

Permaculture Sydney West Committee Roles & Job Descriptions

President

General spokesperson. Convene & chair meetings. Collect correspondence & present at Exec meeting. Ensure groups / committees run smoothly. Supervise achievement of aims and objectives. Keep communication lines open. Represent PSW at meetings with local councils, NGOs and other organisations.

Vice President

President's support person and stand in. May convene and chair meetings. Ensure groups / committees run smoothly. Liaise with Councils, Government organisations regarding grants.

Secretary

Take minutes at Exec meetings. (Template already exists.) Edit and distribute to Exec team within 10 days. Collect Treasurer's report and IT reports before exec meeting. emails, general enquires, phone calls. Request agenda items for exec meeting. Notify members of public events. Co-ordinate correspondence with Fair Trading and Garden Clubs of Australia.

Membership Secretary

Process applications for new members (receipt of payments, update and maintain members list. Send out renewal emails. Print badges for new members. Record statistics (attendances etc) and present at each Exec meeting. Arrive at Monday meeting 30 minutes early: Desk set up. Sign in books. Application forms. Set up cash register for new member payments. The Front desk is the Welcome Desk.

Treasurer

Banking, handling cheques, budgets, oversee insurance, raise invoices, produce monthly finance report and bank balance at monthly Exec meeting. Present Annual Report at AGM in December.

Support Committees

Education Team

Develop and implement a program of monthly meeting presentations, including but not limited to guest speakers, in-house speakers and round robin skills workshops of up to 60 mins for each PSW meeting.(11 p/a) The program will aim to cover most of the Permaculture Design Principles throughout the year, empowering members to increase and improve their knowledge and implementation of Permaculture. Time demands: 1-2 hrs / month.

IT Support

Manage website.

Media

Explore all aspects of social media relevant to helping our members connect and be informed in sustainable, eco, environment and permaculture related matters. Video speakers at meetings, workshops, blitzes and Seed savers if attending. If not, delegate tasks to others. Edit and post to social media e.g. you tube account F/Book. Link with IT for wPSW website inclusions.

Library

Maintain register for books on loan, cover books, maintain information folder, catalogues, advertising material. Follow up non-returns.

Garden Team Leader

Organise and set up garden blitzes / design blitzes. This may involve pre – blitz visit to inspect and discuss possibilities, desires, preparations with host. • Create Blitz announcement flyer (template already exists) and send to secretary for distribution. • Carry out blitz: on the 4th Sunday morning of every month. • Arrange for photographs to be taken during the event • Send photos to Secretary for Monthly Review.

Seed Saver Team

This growing team gets you involved in all aspects of seeds and seed saving, plant identification, seedling production, propagation and packaging. Meet once a month at Bidjiwong Nursery.

Activities include:

* Take photos and send to Webmaster for uploading. * Assist with Seed sales at Monday night meeting. * Assist with transport of seeds / seedlings to meetings or PSW events. * On occasions, demonstrate seed cleaning techniques. * Maintain database of seed varieties currently in Seed Bank. * Maintain register of members who growing special varieties for Seed Bank. * Run / assist with 'Seedy Kids' group. * Visit & assist planning for Clean Seeds programs (local school program.) * Liaise with volunteers, students and teachers * Liaise with garden blitz team leader re supply of seeds/seedlings supplies. * Prepare Monthly Report & send to a) Secretary
b) IT for website posting. c) Bidjiwong (Fresa) for Council records. * Respond to blog questions on Facebook / PSW site * Bank seeds/seedling takings after each meeting.

Living Skills

Be on the lookout for skills which members may have. (We have a 'Members Skills' List for reference available.) Invite people to teach what they know to a small group. Organise date, time & venue with them. (If it's not their place, then it's yours!) Create a flyer invitation (Template already exists.) Do a cost check to ensure presenter isn't out of pocket. Send to the Secretary for Email Distribution. Collect money, issue receipts & pay presenter on the day. Handle registration of non member participants. Take photos. Give photos to IT person for uploading on the website.

Workshop Co-ordinator

Maintain and update PSW Workshop Register and send updated copies to relevant exec members. Review workshop material with workshop presenters. Assist in development of new workshops as required. Liaise with Treasurer re invoicing and payments.

Grants officer

Keep track of available grants and submit applications

Exec Team Support Members

Support is needed with the following

Recycle roundabout supervision of this table.

Meet and greet sub-committee at monthly meetings.

Tea / Coffee supply at monthly meetings. This involves bringing the picnic basket with tea/coffee, milk, sugar, mugs, spoons to each monthly meeting. Collect the gold coin donations and manage the petty cash raised.

NOTE: time commitments

Executive Team Members commit to

1 planning session meeting (this generally occurs on an agreed date in January): 3-4 hours.

1 Exec meeting per month (held every 3rd Wednesday evening of every month): 2 hrs, 7 pm – 9 pm

Venue for these meetings varies: Exec members may volunteer their homes on a rotating basis.

Support Members are not required to attend the monthly meetings, although they are most welcome!