.
  - 4.16.3 Additional information relevant only to Committee members.

#### **5. GENERAL COMMITTEE MEMBERS**

**The nine General Committee Members actively support the operations of the Society, and the Executive**

- 5.1 Attend meetings and contribute to the LHS in any manner that they are able.
- 5.2 Proactively offer suggestions that may lead to strengthening and expansion of the Society.
- 5.3 Assist at Society activities with setting up and dismantling/clean up.

- 5.4 Volunteer for tasks, such as identifying potential guest speakers for the monthly meetings, suggesting suitable places for bus trips, and offering contributions to *The Launceston Landscape*.
- 5.5 Contribute to the future directions of the Society.
- 5.6 Actively promote LHS to the wider community.

## **6. NEW MEMBERS SUPPORT (To be determined)**

**Responsibility for ensuring new members are welcomed to the Society and are informed about how the Society operates. Delegating and sharing these responsibilities with others where appropriate.**

- 6.1 Establish if a new member knows anyone in the Society. If not, make them feel very welcome at monthly meetings. Introduce them to the President, Secretary & Treasurer.
- 6.2 Provide them with a Welcome Sheet that provides an understanding of procedures; and link some of the listed activities to the layout of the meeting room; i.e. the sign-in book, the location of the competitions (flower of the night, produce, potted plant, and other), the library, plant sales, raffles, and supper.
- 6.3 Where possible, try to determine their interest/s and introduce them to other members who have similar interests.
- 6.4 Provide a brief overview of our shows, encourage them to participate, and establish if transport to Evandale is required. Note if transport is required and pass this information on to the Show Manager.
- 6.5 Make new members aware that the Society's success is dependent on member participation and support for our shows and other activities is most welcome.
- 6.6 Ensure the Welcome Sheet reflects the current practices of the Society.

## **7. PUBLICITY CO-ORDINATOR (To be determined)**

**The primary contact for all LHS publicity with an emphasis on delegation, co-ordination and overseeing publicity**

- 7.1 Initial contact, and overall responsibility for all matters relating to publicity.
- 7.2 Co-ordinate with the Executive, Show Manager, the Co-ordinator of Tours and Workshop, the Co-ordinators of Special Interest Groups, and other relevant people to ensure consistency in our publicity, and that key people are briefed as to what is proposed and when it is happening.
- 7.3 Delegate tasks to the Facebook Co-ordinator, the Website Co-ordinator, and others where appropriate.
- 7.4 Ensure that LHS and its activities receive maximum exposure in the local media.
- 7.5 Send press releases to the Examiner Diary and to City Park Radio re General Meetings and special activities.
- 7.6 Explore new avenues for publicity.
- 7.7 Organise signage for shows.

## **8. SOCIAL MEDIA ADMINISTRATORS (Vicki McCormack, Joan Thompson, Abby Gray)**

**Overall responsibility for LHS Facebook page and any other utilized social media.**

- 8.1 Update Facebook page and any other utilised social media with current happenings and reply to messages received or forward them to the appropriate person.
- 8.2 With Committee approval, add more administrators who are willing to help keep it updated.
- 8.3 Ensure that any people featured in posted photographs have given their permission for this to occur.
- 8.4 Remove any offensive or wrong postings.

- 8.5 Ensure administrators are updated following AGM and Committee elections.
- 8.6 Forward appropriate correspondence to the Secretary.

## **9. WEBSITE CO-ORDINATOR (Monissa Whiteley)**

### **Primary responsibility for the LHS Website**

- 9.1 Ensure currency of Website and that guest speakers and coming events are listed with sufficient detail to entice non-LHS members to attend.
- 9.2 Refer the payment of the hosting and the domain name to the Treasurer.
- 9.3 Ensure President and the Secretary have website administrator access details.
- 9.4 Seek information from Society members for articles/photos to add to website and ensure all copyright requirements are adhered to.
- 9.5 Ensure that any people featured in photographs posted on the website have given their permission for this to occur.
- 9.6 Provide relevant updates to web pages as required.
- 9.7 Upload *The Launceston Landscape*.
- 9.8 Forward appropriate correspondence to the Secretary.

