

Community Garden Council (CGC)

Terms of Reference 2015

The Community Garden Council is an umbrella group of action-oriented volunteers involved in the community garden network. The Community Garden Council operates in collaboration with the “Diggable Community Collaborative” helping to bridge the needs of individual community gardens with our partners and sponsors.

VISION

We envision a strong, supportive infrastructure enabling residents to have access to land in order to plant and harvest their own food.

MISSION OF THE COMMUNITY GARDEN COUNCIL

To promote and assist with the sustainability of community gardens throughout Waterloo Region.

STATEMENT OF PURPOSE/AFFILIATION






The Waterloo Region Community Garden Council is dedicated to helping community gardens grow and prosper. Community gardens are voluntary associations that are open to and provide opportunities for all residents to garden and grow their own food.

As well as providing fresh and affordable produce, community gardens strengthen the sense of community in neighbourhoods by providing a chance for people to meet and work together to develop an area that can be enjoyed by all.

Community gardens are used by families and individuals; by seniors, children, students, and new immigrants; by residents of all income groups; and by individuals with varying degrees of physical ability.

Many gardens have rich and valuable associations with other community groups, such as community centres, faith groups, municipal parks, housing cooperatives, educational institutions, and non-government organizations and community groups. Many of these are hosts to community gardens, providing space on their properties for the gardens as well as support of various kinds. We welcome this support, and in turn welcome all to come and garden with us.

We believe that:

-  Everyone should have an opportunity to access to fresh, affordable food by growing their own
-  Community gardens promote physical, emotional, mental and spiritual health
-  Community gardens help build strong and inclusive communities
-  Community gardens are built on cooperation and partnerships e.g. universities, local governments, not-for-profits, neighbourhood associations, businesses, faith communities and community members
-  Community gardens are vital for the ecological health of our urban cities

MANDATE

The Community Garden Council seeks to promote and support community gardens through:

- 🍏 Public promotion and communications (including multi-media campaigns)
- 🍏 Promotion of partnerships with stakeholders
- 🍏 Active participation in community events
- 🍏 Research, education and advocacy support
- 🍏 Coordination of resource support, where available
- 🍏 Actively seeking funding
- 🍏 Promotion of environmentally sound practices

MEMBERSHIP

The Community Garden Council will be comprised of a maximum of 12 members but will not exclude ad hoc subcommittee members or other consultants. The CGC will be made known following the Annual General Meeting (AGM).

Terms of office are one year commencing after the Annual General Meeting. Anyone interested in becoming a CGC member may express interest to the council. A sub-committee will interview and recommend new members prior to the next council meeting; a written confirmation should follow within two weeks of that meeting by the membership recruitment officer.

COMMITTEE ROLES

CHAIRPERSON

- 🍏 Sets the agenda before the monthly meeting using the agenda template and distributes the agenda to committee members.
- 🍏 At the meeting the chair asks for items to add to the agenda.
- 🍏 Items requiring decisions or unattended business from previous meetings will be placed first on the agenda for the following meeting.
- 🍏 Only action items from the previous meeting minutes will be addressed in “business from minutes”
- 🍏 Responsible for enlisting a recorder of minutes at each meeting, if a recorder is absent
- 🍏 Facilitates meetings ensures that the meeting runs on schedule
- 🍏 Facilitates the decision making process
- 🍏 Checks in with members re: progress on action items
- 🍏 In the event, there is no chair – vacated or absent, the duties of the chair shall rotate amongst committee members

RECORDER/SECRETARY

- 🍏 Takes minutes of meeting
- 🍏 Distributes minutes electronically, (where possible) to CGC two weeks prior to the next meeting (Sets meeting dates and notifies members of date, time and location of meetings with reminder notices)
- 🍏 Assists with the agenda upon request of the Chair
- 🍏 Assists with the website updates
- 🍏 Arranges compost/woodchip orders with the Region, city utilities and trucking company

MEMBERSHIP RECRUITMENT REPRESENTATIVE

- 🍎 Actively seeks out new member when positions are vacant
- 🍎 Meets with person(s) interested in joining CGC prior to the next council meeting
- 🍎 Interested member provides a letter of interest or a resume TO CGC
- 🍎 Prospective member is invited to attend a meeting
- 🍎 Membership suitability is assessed by CGC and recommendations are made at the next CGC meeting
- 🍎 Written notification/confirmation is provided to the interested applicant within one week of that meeting
- 🍎 Orients prospective member to CGC and provides an orientation package that includes CGC terms of reference

COMMUNICATIONS LEAD (PUBLIC RELATIONS)

- 🍎 Is the lead for the preparation and distribution of promotional materials
- 🍎 Drafts Public Service Announcements and Media Releases for committee review
- 🍎 Coordinates media and is the point person for media interviews directing media to the correct person(s) for interview purposes
- 🍎 Coordinates, formats and edits submissions from CGC for the annual newsletter or more as need requires.

