

Everything you need to know about being President of Green Thumbs Society

This document is for the President of Green Thumbs Society. It should be updated a month before the AGM to ensure a smooth handover. This document provides space for the outgoing President to pass on any top tips, knowledge gained and words of wisdom. There is a separate document for the whole Executive Committee which outlines more of the day-to-day governance of the group.

Congratulations and welcome!

Congratulations on your new role! This is a really fun group and you will love running it. It might seem silly but it provides opportunities for relaxation and joy to a lot of students and is a great place to make friends.

Try not to worry about being too busy and remember that your studies are important too! Work with the Committee – delegation is important – and have fun.

What it means to be President

As President, you'll lead the ship and keep the Group on track. You're there to support and guide the other Committee members, but not do their work for them. You'll chair meetings and share the Monthly President's Green Thumb Tip on the Facebook Group/Newsletter. This year, I've worked closely with the Events Officer to create some outward facing events to engage with students who need a break from studies and offer a relaxing, social netball food and drinks after Community Garden Sessions.

I'd recommend meeting early to plan for the year and ensure everyone is on the same page.

Be ready for people to look for you to make decisions and don't be afraid to keep meetings short and keep people on topic!

Make sure you think about what you want to achieve during the year – this is your year!!!

Last year

Key highlights of the year

- Recruited 10 new members who regularly attend out Community Garden Days.
- Hosted a bake sale using ingredients grown from our Community Garden and donated it to Monash Sustainability Council.
- Received Silver Accreditation for the Monash Green Impact Cup.

Key challenges of the year

- Managing the different requirements of students from different faculties – they were all free at different times and it was difficult to get everyone together.
- Not doing other people's jobs! It was really hard for me to not try and manage the finances or the Facebook page, even though there are people who do that already.

Three things I wish I knew when I started

- Planning and organisation are your friends.
- There is so much help out there, don't feel like you need to do it on your own. I've worked really closely with GSA and they have really supported me through our growth!

Key dates

AGM: August

Handover: within a month after the AGM

Bake Sale: Once a Semester. I would recommend at the start of the semester as we get the most engagement

End of Year Celebrations: December

Financial deadlines: MGA Audit is due [____]

Meetings

The Committee once a month. There needs to be 5 days' notice for meetings. Our quorum (the minimum number of members that need to be present to run a meeting) is 80% of the Executive Committee

I'd recommend holding the meetings before a social event, as it's easier to get people to attend. At the beginning of semester, get the committee's general availability to avoid clashes!

You'll lead the meetings, so just make sure there's some content on the agenda and work through it.

Elections

We only have four roles on committee, so elections are pretty straightforward. We hold elections at our AGM. You need to make sure there's a Returning Officer, who isn't running for any roles, who will ensure the elections are fair. Start advertising for the roles a month or so ahead – and suggest to people they should run! The best way to recruit is to tell people they'll be great and to show how easy it all is!

If only one person is running, have everyone close their eyes and vote by show of hands (the Returning Officer can count!) If more than one person is running, use a ballot or you can do a preference vote. Decide with the Returning Officer ahead of time and make sure people know before the AGM!

Emails and social media

I generally look after the Group email address. I will liaise with the MGA Graduate Group's Officer to give you delegated access. Please let me know if there is anyone else you wish to give the email access to.

We store all our login details [*on Google Drive*].

Affiliations

MGA

To remain affiliated with the MGA, we must be funded by the MGA. Funding applications for the year will usually open in February and close in September for the calendar year. You can find all the necessary documents, including funding applications at: <https://mga.monash.edu/get-involved/grad-student-groups/>

We receive approximately \$700 of funding from MGA a year and get free venue room bookings on campus as a student groups under the MGA. They provide a multitude of templates and resources for running groups!

Contact Casey in the MGA at mga-gradgroups@monash.edu for any further questions. The Finance Officer should also have more information regarding this.

Events and activities

This will mostly be handled by your Events Officer, however, a few tips and tricks for organising events if necessary include:

- Asking members what type of activities they'd like, when they would like them to take place and for dietary and access requirements
- Talking to MGA about their event requirements and what they offer in the building
- Booking a venue
- Setting a budget
- Organising catering
- Assessing the risk
- Setting up a Facebook event and emailing all our members
- Designing posters and putting them up around campus
- Sourcing videos and putting them together
- Arriving early to set up
- Doing a review after each event and getting feedback.

Support and training

The MGA has a Handbook which I highly recommend you check out. It includes a ton of useful information including training and compliance as well as running events and Group management.

Sustainability

As a Green Thumbs Group, sustainability is a big part of what we do! The MGA is also a huge advocate for sustainability so you are definitely not alone!

The most important and arguably the easiest, try to not print out anything if possible and try to keep all marketing and promotions digital.

Other important details

We work mostly off the Google Drive so definitely check it out. Additionally, please do have a look in the MGA FAQ, Group resources and the Handbook as they are wonderful starting points to get help and information.