## **10. EDITOR OF THE LAUNCESTON LANDSCAPE (Noel Button)**

**Responsible for recording the key happenings of the Society in *The Launceston Landscape* so as to provide an archival record of events and ensure that the members who are unable to attend activities/meetings are kept fully informed.**

- 10.1 Edit *The Launceston Landscape* each quarter.
- 10.2 Encourage LHS members to contribute articles.
- 10.3 Comply with Legal Deposit requirements and lodge a copy of *The Launceston Landscape* with the State Library of Tasmania and the National Library of Australia.
- 10.4 Forward *The Launceston Landscape* to the Website Co-ordinator for posting on the LHS Website.
- 10.5 Forward *The Launceston Landscape* to the Governor of Tasmania.

## **11. CO-ORDINATOR OF SPEAKERS (Noel Button)**

**Primary contact for all speaking engagements. The success of this role is dependent on suggestion of speakers being received from Committee members and other LHS members.**

- 11.1 Book speakers for the monthly meetings who are articulate, knowledgeable about a topic that will be of interest to a broad cross section of the membership, and able to present this knowledge in an engaging way.
- 11.2 Actively encourage suggestions for speakers from members.
- 11.3 Co-ordinate the scheduling of speakers so the topics are varied.
- 11.4 Provide the editor of *The Launceston Landscape*, and the Website Co-ordinator, with details about future speakers; including the date they will present, plus a brief profile of the speaker and the topic for discussion – preferably at least 4 months in advance of the event.
- 11.5 Seek approval from the Committee for any payment of speakers.
- 11.6 Liaise with the Treasurer regarding agreed payments for speakers and ensure receipt for funds is signed by the recipient.
- 11.7 Delegate the introduction of the speaker to an LHS member who has knowledge of the speaker's background and is capable of introducing the speaker in an informed manner.

- 11.8 Liaise with speaker with regards to any specific PA requirements and brief the PA Co-ordinator as to their requirements.
- 11.9 Determine any additional requirements the speaker may have, including how many tables they require to display their props/aids etc.
- 11.10 Act as a backup for the PA Co-ordinator.

## **12. PUBLIC ADDRESS CO-ORDINATOR (Erica Maxwell)**

**Liaises with the Co-Ordinator of Speakers to ensure the requirements of the speaker are met.**

- 12.1 Responsible for the setting up the public address and audio-visual equipment at monthly meetings.
- 12.2 Responsible for ensuring a Committee Members can operate the public address and audio-visual equipment in their absence.
- 12.3 Responsible for ensuring that a skilled person can set up the public address system at the shows.

## **13. MONTHLY MEETING PLANT STALL CO-ORDINATOR (Pauline Torrents)**

**Manage the Monthly Meeting Plant Stalls**

- 13.1 Responsible for set up, pack-up, and recruiting other members to assist.
- 13.2 Responsible for pricing, with the option to consult with members who donated plants.
- 13.3 Responsible for organising an informed backup when unable to attend the meeting.

## **14. MONTHLY MEETING RAFFLE CO-ORDINATOR (Jenny Dewis & Wendy Reardon)**

**Co-Ordinator to manage the monthly meetings raffles**

- 14.1 Co-ordinate the sourcing of prizes in consultation with the Show Manager, the Committee, and the Treasurer.
- 14.2 Responsible for purchasing raffle tickets, and ensuring they are bundled in sets of 3 prior to the meeting.
- 14.3 Responsible for selling tickets.
- 14.4 Responsible for giving the night's takings to the Treasurer at the end of the meeting.
- 14.5 Responsible for organising an informed backup when unable to attend the meeting.

## **15. MONTHLY MEETING LIBRARY CO-ORDINATOR (Suzanne McDonald)**

**Manages loans of library materials to members**

- 15.1 Promote the Library to members.
- 15.2 Loan items out to members.
- 15.3 Follow up with members when items are not returned.
- 15.4 Sell current issues of *Our Garden* to members.
- 15.5 Responsible for giving the night's takings to the Treasurer at the end of the meeting.
- 15.6 Responsible for organising an informed backup when unable to attend the meeting.

## **16. TALLY PERSON FOR MONTHLY MEETING (Kay Maloney)**

**Responsible for tallying the voting at the Monthly Meetings**

- 16.1 Responsible for tallying the votes and reporting results to members.
- 16.2 Responsible for keeping a record of the results.
- 16.3 Intermittently inform meeting members of the routines and procedures.
- 16.4 Responsible for organising an informed backup when unable to attend the meeting.

