

Committee of Management (CoM)

Chair, Deputy Chair, Treasurer, Secretary & Ordinary Committee members

Governance Committee

Chair, Deputy Chair, Treasurer, Secretary & one Ordinary Member Responsibilities:

- Manage compliance & statutory obligations
- Maintain records
- Develop policies & procedures
- Manage insurances, successions, financial matters & contracts

Operations Support Services

- Database and website maintenance
- ❖ Administrative support
- Graphic design & opening assistance

Media Support Services

- Develop and maintain media connections
- Media releases

Selection Committee

Chair, Head of Selection, CoM member/s & volunteers

Responsibilities:

- Appoint and manage Selectors
- Manage criteria
- Select gardens
- Liaise with designers
- Organise calendar

Marketing & Communications Committee

Chair, Head of Marketing & Communications, CoM member/s & volunteers

Responsibilities:

- Manage marketing of organisation, events and openings
- Media releases
- Website
- Social media
- Database
- Newsletter

Events Committee

Deputy Chair, Head of Events, CoM member/s &volunteers

Responsibilities:

- Plan and organise coach tours, talks, lectures workshops and other face-toface events
- Organise CoM functions, including the AGM and Christmas events
- organise online workshops and talks

Giving Committee

Deputy Chair, Head of Giving and two other CoM members

Responsibilities:

- Review of applications for funding and provision of recommendations to CoM
- Secure contracts with successful grant applicants