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## Comox Valley Horticultural Society

### Position Description: Grow 'n Show Table

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#### Duties include:

- Submits an article monthly to the newsletter ([newsletter@comoxvalleyhortsociety.ca](mailto:newsletter@comoxvalleyhortsociety.ca)) asking members to bring in their garden related items for display and that they will receive one raffle ticket for each submission. Deadline for the newsletter is the first Friday of every month, except July and December;
- Sets up the table prior to doors opening for monthly meeting:
  - Put on table cloth and set up the Grow 'n Show sign.
  - Set out pens and paper for people to use.
- Issues a Raffle ticket with every submission to the table. One ticket per submission;
- Ensures each submission has a name tag – especially if it is a rare or unusual plant;
- Arranges plants on table to have a pleasing display;
- Supervises the Grow 'n Show table to answer questions (or directs the person to the owner of the item) until the meeting starts;
- Gives the retained portion of the Raffle tickets to the those at the Raffle Table to add to the ones purchased;
- Removes the table cloth and sign;
- Ensures that all submissions are picked up before leaving for the evening;
- 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).