PROMOTIONS LEAD (MARKETING)

- 🍎 Ensures all logos are kept the same, to ensure the brand is readily recognized, and to make sure that the logo is on everything (Brand Strategy)
- 🍎 Assists in keeping the CGC logo in the public eye with all marketing materials
- 🍎 Retains customer relations in order to promote the CGC brand
- 🍎 Be readily available to assist in other areas as needed

EVENT COORDINATOR

- 🍎 Is the lead planning for upcoming events
- 🍎 Provides connection for those participating in events, planning phones #s, email contacts, etc.,
- 🍎 Informally oversee/update on events
- 🍎 Prepare a monthly calendar with events on it and distribute

FINANCIAL ADMINISTRATOR

- 🍎 The financial administrator plus two other members will be signatories of any funds accounts and withdrawals; two signatures will be required for any financial transactions
- 🍎 Keeps and reports on any monetary matter
- 🍎 Monitors and represents CGC interests in any monetary matters e.g., funding proposals
- 🍎 Produces regular financial statements
- 🍎 Monitors local sponsorship for community gardens and council
- 🍎 Assists with fund raising and funding proposals

COMMUNITY GARDEN LIAISON

- 🍎 Is the lead contact person for garden sites
- 🍎 Helps garden sites trouble shoot and facilitates problem solving
- 🍎 Represents garden interests at CGC meetings
- 🍎 Promotes and represents best interests of all community gardens
- 🍎 Coordinates seed exchange at CGC events
- 🍎 Assists the recorder/secretary with woodchip/compost duties

CGC COMMUNITY PARTNER LIAISON

- 🍏 Attends and represents CGC interests at community partnership meetings
- 🍏 Provides current updates to both CGC and community partners
- 🍏 Promotes and represents best interests of all community gardens
- 🍏 Gets regular updates from the community garden liaison

POLICY ADVISOR

- 🍏 Advocates for supportive community garden policies
- 🍏 Provides advisory counsel to gardens requiring political support
- 🍏 Where able, becomes a delegate with gardeners at municipal meetings

SOCIAL MEDIA

- 🍏 Manages the council's social media presence
- 🍏 Focus is on mature social media forums (currently Facebook, Twitter, etc) rather than be early adopters
- 🍏 Post items (interesting article urls, upcoming events, etc.) on both the CGC website and social media streams
- 🍏 Bring questions/observations to council meetings

ALL COMMITTEE MEMBERS

- 🍏 Are to take an active role on CGC
- 🍏 Actively recruit new members
- 🍏 Participate in fulfilling CGC tasks
- 🍏 Are to monitor and uphold the terms of reference
- 🍏 Participate at AGM
- 🍏 Have a role in conflict resolution
- 🍏 Will notify the chairperson of agenda items no later than three days prior to the meeting. Members are to flag items that are time sensitive or require a decision from CGC

MEMBER RESPONSIBILITIES

Members will uphold and advance the mandate of the CGC. The duty of the working group members is to represent the best interest of all community gardens. In exercising this responsibility, members will be guided by the vision, mission, and values of the CGC.

The duty of the CGC members and committees is to attend all meetings and actively participate in discussions and implement decisions.

When a meeting is unavoidably missed, it is the responsibility of said member to review minutes or contact others members for information missed prior to the next meeting.

Members must disclose to the CGC any business, financial or personal interest that might represent a conflict of interest. Such actual or potential conflicts must be declared to the CGC prior to the item being addressed and the member must refrain from participating in that discussion.

Members are expected to continuously provide updated contact information. There will be no sharing of personal contact information outside of CGC without express permission of the said member.

FREQUENCY OF MEETINGS

The CGC will meet once a month with the exception of July for two hours per meeting. Smaller workgroup meetings will be called and all members will take an active role in fulfilling tasks decided upon by the CGC.

CGC may choose to call an urgent meeting for immediate decisions.

All CGC meetings are open to the public, however should circumstances arise whereby confidential issues are to be discussed, CGC may motion to move into a closed meeting. Meeting notes excluding the closed section will be posted on the CGC website.

MEETING CONDUCT:

Meetings are to be carried out in a respectful and orderly fashion to assure members of the CGC and guests, an opportunity to discuss issues and proposals openly and fairly to reach agreeable and effective decisions. Everyone present should be able to contribute and be heard. The Chair shall be responsible for preparing an agenda and conducting meetings in this spirit.

REVOKE OF MEMBERSHIP

After all attempts of resolution have been exhausted, any member may be removed from the CGC by a 51% majority vote of members in attendance with a required quorum of 50% of council membership. All members must be notified in writing at least seven (7) days prior to the meeting. The notice must specify that the loss of membership of this member will be discussed and voted upon. Another meeting will be called and the member in question is to receive written notification of this meeting and the specific reason for potential revoking of membership at least seven (7) days in advance, and has the right to speak and defend their membership.

DECISION MAKING

The CGC will make decisions by a majority vote

Steps to follow

1. A motion is presented to CGC
2. A seconder is sought from CGC to validate that a proposal is supported
3. The group discusses the motion; all contributions are considered before it goes to vote. Amendments may be proposed and seconded as long as it does not change the original intent of the first proposal
4. A majority vote with a required quorum of 50% of council membership

Decisions will be recorded in the meeting notes and can only be revisited if the person that made the motion and the seconder agree to re-open the motion for further discussion.

VOLUNTARY RESIGNATION:

Terms of office is one year, however, a member may resign during his/her term of office. The Membership Recruitment Officer will proceed to appoint a replacement to fill such vacancy until the end of the current term, as set forth above.

ANNUAL REVIEW OF TERMS OF REFERENCE:

The CGC will review the Terms of Reference annually at the first CGC meeting of the new term. Changes are to be approved by a majority vote of 51% with a required quorum of 50% of council membership.

Notice of any proposed amendments, including the reason for the proposed changes, shall be included in the notice of the meeting, and must be provided in writing to all members at least seven (7) days prior to the next CGC meeting. Proposed amendments will be decided upon by a majority vote of 51% with a required quorum of 50% of council membership.