

Town Hall Planting Chair- Job Description

9/2021

The Town Hall Planting Chair makes all the arrangements for the annual planting at the Town Hall.

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 and to notify members of the time to meet to plant. (usually 9:30 am)

Chair will decide on the plants to be used, ordering them from a nursery for early pick-up on the day of the planting or at a venue of her choice. Note: Various planting combinations have been used at the Town Hall. Recently smaller geraniums and blue salvia have been the choice with planting going across the entire front of the building for an attractive effect. The two planters are the focal point of the building's plantings on either side of the door.

Chair will coordinate with the maintenance staff at the Town Hall to ensure hose at the side of the building is available for use by the club for the day of the planting as well as throughout the summer months.

Chair will ensure that the plants are regularly changed according to the season.