



BRANCH MANAGEMENT

March 2023

Enhancing Agricultural Businesses - Sharing Knowledge

womeninfarming.org.au



Branch Management Overview

Women In Farming Inc financial year runs from the 1st March to the last day in February. Women in Farming Inc is registered for GST.

Starting a branch

- ❖ For a Women in Farming branch to form, 5 interested people must apply to Women in Farming Inc and pay the Women in Farming fee (currently \$44 per member), to the Women in Farming treasurer.
- ❖ A bank account for the branch must be set up following the first branch meeting.

Membership – Branch and Women in Farming Inc fees

- ❖ Memberships are due 1st March and should be paid on or within 30 days of this date.
- ❖ Membership fees are made up of a branch fee and a Women in Farming Inc fee.
- ❖ Each branch sets its own branch fee.
- ❖ The Women in Farming fee is set at the Women in Farming Inc AGM. It is set for the year prior to the membership year in which the fee will apply e.g. the 2021 fee was set at the 2020 AGM; the 2022 fee is set at the 2021 AGM.
- ❖ Every branch member becomes a member of Women in Farming.
- ❖ Members join online and pay both the branch fee and the Women in Farming fee. The fees are paid into the Women in Farming Inc bank account.
- ❖ The Women in Farming treasurer distributes the branch fee of a membership directly to the branch bank account. This is done as block payments, fortnightly during March and April and monthly thereafter.
- ❖ Branch treasurers receive notification of each new member as they join the branch.
- ❖ Branch treasurers must keep the branch president and secretary up to date throughout the year, with who has joined the branch.
- ❖ Branch treasurers need to keep a register of their members for contact purposes. A template is available from the Women in Farming treasurer.
- ❖ The branch register should contain contact details of members, particularly email addresses and phone numbers. These will be needed to follow up members who have not renewed their membership in a timely manner. The Executive Officer or Women in Farming treasurer can download on request, a branch membership list.
- ❖ Branch secretaries need to ensure all members are included in the branch group mailing list so they receive branch meeting notices and other information.

Branch Financial Report

- ❖ At the end of the financial year, Women in Farming requires a Treasurer Report from each branch. This is a financial report consisting of a basic Profit and Loss Statement including dates for the period the report covers. Include all income and expenditure transactions in the report. There is no requirement to have the branch accounts audited/reviewed. A branch may choose to do this if they wish.
- ❖ A brief summary outlining how the year has gone, is requested when the report is emailed to the Women in Farming treasurer
- ❖ Branch treasurers should email the Treasurer Report as soon as possible after the end of the Women in Farming financial year to the Women in Farming treasurer – treasurer@womeninfarming.org.au

AGM – timing and setting of branch fees

- ❖ Recommended branches hold their AGM in February or March. This will allow end of year reports from branch executive to be presented in a timely manner to branch members and for the election of office bearers to take place early in the new year.
- ❖ February/March AGM will enable branches to send their branch Treasurer Report to Women in Farming treasurer – treasurer@womeninfarming.org.au prior to the Women in Farming Inc AGM – generally held late March/early April.
- ❖ Branch membership fees are set at each branch AGM.
- ❖ Recommended that branches set their membership fee in advance for the following year, at the branch AGM. This means branch members are not waiting for their AGM to know how much their membership fee is for that year. They pay using the fee decided on at the previous branch AGM e.g. at the branch 2021 AGM, the branch fee for 2022 will be decided by members. At each Women in Farming Inc AGM, Women in Farming sets the fee for the following year. The branch fee and Women in Farming fee combined, make up the total amount members will need to pay the next year on 1st March, to be financial members.
- ❖ Women in Farming treasurer needs to be advised if the branch membership fee changes so adjustments can be made on the payment section of the Women in Farming website.

Branch email address

- ❖ All branches have a Women in Farming email address set up when initial branch registration is complete.
- ❖ Format – **branch name** @womeninfarming.org.au. At least one branch executive member should use and monitor this address for branch correspondence.

Roles within the branch

*for detailed information on roles & duties, see the document –
Women in Farming Branch Committee Roles and Responsibilities*

- ❖ **Executive Committee** – a branch should elect a president, secretary and treasurer (depending on branch size, the secretary/treasurer roles may be combined), to assist the branch to operate efficiently and spread the branch workload. A vice president, to assist the president with duties, is suggested.

