



Role Descriptions and Instructions

Administrative

Co-ordinator

Co-ordinating

- Leadership and oversight of co-operative
- Maintain all external relationships (delivery, website, suppliers)
- Promote to new local produce suppliers
- Maintain website
- Oversee website hosting and email management system
- Support administrative positions
- Writing of newsletters

Buying

- Receive weekly produce lists late Tuesday via email buyer@farmgatefoods.org.au
- Create order in standard order/packing spreadsheet according to given dollar spend and ensuring spread of produce from week-to-week
- Complete order form and email to Biodynamic Marketing (admin@biodynamic.com.au) by Wednesday 4pm. Ensure completion of customer code and name, delivery instructions and additional request information
- Email completed packing list to rostered **Packing Supervisor** found on roster on the members page of website as soon as order complete
- Keep track of monthly spend and ensure order is within budget

Roster

- Request packers to advise of any preferences for rostered week prior to creating roster
- Create roster every 6 months in advance according to received preferences
- Upload roster spreadsheet to members page on website

Secretary

- Receive correspondence from info@farmgatefoods.org.au and respond to all enquiries and refer to appropriate members where required
- Contribute to writing of newsletters
- Manage the monthly schedule process (see Monthly Schedule instruction document)
- Upload monthly schedules and advise members by form email via Mailchimp when completed
- Receive completed on-line membership forms and send welcome email via Mailchimp

Treasurer

- Receive and respond to emails from accounts@farmgatefoods.org.au
- Bank transfer weekly payments to suppliers and other invoices as required
- Oversee payments and receipts to ensure bank account accuracy
- Reconcile online banking statement for monthly member payments against ordering spreadsheet provided by **Ordering** member
- Follow-up overdue payments

Members' Orders

- Receive and respond to any emails via orders@farmgatefoods.org.au
- Update order spreadsheet according to updated online orders and calculate monthly charges
- Forward spreadsheet to **Secretary** for uploading to members website page each month
- Complete bread order forms for the month and issue to supplier by the Monday prior to the first Thursday delivery of the month
- Update any change of contact, address or delivery details in database as requested by members