

# COMMUNITY GARDEN

## Management Group Terms of Reference

### *Statement of Purpose*

This Community Garden Management Group has been established for the following purposes:

- To develop a community garden design and facilitate the building of the garden as per the project proposal
- To source funding for the establishment and ongoing maintenance of a community garden
- To manage the ongoing operations of the Community Garden including choice of plants, maintenance, expansion, harvesting, community involvement, projects

### *General Principles:*

- All members of the Management Group have a right to be listened to and spoken to in a respectful manner.

### *Agenda and Minutes:*

- Agendas for Management Group meetings are issued 7 days before the meeting date together with the minutes of the previous meeting.
- Contributions to Agenda items must be submitted to the Management Group Secretary in a timely manner or be dealt with under 'Other Business'.
- All Management Group meetings are minuted and minutes are available to all members.

### *Meetings:*

- Management Group Meetings start and finish on time in accordance with the Agenda.
- Meetings should have a Chairperson. This role can be associated with an existing position or as otherwise decided by the management group.
- Decisions are made by group consensus. If consensus is not reached then a vote may be taken. A simple majority will determine the outcome.
- In the event of a tied vote, then the Chairperson will have the deciding vote.
- Unresolved matters that have not been voted upon may be deferred to a future meeting.
- Items requiring follow-on action after Community Garden Management Group meetings will be allocated to a specific person(s) and noted in the minutes.

### *Membership:*

- A minimum of \_\_\_\_ members is required to be on the management group.
- The Management Group is made up of individuals from the community who are committed to the project objectives.
- The Management Group will elect from amongst its number:
  - A chairperson
  - A secretary to keep minutes, prepare agendas and to send and receive correspondence
- Management Group members agree to support the objectives of the community garden project as set out in the project proposal and agreed to by the community.

### *Quorum*

- For a properly constituted meeting of the Management Group to take place there must be a minimum of 50% of members present

### *Meeting Dates*

- Working Group meetings are held on the (*insert days or dates*\_\_\_\_\_).
- Date and time of next meeting are to be provided at the end of each Working Group meeting and included in the minutes.