

Plant Sales Chair – Job Description

JOB PURPOSE

To hold an annual plant sale.

KEY DUTIES AND RESPONSIBILITIES

Organize and run an annual plant sale as a Society fund raiser

Offer horticultural materials for sale to members from time to time.

Train up several people to ensure succession planning.

RESOURCES

Budget: \$500

Annual Profit Target: \$2500

Most needed materials are available in the SDHS storage locker

AUTHORITY AND ACCOUNTABILITY

Advise the Board on progress and results. (January, April, May, June)

Submit volunteer hours to the Secretary / Board

Provide an annual written report to the Board regarding the Committee's activities.

Liaise with Master Gardeners regarding Plant Identification and Culture at the plant sale

Seek approval from the Board for anticipated expenditures that exceed the committee budget.

Chairperson and member skills knowledge experience:

- Organization and communication skills.
- Computer and media literacy (for publicity)
- Some knowledge of gardening, plant identification
- Volunteer management skills

Plant Sale – How To / TIMELINE

January	<p>confirm venue in writing -currently the Local strike Committee, getting the names from the interest survey results or calling those who did it last year;</p> <p>delegate most of the jobs in this list!</p> <p>liaise with community groups eg Communities in Bloom and Civic Beautification</p>
February	<p>arrange bookmarks to be distributed at Garden Festival; Seedy Sunday events</p> <p>order plants for re-sale eg plugs and seedlings, if needed</p> <p>write notice for spring newsletter</p>
March	<p>arrange for garden "digs" if needed;</p> <p>publicity –</p> <ul style="list-style-type: none"> start online advertising - OHA website, SNAP Perth send posters to other Hort Societies and Master Gardener groups announcements at general meeting <p>solicit volunteers for the sale day</p>
April	<p>Start to gather supplies, most are in the storage locker, purchase or scrounge what is needed</p> <p>Publicity – distribute posters; ask members to put signs on their lawns, churches, businesses</p> <p>Solicit plants from members</p> <p>Finalize volunteers</p>
May	<p>Week 1 -2 dig gardens</p> <p>Week 2 confirm volunteer schedule and tasks, liaise with venue, master gardeners</p> <p>Week 3 put up signs on corners invite media, be on radio, hold the sale</p> <p>Week 4 distribute left over plant material responsibly eg give to charity, composting</p>
June	<p>Write report for Board (AGM)</p> <p>Hand in volunteer hours</p> <p>Put away materials in the storage locker</p>