



## Comox Valley Horticultural Society

### Position Description: Gardens in Bloom Chair(s)

#### Duties include:

- Canvases the CVHS for Committee members;
- Acts as Chair of the Gardens in Bloom meetings;
- Receives reports from the Committee members;
- Coordinates and collaborates committees that complete the following tasks:
  - Finds a collection of gardens. This may involve
    - driving through neighborhoods throughout the Comox Valley;
    - petitioning CVHS members at meetings;
    - advertising in the CVHS newsletter;
    - advertising in the local papers.
  - Prepares the tickets. Includes
    - Meeting with the printer by the deadline;
    - Using the existing Gardens in Bloom branding/logo;
    - Doing the summaries of the gardens;
    - Preparing the map.
  - Meets deadlines for advertisements and announcements in a variety of media;
  - Prepares articles for local newspapers, Shaw TV, Kijiji, Craigslist;
  - Puts up posters for the event;
  - Sets up table tents;
  - Supports owners in their preparation for the event;
  - Organizes gate sitters;
  - Distributes garden signs and picks them up at the end of the event;
  - Provides community groups with applications for funds distributed;
  - Determines how funds are allocated;
- Submits articles for the newsletter to the Newsletter Editor ([newsletter@comoxvalleyhortsociety.ca](mailto:newsletter@comoxvalleyhortsociety.ca)) promoting the event and asking for volunteers, such as gate sitters;
- Submits a year-end report for the October newsletter to the Newsletter Editor.

- Attends the monthly Board Meeting or submits a report to the Secretary in time for the Board Meeting (7:00pm, the first Wednesday of every month except July and December).