



Comox Valley Horticultural Society

Position Description: Open Garden Tour Chair

Duties include:

- Consults with Membership Committee to determine which members have indicated what month(s) they want to open their garden;
- Solicits members to open their gardens during the year via the newsletter and/or announcements at the General Meetings (typically the third Monday of every month except July and December);
- Ensures that members know that open garden tours are for CVHS members only as CVHS pays for insurance through the BC Council of Garden Clubs to cover our members (both the host and guests) against liability and injury;
- Compiles a list and contacts the members on the list to determine the date and time for each garden tour;
- Schedules open garden tours to ensure there are tours taking place each month. Open garden tours typically take place from 10am to 4pm. If there are two tours on one day, schedule one in the morning and one in the afternoon;
- Prepares a short description of the garden with the input from the owner. A site visit may be necessary to assist in the description;
- Sends the person in charge of communications to the membership a short description for distribution to the membership in advance of the garden tour date;
- Contacts the host/hostess after the open garden tour to obtain feedback on attendance and their opinions of the tour. This feedback is important to evaluate the success of the program and/or identify any modifications that may be required.
- Submits a promotional announcement for the CVHS newsletter to the Newsletter Editor at newsletter@comoxvalleyhortsoceity.ca by the first Friday of every month (except July and December). This announcement should include a brief statement about the garden tours that were held last month and encourages other members to sign up to host tours of their gardens, if they haven't already;
- Attends the monthly Board Meeting or submits a report to the Secretary in time for the Board Meeting (first Wednesday of every month except July and December).