

Greater Rochester Perennial Society

**Job Descriptions: Vice President/Events and Vice President/Program**

Initiated: 2/18/24

Reviewed/revised:

There will be two Vice-Presidents of the GRPS:

Vice President/Events

Vice President/Program

**Both the Vice President (VP)/Events and VP/Program shall:**

Attend regularly scheduled Executive Board (EB) meetings and are voting members,  
Report to the EB on event planning OR program planning progress as needed/requested,  
May stand in for the GRPS President as needed or requested,  
Submit information on events OR programs to the Newsletter Editor and/or Website Liaison, in a timely manner,  
Will read and familiarize themselves with the Playbooks for each event,  
Work closely with the other VP to ensure timeliness and continuity of all events and programs

**VP/Events:**

There are five (5) annual events sponsored by GRPS. All events are for one-day only, except the photo contest.

Events are:

**February:** Annual Photo Contest. This is a virtual event. **Add more here? Mention Photo Contest Chairperson role?**

**May:** Drag and Brag. The two Members-at-Large will chair this event. The VP/Events will oversee and provide assistance as needed to ensure a seamless event.

**May:** **GRPS Plant Sale at Market in The Park (MITP):** This is the GRPS' biggest **annual** fundraising event. The VP/Events will oversee and provide assistance as needed to the **Plant Sale** Chairperson(s).

**August:** Annual Soiree: The VP/Events will oversee and provide assistance as needed to the **Soirée** Chairperson(s).

**October:** Annual Banquet: The VP/Events will oversee and provide assistance as needed to the **Banquet** Chairperson(s).

**To help with Chairperson and volunteer recruitment:**

The **VP/Events** will contact the Sign-Up Genius Liaison, at the beginning of the calendar year, to prepare a Sign-Up Genius that will go out in February. Members will be asked to volunteer to help with **one** of these events. Additionally, the five (5) Playbooks for each event will be posted on the GRPS website, <https://rochesterperennial.com>, for members to review and use during event planning. Each Playbook contains a timeline for when certain event functions need to be

initiated. At the conclusion of the event, the Chairperson(s) and VP/Events need to review the Playbook and revise as necessary. The reviewed/revised Playbooks are to be sent to the GRPS Secretary. If there are revisions, the VP/Events must report these to the EB and then submit the revised Playbook to the GRPS Website Liaison. The Website Liaison will send the revised copy Playbook, to the Webmaster for posting. If there are no revisions, the revision date will be added to the Playbook by Website Liaison/Master.

### **VP/Program:**

The VP/Program shall serve as the Chair of the Program Committee

Any GRPS member may ask to become a member of the Program Committee

The Program Committee will meet quarterly, as needed.

The Program, lectures and garden tours, are planned one calendar year in advance.

### **Program includes:**

Virtual or in-person lectures for the months of February-March-April, November and December AND Garden Tours in the months of June-July-August and September.

To help with Chairperson (**what Chairperson?**) and volunteer recruitment:

The **VP/Program** will meet/discuss with the SurveyMonkey chair, at the beginning of the calendar year, to determine questions to be put on the SM. The SM should always ask if any GRPS members would like their garden to be on the summer tour.

A SurveyMonkey will go out in **February** asking members for their suggestions for:

Speaker names

Speaker topics

Gardens to tour

The SM results will be reviewed by the VP/Program and Program Committee members. After discussion of results, which includes speaker fees, the VP/Program will ask each committee member to **select a month and organize the arrangements for a speaker/topic and/or a garden**. Once

the speaker or garden host has committed, the GRPS Speaker/Garden Tour Contract form is to be filled out. **Who does this? VP/Program?** The completed contract form may then be emailed to committee members for

final review before being sent to the speaker/garden host.

The Program Committee member who secures the speaker will be responsible to welcome and introduce the speaker at the beginning of the lecture.

The VP/Program, or assigned committee member, will maintain a chronological list of speakers, topic, and honorarium as well as garden tours and their location. **Think this should be VP/Program responsibility**. This list will be

sent to both the Treasurer and Secretary. The Treasurer is responsible to send the speaker their honorarium check, with thank you note, several days in advance of the speaking date.

The list of speakers and garden hosts will be in flux, so when an update occurs, the

information must be passed on to the VP/Program who will share with the Treasurer and Secretary.

**Garden Tours:**

Each garden suggested for the tour must be visited. **by whom? Should be specific** The main goals being to determine adequacy of parking, if the garden host will need any help “fluffing” their garden, and where the host would like a gift certificate from. Currently, each garden host is offered a one-hundred dollar gift certificate to the store of their choosing. The Program Committee member is to notify the GRPS Treasurer to purchase a gift certificate. The Treasurer will purchase and mail to the garden host, along with a thank you note.

The Program Committee member who secures a garden(s) **tour** is responsible to have the GRPS

tour signs placed on-site the day of the tour **and to make arrangements for collecting them after the tour.**