

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.**