

## Post Office Planters Chair- Job Description

9/2021

The Post Office Planters Chair makes all the arrangement for the annual planting in the Post Office boxes.

### Responsibilities:

- Chair to contact treasurer to obtain the Club's Tax I.D. number to use when purchasing plants to be used at the Town Hall. In addition, she should request a voucher from the treasurer to attach receipts for reimbursement of plants.
- If the Chair desires help, she will circulate a sign-up sheet in the spring for help with the plantings and to water and deadhead during the summer months. (Club member signs up for one week to water and deadhead).
- Chair will ensure that plantings are in place one week before Memorial Day.
- Chair will decide on the plants to be used, ordering them from a nursery or at a venue of her choice. Note: Various planting combinations have been used at the Post Office. Pansies are good for early spring, annuals for the summer and greens for the holidays.
- Chair will coordinate with the maintenance staff at the Post Office to ensure hose at the side of the building is available for use by the club when planting as well as throughout the summer months.
- Chair will ensure that the plants are changed regularly according to the season.