

## Steering Committee Notes & Job Descriptions\*

### **Section 1. General Steering Committee Notes**

**Monetary Expenditures.** Expenditure of the Garden's Funds or a financial commitment in its name shall be made only if the expenditure or commitment is either approved by specific resolution of the Steering Committee or is made pursuant to an itemized budget approved by the Steering Committee. As an exception to this rule, two out of three of the Chair, Treasurer, and Secretary may approve expenses cumulatively not to exceed \$150 between Steering Committee Meetings. Original receipts or photocopies thereof are required in order to be reimbursed for any out of pocket expense. Normally, all reimbursement requests are reviewed and approved by two of the three members above before submission to the CCRA for action.

**Communication with Garden Members.** The Chair and Secretary are the officially recognized communicators with the Garden Body. All requests to communicate with this body, including but not limited to email, postal mail, and posting on the bulletin board or website, must be approved by the Chair or Secretary.

### **Section 2. Job Descriptions**

Following are descriptions for several Steering Committee Positions or Committees. Committees or Task Forces serve at the pleasure of the current Garden Chair and may or may not exist within any particular year. Committee chairs are not required to be members of the Steering Committee.

**Chair.** The Chair shall be the chief executive officer of the Garden; shall preside at all meetings of the membership and the Steering Committee; shall have general and active management of the affairs of the Garden; shall see that all orders and resolutions of the Steering Committee are carried into effect; shall be an ex-officio member of all Committees; shall be the official spokesperson for the Garden except when delegating that responsibility to another member, and shall maintain a working relationship with CCRA leadership, the Parks and Recreation Department, and other organizations as is necessary to ensure the continued functioning of the Garden.

**Co-Chair.** The Co-Chair may be appointed at the discretion of the Chair to [a] assist the Chair in managing the affairs of the garden as delegated, [b] preside at meetings of the Steering Committee when the Chair is unable, and [c] become oriented to the Chair's leadership role, function, and processes to facilitate smooth transition between chair holders when the Chair's term is ended.

**Treasurer.** The Treasurer shall keep full and accurate accounts of receipts and disbursements and shall process all requests for reimbursement within a timely manner and consistent with rules and regulations set forth by the Steering Committee. The Treasurer shall render to Steering Committee Members, at regular meetings of the Steering Committee or whenever they may require it, an account of the financial condition of the Garden and submit summary statements of receipts and expenditures to the Steering Committee at its regular meetings. The Treasurer shall work with the Chair annually to develop a budget for the Garden and once this budget is approved shall provide a copy to CCRA for their records. The treasurer shall coordinate with the CCRA Treasurer and CCRA Office as necessary.

**Secretary.** The Secretary shall act as clerk of all official meetings of the Steering Committee and Garden Membership and shall record all votes of the Steering Committee or of the Garden Membership at

official membership meetings and shall record the minutes of all transactions of either body. The Secretary shall post the official minutes, once approved as specified in the bylaws or rules, on the Garden's Bulletin Board (for approximately 30 days), website and via email to current Gardeners and the CCRA Office. The Secretary shall retain meeting minutes taken during his/her tenure and shall provide records from this archive to current Gardeners upon request. The Secretary shall produce, laminate and post or replace new or replacement signage in the Garden as requested or needed. The Secretary shall annually produce a plot map depicting the particular Gardener(s) assigned to each plot; this map shall be posted on the Garden's Bulletin Board. The secretary shall reserve the room for the annual meeting and shall periodically post the updated waiting list in a form approved by the Steering Committee.

**Capital Projects Committee.** The Capital Projects Committee shall work with the Facilities Committee and other committees as necessary to identify substantial improvement or construction projects to the Garden. With approval from the Steering Committee, the Capital Projects Committee shall develop detailed plans for these improvements, fundraise, and ultimately oversee the realization of these projects. The Committee shall conduct construction projects consistent with CCRA and City Regulations and shall, when necessary or required, coordinate with the Department of Parks and Recreation and other outside agencies.

**Children's Activities Committee.** The Children's Activities Committee shall, with the approval of the Steering Committee, develop and carry out programming for children and identify other aspects of the Garden that might be enhanced for the Garden's Children. Each year the Committee shall plan and conduct a ladybug release for children, working with the Steering Committee to develop parameters and an appropriate budget.

**City Harvest Committee.** The City Harvest Committee is responsible for sustaining the City Harvest Program, through such tasks as working with representatives of the Pennsylvania Horticultural Society, arranging delivery / pickup of produce with food cupboard(s), coordinating with other outside agencies as needed, ensuring that the designated City Harvest Plot is maintained, and recruiting donations of produce from Gardeners as are necessary to carry out the mission of the program. To the best of their ability, the Committee shall roughly gauge and record the amount of produce donated and report this amount to the Steering Committee and the Pennsylvania Horticultural Society as requested.

**Community Events Committee.** The Community Events Committee shall, with the approval of the Steering Committee, plan and carry out events for Garden Members or, as permitted, events that include the Community-at-large. The Committee annually surveys the Gardeners re: their interests in and preferences for topics and, based on this information, plans and oversees a series of gardening workshops during the active garden year. The Community Events Committee shall annually, working with the Chair and Treasurer, develop a budget for review by the Steering Committee.