## **17. FIRST AID OFFICER (Liz Atkins)**

### **First aid contact for meetings and shows**

- 17.1 Provide emergency care before the arrival of further medical care.
- 17.2 When not available, ensure that there is a qualified back-up officer who has been briefed about the first aid kit.
- 17.3 Ensure first aid certificates are current.

## **18. CO-ORDINATOR OF TOURS & WORKSHOPS (Liz Atkins)**

**The primary contact for the organisation of all tours and workshops. The success of this role is dependent on input from other LHS members.**

- 18.1 Develop a team to manage tours and workshops.
- 18.2 Solicit suggestions for tours and workshops from members and provide feedback about the suggestions received.
- 18.3 Overall responsibility for coordinating, scheduling, costing of tours and workshops, and delegating where required.
- 18.4 Develop a detailed plan for each activity with firm costings.
- 18.5 Obtain Committee approval before publicising the activity to members.
- 18.6 Obtain Committee approval before committing LHS to incurring any costs associated with a tour or workshop.
- 18.7 Provide the Secretary with details about the activity. The Secretary will email all LHS members.
- 18.8 Communicate final arrangements to the participants in a timely manner.
- 18.9 Ensure that participants pay the fee associated with the activity, and any non-payments are followed up.
- 18.10 Organise for the Treasurer to issue payment for the activity.
- 18.11 Provide the Publicity Co-ordinator, the Website Co-ordinator and the Social Media Administrator with publicity details where appropriate.
- 18.12 Organise for a participant to send a report and photographs about the activity to the Editor of *The Launceston Landscape*, and the Co-ordinator of Publicity, and follow up with this participant if the report is not received.

## **19. SHOW MANAGER (Noel Button)**

### **Overall responsibility for the smooth and efficient running of the show**

- 19.1 Work on the show schedule with the Show Secretary.
- 19.2 Organise judges and communicate this to the Show Secretary.
- 19.3 Actively seek out sponsors.
- 19.4 Contact stall holders and share their contact details to the Co-ordinator of Garden Stalls.
- 19.5 Organise food vans and share their contact details to the Co-ordinator of Garden Stalls.
- 19.6 Provide the Committee with regular and timely reports about the show organisation and requirements
- 19.7 Communicate relevant show information to:
  - 19.7.1 Publicity Co-Ordinator
  - 19.7.2 Social Media Administrator
  - 19.7.3 Editor of *The Launceston Landscape*, and
  - 19.7.4 LHS members via regular reports to Monthly Meetings, and email where required.

- 19.8 Organise raffle prizes.
- 19.9 Provide a plan for the Exhibition Hall, including the layout of sections, to the Show Secretary and Chief Steward.
- 19.10 Support LHS show volunteers and exhibitors, prior to and during the show, by working through any issues that may arise in an inclusive manner.
- 19.11 Organise the Friday set-up, and delegate catering for volunteers.
- 19.12 Ensure the Publicity Co-ordinator has the information required for the media promotion.
- 19.13 Build a team and work on a succession plan.

## **20. SHOW SECRETARY (Sarah Katarzynski)**

### **The key contact for all written communication relating to shows**

- 20.1 Maintain detailed records of shows
- 20.2 Ensure the Publicity Co-ordinator, and the Social Media Administrator have the required information to promote the event, including radio stations and the Examiner diary
- 20.3 Organise with State Growth web site the permits for putting signs up on the major roads.
- 20.4 Type the alterations for the schedule for each flower show record.
- 20.5 Up-date the address lists: the email address list, the full list; and the list of those wanting Australia Post mailing.
- 20.6 Up-date the list of people only wanting a schedule.
- 20.7 Print the lists
- 20.8 Organise the relevant number of copies to be printed at Ricoh. Decide the colour of the front pages of *The Launceston Landscape* and the schedule.
- 20.9 Ensure there are enough wrappers to post them.
- 20.10 Collect the copies collate them and wrap for posting.
- 20.11 Send the emails for those getting email copies of everything.
- 20.12 Post the copies after filling in the Print Post form. Retain the receipt for a refund from the LHS Treasurer.
- 20.13 Send judges the show schedule.
- 20.14 Prepare the Judges' Comments forms for each show.
- 20.15 Prepare the Results forms for each show.
- 20.16 Ensure the Publicity Co-ordinator has the relevant information for advertising in the Community Notices of the Examiner for each show 1 or 2 weeks beforehand.
- 20.17 At the show:
  - 20.17.1 Prepare the Exhibitor list - around 11am - and print several copies for the stewards.
  - 20.17.2 Distribute the comments sheets and result forms to each group of stewards.
  - 20.17.3 Type the Best Exhibit cards as the results come to the desk.
  - 20.17.4 Compile a list of donated prizes and forward this list to the Secretary so letters of thanks can be sent to the donors.
  - 20.17.5 Compile a list of the results and forward to the Show Manager, the Editor of the Landscape and the Examiner.
  - 20.17.6 Collect the Class numbers after each show and order them so they can be organised into the relevant classes for the next show.



