

DUTIES OF PLANT SALE CHAIRPERSON

1. Attend General, Executive and AGM Meetings. Give a report when required.
2. Utilize the Plant Sale General Information binder. All necessary information regarding volunteer positions, duties, etc. is outlined in this binder. Update the information in the binder as required.
3. Recruit volunteers from the membership to form the Plant Sale Committee to share the responsibilities of the position. Plant Sale Committee has been divided into: Chairperson, Logistics Co-ordinator (with an Advertising Assistant), Plant Co-ordinator (with a Propagating Assistant) and Volunteers Co-ordinator positions.
4. Preplanning should start approximately 8 months prior to the event, i.e. September
5. Chair the necessary number of meetings with the Plant Sale Committee.
6. Provide information at the General Meetings of the club to keep members informed and to encourage participation by the membership at large.
7. Ensure that all Plant Sale Committee Co-ordinators, task Co-ordinators and other volunteers understand their duties and are prepared.
8. Along with the Plant Sale Committee, prepare sign up sheets for all the various tasks at meetings prior to the Plant Sale.
9. On the Friday and Saturday of the Plant Sale, be supportive and assist volunteers when needed. Ensure that everyone is having an enjoyable experience!
10. Chair a post-Plant Sale meeting to review all aspects of the sale and to make recommendations to the Executive and membership for next year's sale. Recommendations should also be noted in the binder.