

Terms of Reference for volunteers

This Terms of Reference (ToR) document for the Queen Elizabeth II Community Garden outlines guidelines and expectations for the project, ensuring clarity for all participants.

Community Garden Terms of Reference (ToR)

1. Purpose

The purpose of the Queen Elizabeth II Community Garden is to create a shared space where local residents can come together to grow food, flowers, build community, and promote sustainable practices. The garden aims to foster social connections, environmental awareness, and healthy living through collective gardening efforts.

2. Objectives

- Provide a space for growing fresh produce for personal use and donation.
- Educate the community on gardening, sustainability, and healthy eating.
- Strengthen social ties and collaboration among local residents and groups/organisations.
- Promote environmental stewardship by using organic and eco-friendly practices.
- Encourage volunteerism and community participation in garden-related activities.

3. Scope

This ToR applies to all members, volunteers, and stakeholders involved in the management and activities of the community garden. It outlines roles, responsibilities, and operational guidelines.

4. Governance and Leadership

- **Garden Committee:** A steering committee will be formed to provide oversight and decision-making for the garden. The committee will agree the strategic direction, organisation, planning of the facility and ensure community garden policies and health and safety practices are followed.
- **Garden Coordinator:** A Garden Coordinator will be appointed to manage day-to-day operations, coordinate volunteers, and communicate with the community.
- **Members:** Community members can join the garden as active participants, and all members are expected to adhere to the guidelines set out in this ToR.
- Arlesey Town Council will remain owners of the garden area and funding requests to maintain the overall upkeep of the area may be submitted for consideration to ensure functionality of the asset.

5. Membership and Participation

- Membership is open to all members of the community.
- Each member will be required to fill out a registration form and sign to agree to follow the community garden guidelines.
- Members are encouraged to volunteer in garden maintenance and management tasks, including planting, watering, weeding, and harvesting.
- Regular meetings/communications will be held to discuss garden issues, plan planting schedules, and share knowledge.

6. Roles and Responsibilities

- **Garden Committee:**
 - Provide leadership and guidance for the garden.
 - Organize fundraising and community engagement activities.
 - Ensure proper governance and financial accountability.

- Address issues and disputes that may arise in the garden.
- **Garden Coordinator:**
 - Manage day-to-day operations.
 - Serve as the main point of contact for all garden-related inquiries.
 - Organize volunteer schedules and garden workdays.
 - Maintain records of garden activities and membership complying with data protection laws.
- **Members:**
 - Adhere to garden rules and practices.
 - Actively participate in garden activities, including regular maintenance and community events.
 - Support a positive and inclusive atmosphere in the garden.
 - Respect others and work collaboratively.
 - Enjoy the facility and the benefits it offers

7. Garden Rules and Regulations

- The garden will operate on a cooperative basis, where all members can contribute to the maintenance and upkeep of the space.
- No use of pesticides or chemical fertilizers; organic gardening practices are encouraged.
- Members to maintain the garden ensuring the appearance is kept tidy and weed free.
- Garden hours will be established, and members must respect quiet hours during early or late work.
- Any damage to the garden property and/or health and safety concerns must be reported immediately.
- The garden is open to all members, but actions that are disruptive or disrespectful to others will not be tolerated.
- To ensure there is no cultivation of illegal substances in the community garden.

8. Dispute Resolution

In the event of a dispute, the following process will be followed:

- **Step 1:** Attempt to resolve the issue directly between the parties involved.
- **Step 2:** If unresolved, the dispute will be brought to the attention of the Garden Coordinator, who will facilitate a discussion to mediate the issue.
- **Step 3:** If the issue persists, the matter will be escalated to the Garden Committee, who will consider the matter and make a proposal to full council for a supported resolution to be made.

9. Funding and Financial Management

- The garden may require funding for equipment, seeds, soil, tools, and other materials.
- Funding sources may include grants, fundraising events, or donations.
- A transparent financial record will be kept by the Garden Coordinator, and members will have access to these records upon request.
- Any funds raised will be used exclusively for garden-related expenses.

10. Communication and Updates

- The primary mode of communication for the garden will be through emails or a dedicated online platform (e.g., website or social media).
- Regular updates about garden events, meetings, and activities will be shared with members and Arlesey Town Council will receive a 6monthly report on the garden and activities.

11. Duration and Review

This ToR will be reviewed annually to ensure it remains relevant and effective. Any amendments will be discussed and voted on by the Garden Committee and garden members and put to Arlesey Town Council for approval.

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