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## Comox Valley Horticultural Society

### Position Description: Plant Sale Chair(s)

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#### Duties include:

- Books dates with the Florence Filberg Center a year in advance. Spring Plant Sale is typically held in April and the Fall Plant Sale is held in September. Kitchen is not needed, but one cordless microphone is;
- Solicits volunteers from the CVHS general membership. Sign-up sheets should be available at the General Meetings two months ahead of the sale date;
- Organizes all meetings for the volunteers;
- Submits articles to the Newsletter Editor ([newsletter@comoxvalleyhortsociety.ca](mailto:newsletter@comoxvalleyhortsociety.ca)) with updates on the plants sale, requests for donations and pleas for volunteers. Once the sale is complete, an article on the net amount raised should be submitted as well as a 'thank you' to all volunteers;
- Submits a letter to the Ministry of Transport and Infrastructure (2015 contact is Tammy Thompson at [Tammy.Thompson@gov.bc.ca](mailto:Tammy.Thompson@gov.bc.ca)) (see sample letter) at least two (2) weeks before the sale date, requesting permission to erect signs for a seven to either day period at the intersection of:
  - 17<sup>th</sup> Street and Comox Road
  - 26<sup>th</sup> Street and Cliffe Avenue
- Arranges for three (3) signs to be erect (before the event) and taken down (after the event) in the Comox Valley:
  - 17<sup>th</sup> Street and Comox Road
  - 26<sup>th</sup> Street and Cliffe Avenue
  - Ryan Road and Old Island Highway (19A)
- Communicates with volunteers to ensure that all of them know what position they are assigned to, when to report to the Florence Filberg Center and what, if anything, to bring;
- Coordinates with the Publicity Chair to write written propoganda for the two local newsletters, including a photo, if possible. Deadline for Tuesday publication is the Friday before (if the Monday is a holiday, then the deadline become the Thursday before). Should be done at three (3) weeks ahead of the desired publication date;
- Coordinates with the Publicity Chair to advertise in social/free media, such as Shaw TV, Kijiji, Craigslist, CTV Vancouver Island ([islandcommunityevents@ctv.ca](mailto:islandcommunityevents@ctv.ca)) and Harbour Living;
- Arrange for the printing of posters and distribution of posters throughout the Comox Valley;

- 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).

NOTE: All plant sale materials and signs are stored in Darlene Berry's home (250.338.5217 or email [deberry59@hotmail.com](mailto:deberry59@hotmail.com))