

# Garden Tour Committee Chair– Job Description

## PURPOSE

To organize an annual garden tour (traditionally held the Sunday before Canada Day) to

- raise funds for the Society.
- celebrate the gardens and gardeners of Stratford and District.
- educate and raise public awareness of the Society and horticulture.

## KEY DUTIES and RESPONSIBILITIES

Recruit and Coordinate a committee to plan, organize and hold the garden tour

Identify gardens potentially appropriate for the tour; encourage and support garden owners (If not possible to feature a garden in the next tour, encourage inclusion in future)

Resolve operational difficulties

Ensure recognition is given to those who contributed to the event's success.

Ensure equipment is returned to the SDHS storage locker

Identify a successor.

## RESOURCES

Budget: xxx Target: \$5000 profit

## AUTHORITY AND ACCOUNTABILITY

Advise the Board on progress as needed

Submit a record of volunteer hours to the Recording Secretary.

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

Provide a written summary for the Annual report (AGM) regarding the Committee's activities.

Represent the Society with external organizations, where needed eg District 10, Tourism Stratford, Committees of City Council

