

Garden Committee Responsibilities

COORDINATION TASKS:	
Main point person for all-garden communication	
Serve as a liaison to GLFB Garden Project	Share Garden Project updates with committees. Notify Garden Project of garden status (full, available space, etc.).
Host spring garden orientation	Facilitate spring opening meetings to explain garden guidelines, operations, and other important info. Provide follow-up orientation information over email/phone/in-person/etc.
Communicate general and seasonal updates to all members	Share garden-wide updates with all garden members, such as resource announcements and seasonal updates.
*Site's record keeper and committee facilitator	Bring gardener suggestions/requests to leadership committee. Facilitate committee meetings. Track progress on garden goals. Collect updates from fellow garden committee members. Keep garden guidelines, historical and operational records, vision/mission, and other important documents. Update leadership succession plan.
MEMBERSHIP TASKS:	
Responsible for plot-specific tasks	
Member registration	Collect member registration, including contact info and plot requests.
Plot assignment	Process plot requests/registrations: assign plots based on registration and available space. Manage waitlist.
*Fund management	Receive and track all incoming garden fees, donations, grants, etc. Make and track purchases on the garden's behalf. Provide financial reports to fellow committee members.
MAINTENANCE TASKS:	
Upkeep/on-call repair of physical space, garden mapping and volunteer coordination	
Spring plotting	Mark plots and pathways. (Keep map updated to reflect site layout.)
Seasonal maintenance	Organize ongoing upkeep of common spaces. (E.g., Mowing/weed whipping fence line and pathways, hose repair, tidying storage shed, snow removal.)
Infrastructure maintenance	Monitor infrastructure, provide on-call repairs and/or communicate repair needs to group/Garden Project.
*Workday coordination	Host gardeners and visiting volunteers by giving guidance, providing tools, and coordinating tasks at workdays.
COMMUNITY BUILDING TASKS:	
Outreach with garden members and community building	
One-on-one member communication	Communicate one-on-one with specific gardeners if plots become weedy/abandoned. Work with membership committee to reassign plots. Assist with interpersonal issues if individual issues arise. This may involve conflict management.
*Asset list	Collect a list of the garden's assets (based on gardeners and connections).
*Hospitality and community building	Coordinate outreach and events to members and non-gardening neighbors, via newsletters, organizing potlucks/social events, etc.
*Produce donation	Coordinate produce donation. (Via donation plot or organizing distribution of excess garden produce to neighbors, local pantry, etc.)