

Role Title: Zone Coordinator

Role Summary

The Zone Coordinator role is recognised as a key representative of the Garden Club of Australia Inc (GCA). This role entails being a GCA local presence for Affiliates to communicate with and in turn receive support that reflect GCA values, objectives and procedures. Above all the role promotes the ‘Friendship Through Gardens’ philosophy that underpins the GCA as a ‘not for profit’ organization. As a volunteer position remuneration is provided for related expenses only, as incurred in fulfilling the role.

Key Elements of the Role

- Promote a sense of community within your zone reflective of the GCA motto – ‘Friendship Through Gardens’.
- Maintain contact with Affiliates in your zone with a view to building relationships between the GCA and Affiliate members.
- Provide support to Affiliates when requested in relation to GCA related matters.
- Seek feedback and report any GCA related issues that you feel require escalation to the relevant Director of Zones.
- Provide a brief Zone summary report annually to the relevant Director of Zones.
- Act as an ambassador and advocate for the GCA including related activities such as friendship days and conventions.

Desirable Skills

- Well-developed level of interpersonal communication
- Competent level of computer skills i.e., able to effectively use electronic mail
- Ability and willingness to travel to represent and speak confidently in front of groups within an allocated zone
- Have an interest and experience in gardening
- Be of good standing within a garden community or club

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