

# Cranbourne Friends Royal Botanic Gardens Victoria Inc.

A0025281B ABN: 43 551 008 609



Name of volunteer	
Position title	<b>General Committee Member</b>
Organisation name	Friends of the Royal Botanic Gardens Cranbourne Inc.
Committee meeting location	Elliot Centre Royal Botanic Gardens Victoria (RBGV), Cranbourne Gardens 1000 Ballarto Road Cranbourne VIC 3977
Starting date	Tbc
Time commitment	Monthly meetings held in Elliot Centre, currently on 2 <sup>nd</sup> Thursday at 6.30pm (January excepted) and other involvement as needed
Works with	President, members of Executive, and committee members
Role overview and purpose and how it relates to the Friends' mission	Assist with the business of the Cranbourne Friends Committee. Use personal skills or experience to support the activities of the Friends Committee, the primary purpose of which is to promote the Cranbourne Gardens and Australian native plants.
Key responsibilities	<ul style="list-style-type: none"> <li>Attend and contribute to monthly Committee meetings</li> <li>Assume any role that the incumbent is interested in and able to deliver, to assist in the work of the Committee</li> <li>Attend and support activities run by the Committee - and the Events sub-committee - where possible</li> </ul>
Skills, experience and attributes	<ul style="list-style-type: none"> <li>Willingness to contribute ideas and participate in discussion</li> <li>Willingness to assume new roles to support the Committee's activities</li> <li>Enjoys organising projects</li> <li>Ability to meet deadlines</li> <li>Reasonable computer literacy, especially with Word</li> <li>Good attention to detail</li> <li>Enjoys contact with people</li> <li>Has a keen interest in the Cranbourne Gardens and Australian native plants.</li> </ul>
Training requirements	<ul style="list-style-type: none"> <li>Induction to the operations of the Committee is provided</li> </ul>

Benefits for the volunteer	<ul style="list-style-type: none"> <li>• Opportunities to engage with like-minded people, contribute ideas and see projects through to fruition</li> <li>• Opportunities to promote and showcase the Cranbourne Friends and the Cranbourne Gardens</li> <li>• Opportunities to contribute to the wider community</li> <li>• Learn new skills.</li> </ul>
Benefits to Cranbourne Friends	<ul style="list-style-type: none"> <li>• Contribute to the support of the Gardens</li> <li>• Promotion of the Cranbourne Friends and Cranbourne Gardens.</li> </ul>

Last updated: 9 May 2018