**CREATING AN IDEAL SCHOOL GARDEN COMMITTEE**

**Garden Committee Roles and Responsibilities**

* **Chair/President\*** - someone who is willing and enthusiastic about the garden who can take on a leadership role. This means leading garden meetings and continuing to develop and create a garden community.
	+ sets up the garden committee meetings
	+ creates the meeting agenda
	+ writes up garden updates for school newsletter/website?
* **Secretary\*** - someone who enjoys writing and takes diligent notes.
	+ takes notes during the garden committee meeting
	+ keeps a running record of meeting minutes
	+ sends meeting minutes out to garden committee members
* **Treasurer\*** - someone good at handling/keeping track of funds.
	+ keeps track of the garden funds
	+ reports garden funds at every garden committee meeting
* **Garden Education Liaison(s)\*** - the “go-between” person who works with teachers, the principal, parents, outside partners, and the committee.
	+ Helps teachers schedule garden lessons and sends out lesson reminder emails to teachers and outside partners
	+ contacts/arranges for outside educators to teach garden/other lessons in the garden
	+ coordinates volunteers to work in the garden during open garden hours in the summer
* **Fundraiser(s)** - someone who enjoys writing and raising money.
	+ identifies garden needs
	+ writes grants for the garden
	+ contacts local organizations/businesses for money
* **Event/Party Planner(s)** - someone who enjoys planning events/parties.
	+ comes up with ways in which we can use the garden for non-educational events
	+ plans and helps execute the event/party
	+ writes up garden updates/events for school’s newsletter/website
* **Interested Garden Committee Person(s)** - people excited about the garden who want to come to garden committee meetings and provide input and ideas, but can’t give their time to a specific role on the committee.
* **Project Leader(s)** - someone who wants to take the lead on a specific garden project.
	+ researches ways to improve upon the garden, incorporate in new learning tools, beautify the garden
	+ presents research ideas to the garden committee

**\*Roles that are starred (\*) are essential to a functioning garden committee. Any unstarred roles are simply ideas for other roles within the committee. Positions can be combined.**