



Garden  
Clubs  
OF AUSTRALIA

GCA  
Guideline 3

# GUIDELINES

*For*

## *Zone Coordinators*

# Contents

<b>WELCOME .....</b>	<b>3</b>
<b>INTRODUCTION .....</b>	<b>4</b>
<b>DIRECTOR OF ZONES, ZONE COORDINATORS .....</b>	<b>5</b>
DIRECTOR OF ZONES – CREATING THE ROLE.....	5
THE CURRENT DIRECTORS OF ZONES .....	5
ZONE COORDINATORS – CREATING THE ROLE .....	5
ZONE COORDINATOR ROLE.....	6
SERVICE PROMOTION .....	6
CLAIMING EXPENSES .....	7
OTHER RESOURCES .....	7
<b>APPENDICES .....</b>	<b>8</b>
CONSTITUTION.....	8
ZONE DIRECTORY .....	8
MEMBERSHIP DETAILS.....	8
GCA EMAIL CONTACTS.....	8
<b>GCA ZONES.....</b>	<b>9</b>
SOUTH WESTERN ZONES.....	9
NEW SOUTH WALES & ACT ZONES .....	9
QUEENSLAND ZONES.....	9
<b>ABOUT US .....</b>	<b>10</b>
CONTACT US .....	10

# Welcome

Lorraine Emerson, President  
The Garden Clubs of Australia Inc.

These guidelines will hopefully assist you in your role as a Zone Coordinator.

It is designed to outline the liaison role between you and the clubs within your area, thereby achieving efficiency and effectiveness.

The publication contains information that is both relevant and important. Whilst we cannot anticipate every circumstance or question; perhaps we have covered most.

So, enjoy your role as I have over the past seven years as ZC for Sydney's East and Inner West developing a wonderful rapport with the Clubs and Societies within my Zones and the broader community.

*Lorraine Emerson*

President

*'Friendship through Gardens'*



# Introduction

Welcome, this document gives you an overview of the Garden Clubs of Australia Inc. (GCA) Zone Coordinator role. The GCA Board regards the Zone Coordinator roles as one of the most important within the Association. Gardening is the largest recreational activity in Australia and Zone Coordinators are our ambassadors who build and strengthen the ties between the GCA Board and Affiliated clubs.

The GCA was formed in 1950 by our founding President, Mrs Margaret Davis MBE with 'Friendship through Gardens' as its core motto. It was also constructed on providing some form of 'service' to the Affiliates that joined the organisation. The GCA Committee of the time quickly realized that this 'service' needed to provide a niche market that the Affiliated Clubs could utilise. Insurance quickly filled that position. In time, the Insurance coverage proved to be reasonably priced, competitive and varied according to the membership numbers of the Affiliated Clubs. Potential new clubs soon realised they could then function safely in this age of accountability if they joined the GCA and paid for the insurance under the GCA umbrella.

GCA Affiliated Clubs are a diverse group. There are the traditional, largely locally-based garden clubs which vary in size from a few individuals to a very large membership numbering 100's. Clubs meet in halls, parks, or visit club member gardens.

The three main categories of Clubs are –

- General Garden Clubs;
- Societies; and
- Community Gardens

# Director of Zones, Zone Coordinators

## Director of Zones – Creating the Role

The Director was originally assigned to a member of the GCA National Board so they would become the contact person for the Affiliated Clubs around Australia. This saved Clubs going through a laborious process of submitting a request to the National Board and having to wait until the Board meeting for a reply. Subsequently, this GCA Board member was assigned to a position called the Director of Zones.

## The Current Directors of Zones

In light of recent organisational adjustments within the GCA Board, the Directorship has now been divided into three units to ensure comprehensive coverage of continental Australia. Consequently, three Directors of Zones have been appointed. The South West Director of Zones oversees clubs in Victoria, Tasmania, South Australia, Western Australia and the Northern Territory. The NSW/ACT Director of Zones is responsible for clubs situated in New South Wales and The Australian Capital Territory while the QLD Director of Zones administers all Clubs in Queensland.

## Zone Coordinators – Creating the Role

As the GCA membership grew, over the decades, the National Board soon realised that many of the Affiliated clubs needed greater interaction with the GCA. It also realised that much of the information clubs were after could be handled and supplied by other experienced individuals in the organisation. Further, many clubs were in close proximity to one another, so these groupings could easily be divided into Zones. The Zone Coordinators classification was established to assist the National Board.

As stated, in the GCA Constitution, Zone Coordinators are appointed for a three (3) year term, with an option of a further three (3) years. From the 20 May 2022, the GCA re-appointed existing ZC's for another three-year term. This action was taken to ensure all ZC's were covered by the GCA Insurance Scheme. The three-year term of ZC's appointed of 20 May 2022 will then finish on 20 May 2025.

New Zone Coordinators are in high demand and insurance cover will be provided from the time of their ratification. Members may apply to become a ZC by filling in the Application Form located in Appendix 1.

Zone Coordinators may be nominated by one of the Director of Zones, other Zone Coordinators or by a Club' Office Bearer. However, your Director of Zones should be your first point of contact for advice and guidance on any matter relating to the management of your Zone

## Zone Coordinator Role

- Zone Coordinators may attend Meetings of Clubs within their zone.
- Liaise between Affiliated Clubs and the GCA Director of Zones.
- Assist with the organisation of Zone Meetings, Friendship Days, and/or Special Events, e.g., Flower Shows, Plant Market Days or whatever type of meeting that works for your Zone.

## Service Promotion

In general Zone Coordinators promote services such as:

- 'Our Gardens' magazine which is published quarterly.
- GCA Insurance
- GCA Awards
- GCA Photographic Competitions
- GCA Website – [www.gardenclubs.org.au](http://www.gardenclubs.org.au)
- GCA Facebook Page
- Resources for Clubs
- Conferences and Convention details
- Information/Friendship Days

Comprehensive information on all these services is available on the GCA website.

