



Comox Valley Horticultural Society

Position Description: Members Plant Sale

Duties include:

- Solicits members to participate in the Members Plant Sale in May:
- Submits articles for the newsletter to the Newsletter Editor (newsletter@comoxvalleyhortsociety.ca) promoting the event;
- Uses a sign-up sheet to collect names of members who wish to participate, including a wait list, if applicable;
- Creates a floor plan, accounting for space for the members who are selling their plants, Master Gardeners table, Social Tables, Membership tables, Library drop off table and Guest Speakers tables;
- Sends set-up committee the floor plan ahead of the General meeting;
- Sends the floor plan to all of the member vendors ensuring that all understand that they should have a tablecloth for their table and be prepared to clean up after;
- Attends the General Meeting to be available for questions from members and member vendors;
- 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).