Garden Clubs OF AUSTRALIA

GCA Guideline 3

GUIDELINES

For

Zone Coordinators

2026

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Welcome

Thank you for taking on this important volunteer role of Zone Coordinator. As a nationwide organisation Garden Clubs of Australia and its Board needs and values your support. Often Board members are Zone coordinators as well and appreciate you are best placed to understand the people and issues of your garden community.

These guidelines will assist you. They are designed to outline in some detail the liaison role between you and the clubs within your area, thereby assisting them in their activities, and their liaison with GCA as needs arise.

Whilst we cannot anticipate every circumstance or question; perhaps we have covered most. Your Director of Zones is there to offer support and can further advise you.

So, enjoy your role and develop a wonderful rapport with the Clubs and Societies within your Zones and the broader community.

GCA President and Board

'Friendship through Gardens'

Garden Clubs OF AUSTRALIA

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 –

- 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

Considering 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 cubs 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 near 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 2025, the GCA will re-appoint existing ZCs for another three-year term. This action is taken to ensure all ZCs are covered by the GCA Insurance Scheme. The three-year term of ZCs appointed of 20 May 2025 will then finish on 20 May 2028.

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's 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.
- In the case of disputes within a club, it is important to remain impartial. Offer general advice to refer to their own rules of operation/constitution. Again, contact your Director of Zones if you need any assistance, they are experienced and happy to help.

Service Promotion

In general Zone Coordinators promote services such as:

- 'Our Gardens' magazine which is published quarterly.
- GCA Calendar
- GCA Insurance
- GCA Awards
- GCA Photographic Competitions
- GCA Website – 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 more than 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 2026

GCA President	president@gardenclubs.org.au
GCA Hon. Treasurer	treasurer@gardenclubs.org.au
GCA Hon. Secretary	secretary@gardenclubs.org.au
SW Director of Zones	swdirectorzones@gardenclubs.org.au
NSW/ACT Director of Zones	nswactdirectorzones@gardenclubs.org.au
QLD Director of Zones	qlddirectorzones@gardenclubs.org.au
Membership Secretary	membership@gardenclubs.org.au
Director of Insurance	insurance@gardenclubs.org.au
Director of Awards	awards@gardenclubs.org.au
Director of Communications	communications@gardenclubs.org.au
Director of Marketing	marketing@gardenclubs.org.au
Director of Research /Development	research.development@gardenlubs.org.au

GCA Zones

South Western Zones

SA, WA, VIC, TAS & NT (Postal)	Ballarat & Bendigo VIC
Adelaide & Northern Districts SA	Western Districts, Geelong & Bellarine Peninsular VIC
Adelaide & Southern Districts SA	
Outer Southern SA	Hume Border VIC
Flinders & Eyre SA	Hume Ovens VIC
Mid North, Yorke & Riverland SA	Melbourne East/Mornington Peninsula VIC
South East SA	Upper Yarra/Goulburn Valleys VIC
Perth North WA	Tasmania North & North East TAS
Perth South WA	Tasmania North West Gap TAS
WA Southern WA	Tasmania South TAS
WA Far North WA	Remote & Postal QLD & NT

New South Wales & ACT Zones

ACT & NSW	South Coast NSW
Blue Mountains NSW	South West NSW
Central Coast North NSW	Southern Tablelands NSW
Central Coast South NSW	Sydney Eastern Suburbs NSW
Central West NSW	Sydney Inner West NSW
Cumberland NSW	Sydney Northern Beaches NSW
Far North Coast NSW	Sydney North Shore NSW
Far South Coast NSW	Sydney South NSW
Highlands NSW	Mid North Coast NSW
Hunter North NSW	New England NSW
Hunter South NSW	North West NSW
Illawarra North NSW	Northern Rivers NSW
Illawarra South NSW	Riverina NSW
Lower North Coast NSW	ACT
Macquarie NSW	
Snowy Mountains NSW	

Queensland Zones

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

About Us

The Garden Clubs of Australia Inc. is a not-for-profit organisation formed by Mrs Margaret Davis OAM OBE in 1950. The organisation provides a range of services to its members (affiliated clubs) and currently has a membership around 800 affiliated clubs representing around 52,000 individuals. It has an elected Board of Directors who are volunteers themselves and whose role is to oversee operations in the best interests of member affiliates.

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
Website: www.gardenclubs.org.au