## 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

 CommitteeChair, 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