## Claiming Expenses

The GCA pays all reasonable expenses incurred in the organisation and successful running of a Zone by a Zone Coordinator. You need to complete the GCA Expense Claim Form (GCA Form 009) available from your Director of Zones or GCA Secretary and attach copies of any relevant receipts and forward it to the Director of Zones responsible for your Zone area.

Details you need to send are as follows:

- Reason/s for the trip e.g., Guest Speaker, Zone Meeting etc;
- Travel expenses are reimbursed. All travel in excess of 100 kilometres and/or where overnight accommodation is involved should have the prior approval of your Director of Zones or an Executive of the Board.

## Other Resources

Other obtainable materials such as GCA stationary are available on request

# Appendices

## Constitution

A copy of the Constitution of The Garden Clubs Australia Inc. is included on the GCA Website.

## Zone Directory

Affiliates are listed on the website (Locate a Club) and your Director of Zones can provide you with a comprehensive list of clubs in your Zone, including contact phone numbers, email, contact person, and meeting dates/times

## Membership Details

The contact details for the affiliated clubs in your zone is likely to change regularly, especially after their Annual General Meetings (AGM). Please make sure that Affiliated Club Secretaries are aware they need to provide up to date information to the GCA Membership Secretary on GCA Form 4 which is available on the GCA Website.

## GCA Email Contacts

GCA President	<a href="mailto:president@gardenclubs.org.au">president@gardenclubs.org.au</a>
GCA Hon. Treasurer	<a href="mailto:treasurer@gardenclubs.org.au">treasurer@gardenclubs.org.au</a>
GCA Hon. Secretary	<a href="mailto:secretary@gardenclubs.org.au">secretary@gardenclubs.org.au</a>
SW Director of Zones	<a href="mailto:swdirectorzones@gardenclubs.org.au">swdirectorzones@gardenclubs.org.au</a>
NSW/ACT Director of Zones	<a href="mailto:nswactdirectorzones@gardenclubs.org.au">nswactdirectorzones@gardenclubs.org.au</a>
QLD Director of Zones	<a href="mailto:qlddirectorzones@gardenclubs.org.au">qlddirectorzones@gardenclubs.org.au</a>
Membership Secretary	<a href="mailto:membership@gardenclubs.org.au">membership@gardenclubs.org.au</a>
Director of Insurance	<a href="mailto:insurance@gardenclubs.org.au">insurance@gardenclubs.org.au</a>
Director of Awards	<a href="mailto:awards@gardenclubs.org.au">awards@gardenclubs.org.au</a>
Director of Communications	<a href="mailto:communications@gardenclubs.org.au">communications@gardenclubs.org.au</a>
Director Promotions/Events	<a href="mailto:promotions.events@gardenclubs.org.au">promotions.events@gardenclubs.org.au</a>
Director of Marketing	<a href="mailto:marketing@gardenclubs.org.au">marketing@gardenclubs.org.au</a>



# GCA Zones

## South Western Zones

<b>SA, WA, VIC, TAS &amp; NT (Postal)</b>	Ballarat & Bendigo VIC
Adelaide & Northern Districts SA	Country Western District VIC
Adelaide & Southern Districts SA	Geelong/Belarine Peninsular VIC
Flinders & Eyre SA	Hume Ovens VIC
Mid North & Yorke SA	Melbourne East/Mornington Peninsular VIC
Riverland/South East SA	Upper Yarra/Goulburn Valley VIC
Perth North WA	Tasmania North & North East TAS
Perth South WA	Tasmania North West TAS
WA Southern WA	Tasmania South TAS

## New South Wales & ACT Zones

<b>ACT &amp; NSW</b>	Mid North Coast NSW
Blue Mountains NSW	New England NSW
Central Coast North NSW	North West NSW
Central Coast South NSW	Northern Rivers NSW
Central West NSW	Riverina NSW
Cumberland NSW	Snowy Mountains NSW
Far North Coast NSW	South Coast NSW
Far South Coast NSW	South West NSW
Highlands NSW	Southern Tablelands NSW
Hunter North NSW	Sydney East Suburbs NSW
Hunter South NSW	Sydney Inner West NSW
Illawarra North NSW	Sydney Northern Beaches NSW
Illawarra South NSW	Sydney North Shore NSW
Lower North Coast NSW	Sydney Sutherland NSW
Macquarie NSW	Sydney South West

## Queensland Zones

<b>Queensland</b>	Lockyer/Darling Downs QLD
Brisbane North QLD	Sunshine Coast QLD
Brisbane South QLD	Tropical Coast QLD (Townsville – Mackay)
Cairns/Atherton Tableland QLD	Coral Coast QLD
Central & Central South QLD	
Granite Belt QLD	

# About Us

The Garden Clubs of Australia Inc. is a non-profit organisation formed by Mrs Margaret Davis OBE in 1950. The organisation provides a range of services to its members (affiliated clubs) and currently has a membership in excess of 780 affiliated clubs representing more than 52,000 individuals.

Our motto is: *“Friendship Through Gardens”*

Our aim is to provide service to you!!

## Contact Us



The Garden Clubs of Australia Inc.  
Email: [secretary@gardenclubs.org.au](mailto:secretary@gardenclubs.org.au)  
Website: [www.gardenclubs.org.au](http://www.gardenclubs.org.au)

Prepared by:	Shirley Haslam	Document Status:	Final
		Review Date:	As required
Approved by:	Lorraine Emerson	Approver's Signature:	LE

Document No:	GCA-ZC- G003
Revision No:	1.1
Issue Date:	17/01/24
Page No:	10 of 10