## 21. CHIEF STEWARD (Abby Gray)

### The key contact for all matters relating to stewarding.

- 21.1 Organise the stewards prior to the show, contacting people and ensuring there are enough stewards and writers to cover the judging. Plan who will steward with which judge (once the Show Manager has organised who is judging what) and who will write for them before the show weekend.
- 21.2 Where possible, on the day prior to the show, place all of the section headings, sponsor acknowledgments and category numbers roughly in line with the plan so exhibitors know where to place their entries. Specific spacing or containers etc. are not organised as the number of entries is unknown.
- 21.3 On the morning of the show make sure everything is where it should be and that the hall is ready for judging on time. Including:
  - 21.3.1 Helping exhibitors decide which category they should be exhibiting in,
  - 21.3.2 Helping exhibitors find sections and bench their entries,
  - 21.3.3 Working with Show Manager to fill/squash in/spread out the entries to fill the hall out,
  - 21.3.4 Making sure there is enough of everything like containers, cards or stickers etc.
  - 21.3.5 Working with the stewards to ensure exhibits are in the right spot, in the right category, as scheduled etc. and make any changes as required.
  - 21.3.6 Working with the stewards and add in the section markers (white and red stripes) as the exhibits are staged and remove the numbers of the categories that have no entries.
  - 21.3.7 Ensure the writers know which sections they are writing for and that they have the correct cards (Open, Int & Nov).
- 21.4 Ensure the hall is clean and tidy ready to open the doors at start time.
- 21.5 Supervise the opening at start time and when all the judging is complete, to ensure nothing has been overlooked, and that the Show Secretary has everything required.

## 22. STEWARDS

**The roles of the stewards in LHS shows have traditionally been more relaxed. As a long running society, for the most part, there is a close-knit relationship between most of the judges, stewards, exhibitors and others involved in the running of the show.**

- 22.1 Familiarise themselves with their section and help out on the morning of the show.
- 22.2 Working with the Chief Steward, add in the section markers (white and red stripes) as the exhibits are staged and remove the numbers of the categories that have no entries.
- 22.3 Working with the Chief Steward to ensure exhibits are in the correct place in the right category, as scheduled etc. and make any changes as required.
- 22.4 Once the floor is ready, and judging commences, guide the judge through the section, and mark the winning/placing entries according to the judge's ruling.
- 22.5 Fill out the best exhibit and prize winner sheets according to the schedule (Best exhibit, trophies, championships etc.) once the judge has been through the section.
- 22.6 Obtain the Comments Page from the judges. (Judges generally complete this whilst having their morning tea).
- 22.7 Once all judging has been completed:
  - 22.7.1 Turn over the place cards on the bench.
  - 22.7.2 Take the filled in *Best Exhibit and Comments* sheets to the Show Secretary so the prize cards can be printed.
  - 22.7.3 Place best exhibits or prize winners on the championship table.

22.7.4 Place the printed cards that the Show Secretary has prepared alongside the winning entries.

22.8 Help ensure the hall is clean and tidy ready for opening time.

## **23.WRITERS**

### **Record the winners**

23.1 Ensure they know which sections they are writing for and that they have the correct cards to write out (Open, Int & Nov).

23.2 Transcribe the place cards according to the marks left by the stewards and place them face down on the bench.

## **24. CO-ORDINATOR OF GARDEN STALLS (Joan Thompson)**

### **The key contact for all matters relating to outside stalls**

24.1 Contact stall holders two months prior to the show to confirm that they still wish to participate and determine their requirements including the placement of their stalls.

24.2 Ensure that all stall holders are aware that membership of LHS provides public liability insurance however it does not cover the items they have for sale.

