



Example Committee Job Descriptions

Garden Design

- ☐ Measure the entire space.
- ☐ Decide how much will be garden plots.
- ☐ Map out plots.
- ☐ Map out walkways around gardens.
- ☐ Plan for outside border: fence, hedges, other.
- ☐ Set aside a compost area.
- ☐ Place signs, bulletin board, storage containers.
- ☐ Do something to make your garden standout.

Site Preparation

- ☐ Clear the land.
- ☐ Plow or till.
- ☐ Do soil testing.
- ☐ Lay out and stake plots.
- ☐ Assign plots to gardeners.
- ☐ Keep a plot map with gardeners' names.
- ☐ Arrange water for the site.

Membership Committee

- ☐ Sign up gardeners and keep their forms.
- ☐ Collect fees for plots if charging.
- ☐ Give all fees to treasurer.
- ☐ Keep a list of all names, addresses, phone numbers, e-mail if used.
- ☐ Notify gardeners of meetings and special events.
- ☐ Recruit new gardeners and maintain a waiting list if necessary.

Rules Committee

- ☐ Draw up a set of rules for the garden.
- ☐ Have rules voted on at the first gardener's meeting each year.
- ☐ Ensure all gardeners have a copy of the rules and keep them up to date.



Example Committee Job Descriptions

Finance Committee

- ☐ Oversee the treasurer.
- ☐ Set plot fees, usually \$5 to \$25.
- ☐ Ensure all funds raised and spent are accounted for.
- ☐ Work with treasurer to develop a budget for the garden.
- ☐ Approve all spending.
- ☐ Seek funds for special purchases for the garden.

Site Maintenance

- ☐ List common area upkeep needs.
- ☐ Set community hours each gardener needs to do.
- ☐ Keep a list of what gardeners plan to do.
- ☐ Plan record keeping system for recording community hours.
- ☐ Monitor work done and hours completed.
- ☐ Provide for trash removal.
- ☐ Manage compost.

Special Events/Community Outreach

- ☐ Organize required cleanup day.
- ☐ Hold potlucks and invite neighbors and community leaders.
- ☐ Host an open house and garden tour.
- ☐ Put out a newsletter/report about the garden. How many gardeners are there? What is growing?

Supplies

- ☐ Arrange for delivery or pickup of donated supplies such as wood chips, plants seeds, and garden soil.