



ABN 36 037 551 608

Incorp No A0051926L

EWHA Ordinary Committee Member – Position Description

Encouraging Women in Horticulture Australia Inc (EWHA) is a not-for-profit Victorian incorporated association. Its mission statement is:

To inspire, encourage, develop, empower and value all women in horticulture by providing opportunities for professional development and interaction, and by publicly recognising women's contributions.

Its aims and purposes are set out below. EWHA is a very supportive Association with a friendly and engaged Committee and members.

EWHA Aims & Purposes

- To encourage and support women in all areas of Horticulture and provide opportunities for professional development and recognition.
- To encourage and recognize the achievements and contributions of women working in the horticulture industry by creating an annual award.
- To advance horticulture by promoting a career in the horticultural industry as a desirable and worthwhile vocation.
- To facilitate mentoring and leadership opportunities for women in the horticulture industry.
- To create networking opportunities for women in horticulture.
- To undertake a leadership and advocacy role on behalf of women in the horticulture industry

This position description should be read in conjunction with the model rules of association of EWHA. This role does not hold a specific officer bearer position on the Committee. The role is to participate at committee meetings and offer help and support to any tasks that need completing.

In addition you will be required to:-

1. Support the Committee in carrying out agreed actions. These could relate to a range of operations:
 - Membership drive at specific horticultural teaching institutions
 - Event planning
 - Scholarship and Grant planning
 - Website support
 - Social media support (ie. Facebook and Instagram)
2. Make decisions as a collective group and hold joint responsibilities for decisions and actions taken by the Committee, even in their absence.
3. Be responsible for ensuring that all decisions are taken in the best interests of the Committee and Members.
4. Attend all Committee meetings (as outlined in the rules of the Association);
 - Meetings are usually held monthly, at a mutually agreed time and place, either face to face in person or via the use of technology



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5. Assist with planning and delivery of events (including attending Event Sub Committee meetings)
 - Sit on 1 or 2 subcommittees for event planning
 - Attend meetings for event planning as required
 - Attend events and assist in the required setup, preparation and pack down
 - Attend a minimum of 3 events as a EWHA representative throughout the year.
 - Event planning checklists are available as is training.
6. Be a financial member of EWHA.

Training will be provided where needed.

For more information about EWHA see <http://www.ewha.com.au/>

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