**Facilities Committee.** The Facilities Committee shall monitor the conditions of Garden infrastructure and equipment and, as necessary, recommend repair or replacement to the Garden's Steering Committee or to a Capital Projects Committee for further consideration. The Facilities Committee shall fill and replace rat poison boxes as consistent with Garden Policy and local laws and regulations. Annually, the Committee shall ensure that an inventory of tools and other equipment is conducted and that the results of this inventory are provided to the Steering Committee for review and that a laminated inventory is posted inside the Garden Tool Shed.

**Garden Chores Committee:** The Garden Chores Committee is responsible for securing preferred dates of service from all Gardeners, making assignments (minimally two gardeners per week), notifying and keeping a master list of gardeners' assigned week, reminding each pair of gardeners via email as their assigned week approaches, includes a list of the chores to be completed in the email reminders, arranges for posting on the Garden Bulletin Board a current list of Weekly Chores to be completed, makes periodic observations of the status of Chore completion, and reports status of the program to the Steering Committee.

**Parkside Plantings & Public Garden Beds Committee.** The Parkside Plantings Committee shall oversee maintenance, planting, and other activities necessary to ensure the continued survival of the Parkside Plantings and other designated public garden bed areas. The Parkside Plantings are defined as the plantings exterior to the Garden's Fence that extend from the southwest corner of the Garden to its northeastern most point adjacent to 25th Street; this Committee also oversees the espaliered fruit trees; herb, iris and rose garden beds, and walkway gardens. The Committee shall work with the Chair and Treasurer each year to formulate a budget for these plantings, recruit volunteers from the Garden and/or from the community at large as are necessary to carry out its mission and, to the best of its ability, maintain accurate records of all new plantings installed during its tenure.

**Plot Assignments.** The Plot Assignments Committee shall keep the list of current gardeners, monitor the plot waiting list kept by CCRA, keep the Garden's official plot transfer request list, recruit participants from the Waiting list to participate in the Waiting List Plantings, and conduct annually a lottery for assignment of five public plots according to existing guidelines. Waiting List Plantings participants garden in small plots in an area designated by the Steering Committee, usually the site adjacent to the CSX Railroad Tracks. The Committee shall ensure that gardeners in each category have paid any fees and signed any agreements required by the Steering Committee and shall orient all participants to the Garden and its Guidelines and Rules. The Committee shall approve each new addition to the waiting list and to the non-member lottery list. For the waiting list, the Committee will reasonably verify that each new addition is a CCRA Resident Member and current with CCRA Dues. Each year, the Committee, working with the Chair, shall ensure that on January 1st, all current gardeners and members of waiting and plot transfer lists are current with their CCRA Dues and, to the extent possible, that all are Resident Members as defined in the CCRA Bylaws. Non-current or non-Resident members of either list on January 1st, after due notification, shall be removed from the respective list and notified of this removal. Annually, in January or February, the Committee shall post notifications for the non-member lottery, which is open to one individual per household. At a time approved by the Steering Committee, the Committee shall allow gardeners who have requested a transfer and waiting list members to select plots and shall conduct the non-member lottery. Following assignment of available plots to those on the Waiting List, the Committee will offer to the remaining Waiting List members the opportunity to sign up for a Waiting List Planting plot. Working with Garden Chair, the Committee shall hold orientations for non-member Gardeners and all incoming member Gardeners who have not previously or recently gardened at the Schuylkill River Park Community Garden. The Committee shall give periodic reports to the Steering Committee on the waiting list and transfer list and shall announce all incoming Gardeners at the Garden's Annual Meeting.

**Plot Use Committee.** The Plot Use Committee shall periodically survey all Garden Plots, including those of the Waiting List Plantings, to ensure that, consistent with the Garden Guidelines and Rules, Bylaws and License Agreement, all plots are actively being gardened and that other violations are not present.

Possible violations should be noted and brought to the Steering Committee for further discussion and possible action.

**Website Committee:** The Website Committee shall be comprised of the webmaster, at least one member of the Steering Committee and one or more gardeners. This Committee shall periodically (at least twice a year) review both the content and its currency and the layout and structure of the website and make recommendations for updating or change. Major changes to the website shall be brought to the Steering Committee for review and approval.

**Workday Organization & Supervision Committee:** The Workday Organization & Supervision Committee is responsible for identifying in advance the specific and general chores to be completed on each workday (which changes somewhat by season—spring, summer, fall), including such chores that can reasonably or should be completed before or after the scheduled date by gardeners who must be absent; identifying and securing any additional supplies and equipment that will be needed for the workday; planning, preparing and serving food and drink for gardeners during the workday; acting as ‘go to’ persons during the workday to help gardeners find and complete appropriate chores, and keeping a record of gardeners who complete the workday obligation.

**Task Forces:** The Chair may appoint a Task Force comprised of Steering Committee members (and Gardeners, as appropriate) to complete a short term project and report the findings to the Steering Committee for action as necessary.

*\*Revised March, 2015*