24.3 Check resources and flag further requirements with the Show Manager.

24.4 Ensure the Show Manager is fully informed about any issues that arise, and is aware of who the store holders are.

24.5 Co-ordinate with the Longford Men's Shed in the erection and dismantling of marquees.

24.6 Co-ordinate the removal of rubbish from the stall areas and place behind the hall.

24.7 Organise overnight security for the site, including establishing the cost and approval from the Committee.

24.8 Signs to be erected at certain roadside areas/patch - to be confirmed.

24.9 Maintain a record of stall owners, their contact details and the layout of the marquees.

## **25. CO-ORDINATOR OF SHOW CATERING (Vacant)**

**Catering is to provide a service to members and exhibitors. If a profit is made then so be it however this is not the main focus of this service.**

25.1 Organise catering for volunteers on the day prior to the show. Options may include catering by members or a commercial provider.

25.2 Organise refreshments (refer to the separate document *Procedure for Show Catering* for more detail).

25.3 Roster LHS volunteers to staff the catering service.

25.4 Quantify the number of slices required for catering and organise for LHS members to supply.

25.5 Organise the purchase of bread and other supplies for sandwiches and packaging.

25.6 Provide the Treasurer with all accounts that need to be paid.

## **26. CO-ORDINATOR OF SHOW RAFFLE ROSTER (Donna Miller)**

26.1 Responsible for compiling a roster to staff the raffle table.

26.2 Responsible for giving the takings to the Treasurer at the end of the show.

## **27. CO-ORDINATOR OF SHOW DOOR ROSTER (Kay Maloney)**

- 27.1 Responsible for compiling a roster to staff the door.
- 27.2 Responsible for giving the takings to the Treasurer at the end of the show.

## **28. CO-ORDINATOR OF LHS PLANT STALL (Erica Maxwell)**

**The LHS Plant Stall aims to offer plants that may not be readily available in nurseries and encourage people to “buy and try”. It also aims to encourage children to take an interest in growing plants and discover the joys of gardening, with plant sales to children priced accordingly.**

- 28.1 Encourage members to propagate/donate plants to stock the stall.
- 28.2 Communicate requirements for the marque to the Co-ordinator of Garden Stalls.
- 28.3 If required, create a roster for staffing the stall including set-up and pack-up.
- 28.4 Assist members to transport their donations to Evandale, where possible.
- 28.5 Set the stall up on the day before the show, and price plants where required.
- 28.6 Ensure that the till is kept safe at all times.
- 28.7 Arrange for storage of plants between shows.

## **29. CO-ORDINATOR OF A SPECIAL INTEREST GROUP**

### **Bulb & Alpine Group**

Co-ordinator: Suzanne McDonald  
Representative on LHS Committee: Vacant

### **Cactus & Succulent Group**

Co-ordinator: Joan Thompson  
Representative on LHS Committee: Vicki McCormack

### **City Park Volunteers**

Co-ordinator: Norma Purton  
Representative on LHS Committee: Liz Atkins

### **Floral Art Group**

Co-ordinator: Gayle Carroll  
Representative on LHS Committee: Vicki McCormack

**The LHS Inc may establish Special Interest Groups with a Co-ordinator to manage activities. A Special Interest Group is a small group with a specific focus. Members must also be a member of the Launceston Horticultural Society.**

- 29.1 Provide leadership to the Group.
- 29.2 Schedule meetings and communicate the date, time and venue to Group members and keep a record of attendance.
- 29.3 Promote the Group at LHS Monthly Meetings to ensure all LHS members are aware of the existence of the Group.
- 29.4 Act as the representative of the Group at LHS Committee meetings, or delegate this role to a member of the Committee.
- 29.5 Present any recommendations the Group may have for development/s to the LHS Committee.
- 29.6 Provide the LHS Committee with regular reports on the Group’s activities, and financial reports when appropriate.
- 29.7 Schedule meetings and communicate the date, time and venue to Group members

- 29.8 Provide the Editor of *The Launceston Landscape* with regular reports, and photographs, about the Group's activities or delegate this task to another member of the Group.
- 29.9 Participate in the LHS shows.
- 29.10 Promote the Group to the wider community, where appropriate, so as to increase awareness of LHS and its activities. Ensure that the LHS Publicity Co-ordinator is informed when this is happening.