

Management Committee Roles and Responsibilities

	POSITION	RESPONSIBILITIES
MANAGEMENT COMMITTEE Responsible for: <ul style="list-style-type: none"> • Financial and legal accountability for the Farm • Supporting Group Managers • Adherence to Permaculture Ethics and Principles • Organisational policies and procedures • Farm vision & goals 	Coordinator	<ul style="list-style-type: none"> • Chair & facilitate MC meetings. • Sign legal documents as the Farm's representative. • Induct new MC members.
	Assistant Coordinator	<ul style="list-style-type: none"> • Assist Coordinator. • Stand in for Coordinator if required. • Assist with new member inductions.
	Secretary	<ul style="list-style-type: none"> • Call MC meetings and AGMs. • Prepare agendas, record minutes. • Annual report to state government.
	Treasurer	<ul style="list-style-type: none"> • Oversee Farm finance controls and procedures. • Report to MC monthly on finances. • Approve payments.
	All Members	<ul style="list-style-type: none"> • Appoint and manage Group Managers. • Approve annual budget, including staffing levels and funding for activities. • Approve policies and strategic plan. • Monitor finances and legal compliance. • Ensure major risks are identified and managed.