



Comox Valley Horticultural Society

Position Description: Information Table Chair

Duties include:

- Communicates with the Program Chair(s) about the Guest Speaker that month;
- Ensures that the theme of the Information Table relates to the subject area of the Guest Speaker that month;
- Puts up display on a table at the monthly General Meeting;
- Supervises the display on the table and answer any questions from members;
- Removes the display items at the end of the monthly meetings;
- Submits receipts for expenses to the Treasurer;
- Submits an article for the newsletter to the Newsletter Editor (newsletter@comoxvalleyhortsociety.ca) highlighting what is going to be at the Information Table that month;
- 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).