

Terms of Reference—ANPS Plant Database Team

Introduction:

ANPS Canberra has over many years accumulated extensive knowledge of native plants through the experience of its members. This has resulted in a large database of plant information which has been used to generate labels for plants sold at its biannual sales and as a resource for the general public through the ANPS Canberra website. Recently, the scope of the database has been broadened to include information about plants that are readily available commercially in the region and considered to be of horticultural merit to the region's gardeners. In addition, local plants of the region that are of interest but not yet in cultivation were to be added to the database.

Aims of the Database:

- To provide, for ANPS activities, members and the general public, a database of information on plants of interest, and their cultivation requirements.
- Through providing information in the database, to create an interest in members of the society and the general public in propagating and growing native plants.
- Through providing information in the database, to create an interest in nurserymen in propagating and supplying native plants to the general public (ANPSC Constitution Clause 2.5).
- To provide an avenue for the recording and publishing of horticultural information gathered by ANPS Canberra (ANPS Canberra Constitution Clause 2.6).

Role of the Plant Database Team:

- To manage the entry of information about plants, including images, into the database and to provide outputs which can be used to generate plant labels and provide information to those interested in growing and propagating native plants.
- To review existing information in the database to ensure that the information is consistent with other plants in the database and with the experiences of those growing plants in the region.
- To ensure the information and its format is accurate, accessible, useful and fit for purpose.

Responsibilities:

- To undertake its role as outlined above.
- As a sub-committee of ANPS Canberra Council, to provide regular reports to Council.
- To regularly review its role and make recommendations about the database to ANPS Canberra Council when appropriate.
- To ensure its activities are timely, transparent and helpful.
- Use the expertise available in the Society.

Powers:

- To add, or correct, information about plants to the database—either those that have been proposed by the ANPS Canberra Propagation Group, grower members, or ANPS members; or plants considered by the Plant Database Team to warrant inclusion.
- To identify plants that should be in the database but are absent and approach members to provide entries.
- To seek information from members regarding plants which should be included in the database.
- To edit existing information in the database including removing entries.
- To decline a proposed entry to the database and to provide reasons to the proposer. Fair process is to be followed and Council to be provided details annually.
- To limit the number of entries from a particular proposer if circumstances warrant and to provide reasons to the proposer. Fair process is to be followed and Council to be provided details annually.
- To invite non-members of the Plant Database Team to review proposed and existing entries of the database when considered appropriate.

Membership:

- The ANPS Canberra President is to be an ex-officio member of the Plant Database Team.
- Any member of ANPS Canberra can nominate to serve on the Plant Database Team.
- Members of the Plant Database Team, including the Chair, are to be appointed by ANPS Canberra Council after considering the nominee's expertise and ability to work collegiately with other members of the Plant Database Team and other ANPS members (should a nominee not be appointed, reasons must be provided and recorded in the ANPS Council Minutes).
- The size of the Plant Database Team should comprise up to ten people.

Expertise:

- To have a good knowledge of native plants.
- To have the ability to research information about native plants from published sources.
- To have the ability to evaluate the information provided by the proposers of plant entries and obtained from published sources.
- To be proficient in, or to have a good understanding of software and general computer technology.
- To be proactive and helpful.

Operation of the Team:

- Notwithstanding the fact that most decisions of the Plant Database Team are able to be made out-of-session online, the Team is to formally meet a minimum of twice a year.
- The quorum for meetings is to be two thirds of its membership.
- Meetings of the Plant Database Team are to be minuted and these minutes are to be approved at the subsequent meeting.
- Decisions are to be arrived at through consensus, but if this is not possible, by majority vote (in the event of a tied vote, the Chair has a casting vote).
- Where votes are required for decision-making, details of the votes are to be recorded in the minutes.
- Decisions on entries should be fast and efficient; and can be done out-of-session online. Decisions can use modern processes such as risk management, delegated decision-making, and a 'no objection' basis.

Review and Assessment of the Plant Database and Plant Database Team:

ANPS Council is to review the operations of the Plant Database and the Plant Database Team whenever it considers it appropriate, but at least every 2 years.

ANPS Canberra Council
10 August 2020