- ❖ **Specific Roles** – allocating roles by selecting a couple of general members who can take on specific roles, may help with the smooth operation of the branch. Such roles could include crèche co-ordinator, branch Facebook coordinator, responsibility for meeting venue booking, collating branch updates for the Women in Farming newsletter.
- ❖ The **President** is responsible for the branch and its operation. She ensures all members have the chance to play an active part in the branch and feel informed and included. The president presides over branch meetings – sets agenda in consultation with the secretary; organises and liaises with guest speakers. She may be responsible for a branch calendar, advertising meetings, completing meeting flyers, compiling an annual report and coordinating the branch AGM. These jobs can be shared within the executive team.
- ❖ The **Vice President** supports the president in providing leadership to the branch overall. The role includes assisting the president and filling in as chairperson when the president is unable to attend branch meetings.
- ❖ The **Secretary** generally takes the minutes of each meeting. Attendances should be noted and a record of decisions relating to branch business, particularly finances, as well as meeting topics discussed, must be kept. Correspondence from Women in Farming is usually sent to the secretary (sometimes the president as well), often with information for distribution to members. The secretary may be required to compile a branch update for the Women in Farming newsletter, keep up email communication with members between meetings and manage attendance replies for meetings.
- ❖ The **Treasurer** is responsible for all branch financial dealings and keeps records of all financial transactions. A branch bank account is required. The account holds monies from branch memberships and branch funds and is an account from which outstanding payments are to be made. Women in Farming can manage funds for a branch prior to establishment of the branch account. The treasurer must keep the membership register (spreadsheet available from Women in Farming) up to date. Financial report for end of financial year (end of February) are the responsibility of the treasurer. Contact the [Women in Farming treasurer](#) for further information.
- ❖ **Crèche co-ordinator** organises childcare for each meeting, including the engagement of a responsible person and suitable facility. A crèche must be provided in accordance with the Women in Farming crèche guidelines. Branches should familiarise themselves with information in this document.
- ❖ **Facebook co-ordinator** manages a branch Facebook group and adds new branch members as they join. Branches may wish to set up a branch Facebook group - it is not a requirement to do so. This group can be handy to keep up contact with a sizeable number of branch members and get quick feedback about meeting times, ask questions of branch members for discussion and to share local events. If a branch group is set up, it must be set as a 'secret' group so searches for 'Women in Farming' produce limited results.

Social media

- ❖ Women in Farming has a Facebook page – **Women In Farming** and a Facebook group - **Women in Farming Members' Forum**.

- ❖ **Women In Farming**– is a public page, open to any interested person. To join the page, people ‘Like’ the page and posts can be seen. This page gives Women in Farming a voice and allows it to connect and promote itself to others who may/may not be members. It is here that members and the public see the activities undertaken by Women in Farming and Women in Farming branches.
- ❖ **Women in Farming Members’ Forum** – is a private group. Access to the group is available only to a financial member of Women in Farming. Individuals receive an invitation to join the group after their membership has been processed. The identity of members of the group can only be seen by other group members. This group page houses ongoing discussion between Women in Farming members and allows conversation in a non-public environment.
- ❖ Branches are welcome to have their meeting dates posted on Facebook.
- ❖ Posting on Facebook allows potential members to view up-coming meetings and shows Women in Farming sponsors that the organisation is active.
- ❖ Advertise upcoming guest speakers or branch tours on the Facebook page. After such an event, send a picture and short blurb through for an additional post. This keeps posts active and show sponsors, potential sponsors and other members what the organisation is up to.

Resources

- ❖ **Women in Farming Member Resources** – using the Resource Portal on the Women in Farming website, members can log in and access the many resources available only to financial members. Resources include documents – commercial and those developed by members; webinar recordings; presentations from Women in Farming seminars; recordings of the monthly Rural Focus radio session. Members are encouraged to share resources to this folder. This includes any resources considered beneficial to other members, particularly those developed by members. Resources for uploading to the site can be emailed to the [Executive Officer](#).
- ❖ **Branch Resources**
Branch executive can log in to the Resource Portal to view useful information to assist with branch operations. Copies of policy documents, guidelines and the constitution are stored here. Branch executives are encouraged to share within this folder and to it, add any materials committees have developed which may be of use to other Women in Farming branch committees e.g. agenda and minute templates, meeting flyers, invoice templates.

Logos and Banners

- ❖ A branch logo is available for every branch; varying formats available allowing use as needed on documents, brochures, embroidery etc.
- ❖ Women in Farming banners (850 mm x 2000 mm) are available for use at indoor venues. They are a free standing, pull up display.
- ❖ Women in Farming free standing, outdoor blade flags (can also be used indoors), available for display at functions.
- ❖ Branches can order a flag for their own use e.g. to place outside their meeting venue, local event. Contact the [Executive Officer](#) for pricings.

CHECKLIST

President

- ensure at least one member of the branch executive is using the Women in Farming branch email address
- organise branch AGM – must be held each year

Secretary

- send branch meeting notices to branch members
- email minutes of meetings to members
- email minutes of meetings to Women in Farming President president@womeninfarming.org.au and Executive Officer eo@womeninfarming.org.au
- circulate necessary emails from Executive Officer to branch members
- following branch AGM, notify Executive Officer of branch executive and their contact emails
- forward upcoming branch events to the Women in Farming secretary secretary@womeninfarming.org.au for uploading to the Events page on the website

Treasurer

- advise Women in Farming treasurer of changes to branch membership fee
- notify branch president and secretary of branch members - as they join or renew
- keep register of branch members
- copy of branch financial report as submitted at branch AGM, emailed to Women in Farming treasurer - treasurer@womeninfarming.org.au prior to the Women in Farming AGM (usually late March/early April)