

Braidwood Garden Club Office Holder Duties

President

- Discuss the agenda for committee meetings with the Secretary prior to the meeting (the Secretary then prepares the agenda).
- Chair meetings.
- With committee members plan the program of outings, events and other activities for the year.
- Allocate the organisation of outings or events to committee members.
- Allocate the writing of newsletter items to committee members.
- Thank garden visit hosts on behalf of the Club.
- Represent the Braidwood Garden Club where necessary.

Vice President

- Undertake presidential duties when President is not available.

Secretary

- Notify committee members of meeting dates, time and place.
- Book venue and bus and organise payment with Treasurer, if needed.
- Prepare agenda for meetings in conjunction with President.
- Present correspondence at meetings and prepare replies.
- Take meeting minutes and email to committee members.
- Send out reminder emails about forthcoming events (1 week before event).
- Maintain the Members Contact List on Gmail & be familiar with the Gmail Account.

Treasurer

- Receipt all incoming money.
- Pay accounts including the club bookings.
- Balance income and expenditure.
- Bank money.
- Maintain financial membership list.
- Provide a financial report to each committee meeting and the AGM.
- Provide a list of all those who have paid for a charged event just prior to the day of an event

Newsletter Editor

- Prepare newsletter, including: Collate all information received from committee members and others into newsletter; Advertise meetings/outings as advised by committee members; Advertise upcoming events received by email from other organisations.
- Email or post (as required) the monthly newsletter to all members.
- Maintain mailing list.
- With the President & Secretary, be one of the signatories of the Gmail Account
- Maintain the Members Contact List on Gmail & be familiar with the Gmail Account.
- Email the Publicity Officer of the "Plant of the Month" in WORD format.

Publicity Officer

- Promote events on Changing Times and Braidwood Bugle.

Catering Officer

- Liaise with the host
- Check with meeting organiser whether morning tea is required.
- Bring the urn, tea and coffee, milk and sugar.
- Set up and pack up.
- Bring biscuits for morning tea for meetings where members are bringing lunches.
- Bring paper plates and serviettes for lunch at the club.

Raffle Coordinator

- Organise raffle prizes and raffle tickets.
- Run raffle.
- Bank proceeds.

Photographer

- Photograph planned club events.
- Prepare suitable photos for uploading to website.
- Coordinate with Webmaster for uploading the photos to the photo gallery.

Webmaster

- Maintain the garden club's website (<https://braidwoodgardenclub.org/>).
- Maintain the website at the host (<https://hostinger.com/>).
- Coordinate with the photographer for uploading new photos to the photo gallery..

Ordinary Members

- Plan and organise events as assigned by the committee.
- Help with other aspects of committee life as needed.