



**CRANBOURNE FRIENDS**

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ROYAL  
BOTANIC GARDENS  
VICTORIA

# **POSITIONS VACANT**

## **CRANBOURNE FRIENDS, ROYAL BOTANIC GARDENS VICTORIA**

The Cranbourne Friends exist to support the Cranbourne Gardens, Royal Botanic Gardens Victoria, by undertaking voluntary tasks and organising activities which enhance community understanding and appreciation of the Cranbourne Gardens, Australian flora and fauna, and generate funds to support Gardens' projects.

With the retirement of some long-standing and dedicated committee members, the Friends Committee is seeking new volunteers to take over these roles. At

the same time, the Committee is taking the opportunity to simplify administration by introducing, in the foreseeable future, appropriate electronic packages and systems that address accounting, bookkeeping and membership functions. If you have skills or experience in the following areas and are interested in joining our volunteer team to assist in the organisation of Friends activities, we would love to hear from you.

If you are interested in any of the positions below please contact Helen Kennedy at [secretary@rbgfriendscranbourne.org.au](mailto:secretary@rbgfriendscranbourne.org.au) in the first instance when further information can be provided.

Helen Kennedy

Secretary

Cranbourne Friends, Royal Botanic Gardens Victoria

## COMMITTEE POSITIONS

### TREASURER

- Committee role with monthly meetings;
- Contribute to policy decisions and strategic planning;
- Production of monthly and end of year financial reports;
- Management of funds and customary Treasurer's functions;
- The ideal person would have CPA or Chartered Accounting qualifications or similar suitable background.

# GENERAL COMMITTEE

## MEMBERS

We are also seeking **two** general members for **each** of the Friends and Events Committee. These committees meet monthly (excl. January). The General Committee makes decisions involving planning, resources and general oversight of the Friends organisation while Events makes decisions relating to the planning and organisation of events and activities.

# PUBLICITY/PROMOTIONS

## OFFICER

- Work within a team to ensure events and activities are developed and promoted to the Friends membership;
- Organise and coordinate publicity to media including newspapers, magazines, radio stations, and community groups.
- Attend Events Committee Meetings

# NON - COMMITTEE POSITIONS

## BOOKKEEPER

- Non-committee role;
- Entry of receipts and payments;
- Maintenance of debtors and creditors in a commercial accounting package;
- Provision of data for treasurer to produce monthly committee reports.

The ideal person would be one who has been, or still is, comfortable working with accounts in a bank or commercial business environment. The accounting package presently being contemplated is Reckon One.

## **INFORMATION TECHNOLOGY OFFICER**

- Being comfortable with technology, you will help us upgrade computers and set up more modern booking and subscription systems;
  - Assist groups like The Growing Friends with data entry and plant labelling
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