



**CONFIRMED**

## **FRIENDS' ACTIVITIES APPROVAL PROCESS**

It is important that all Council members – and all Friends' – recognise that the Chair is the Friends' representative in official or substantive communications with the National Arboretum Canberra (NAC).

Accordingly, when a request is made to undertake a new Friends' activity, the following information should be provided to Council for consideration.

- A full description of the activity
- An explanation of the aim or benefit of the activity in the context of the Friends' role of providing funds, volunteer support and advocacy for the NAC, as described in the Friends' Constitution
- A costing for the activity.

With this information, activities can be discussed by Council to determine the next steps.

If the activity is given the go-ahead by Council, it will usually be necessary to discuss the activity with NAC staff to determine ...

- the NAC's view and level of support for the activity; and
- the NAC's priority and timing for the activity.

In this case, the Chair will arrange a meeting with appropriate NAC staff and Friends' representatives to determine whether to ...

- proceed with the activity as agreed by Council;
- proceed with a variation on the activity; or
- to discontinue effort on the activity.

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