



Comox Valley Horticultural Society

Position Description: Herb Garden [at the Filberg] Chair

Duties include:

- Manages the volunteer list:
 1. request new volunteers in person at general meetings;
 2. send around a volunteer sign-up sheet and add new names to the list. Include name, phone number, email address;
 3. remove names when requested;
 4. mail out volunteer list and ask if anyone wants their name removed at the beginning of the season.
- Thanks the volunteers at each work bee;
- Schedules work bees throughout the gardening season:
 1. weekly, bi-weekly or monthly, the same day and time or various times to attract more people;
 2. work session is about 90 minutes;
 3. volunteers can come for as little time as they have available, or longer if they wish;
 4. encourage people to take little breaks while working.
- Reminds volunteers to bring their favourite tools – clippers, trowels, shovels, etc.;
- Communicates with the Filberg gardener to let him/her know when you are coming. Let him/her know what you plan to do and if you need any special help or equipment. The Gardener's name is on the volunteer list so that he/she isn't missed when sending out notices;
 1. Access to their tarps for collection of debris is available at the Filberg. The debris can be left on the tarps but put to the side. It will be collected by the gardener. We also have access to shovels, rakes and plant stakes, if needed. Keep equipment away from traffic areas for safety.
- Ensures that the work area and pebble path are tidy before leaving. Clean debris off of the benches;
- Spreads mulch (supplied by the Filberg and it can be requested if/when it is needed). It may not be needed every year;
- Cleans and fill the bird bath. It doesn't need to be put away every winter;
- Waters transplants and to fill the bird bath with hose nearby;
- Fertilizes as needed (doesn't seem to be greatly needed, but you could choose to use a plant starter type of fertilizer for new transplants);

- Prepares at least five (5) articles for the newsletter (submit to newsletter@comoxvalleyhortsociety.ca):
 1. the beginning of the gardening season to encourage new participants and to update the existing list of those who want to continue;
 2. for or after the Filberg Festival clean up;
 3. when herbs are ready to be harvested and for sale at the Opportunity Table;
 4. at the end of season clean up;
 5. the year-end report for the October newsletter.

- Buys new plant material and/or plant labels as required. Forms for reimbursement are available from the Treasurer;

- Accesses herb books and have one or two on hand for reference;

- Submits an Annual Report for the October newsletter (due the first Friday of the month) to the Newsletter Editor (newsletter@comoxvalleyhortsociety.ca);

- 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).