

## Job Description Hort Committee, Seattle Garden Club

The job of the Hort Chairs is to plan every Hort meeting for the Garden Club year. The Hort meetings are held in October, November, January, February (normally given over to the floral design committee), March, April, and May. All provisional talks are given during Hort meetings.

Hort chair responsibilities:

1. Find volunteers to provide snacks, a flower arrangement and coffee for each meeting. In September, send around snack schedule for the year. Continue to follow up and ask for volunteers until schedule is full. People can sign up directly on the website calendar, or in the case of signing up at a meeting the chair adds those names to the website calendar manually.
2. Set up the tables at the rear of the room for the snacks and coffee, with tablecloths, cups, tea etc., kept in the SGC office (key is in the main office at CUH).
3. Bring materials for Hort share to the tables set up on the south wall. Glass vases, water, notecards and pens (for members to write down the name of their offering).
4. Make sure a table is set up for nametags, that the microphone is working, and the chairs are set out properly. This can all be confirmed prior to the meeting. *NOTE: the nametags are brought to each meeting by members of the provisional class. Verify with the provisional chairs that they are aware of that responsibility.*
5. Clean up after the meeting, returning everything to the SGC office. (We gave leftover coffee to the people in the office at the Miller library.)
6. For all meetings without a provisional talk, find an interesting speaker for the meeting, asking for recommendations from the Hort committee members.
7. Write an article for the SGC newsletter each month.
8. Attend monthly board meetings
9. Write a monthly report prior to each board meeting, summarizing the past month and providing details for upcoming events.
10. Attend a provisional meeting when asked, to explain the function of the Hort committee.
11. Send out and E-blast every month to remind members to bring their own coffee cup and something for Hort share.
12. Find speakers for 'Hort shorts' if the chair(s) decide to continue with that as a part of the Hort meeting.
13. Decide on provisional talk topic for the following year (usually during the February/ March timeframe)
14. Put all Hort meetings on the SGC master calendar, including time, topic, location. This can be done as soon as the provisional talk dates have been established. We gave them first priority for the month in which they wanted to give their talks.
15. Along with the Conservation committee, decide how to distribute the amount of money allocated by SGC to be given in small amounts (\$3,000 total this past year) in the community (in P&P, Financial Policies, Section V).

16. Encourage all members to provide seeds for seed share (*note: see Seed Share Database on the GCA website for further information*).
17. Attend the Shirley Meneice conference if asked by the President and report back to the SGC.
18. Communicate with the Program Committee chair about programs that Hort are doing in case of a potential overlap. Learn what they are doing so the two sets of meetings are complimentary.
19. Correspond with the national Horticulture Chair when she communicates with us and send her summaries of our Hort activities when requested (*note: there is a wealth of information on the GCA website about possible Hort topics for meetings*).

Submitted by Roxanne Wiley & Susan Potts  
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