Open Gate Garden Club

Annual Summer Garden Tour

**Tour Chairperson Job Description**

1. **Tour Coordinator**
2. Committee Responsibilities
	1. Renew or recruit a chairperson for each committee
	2. Give each chair an updated description of their duties
	3. Prepare volunteer sign-in sheets for each committee for availability at April/May/June Garden Club meetings
	4. Schedule a pre-tour meeting with chairs to update on tour gardens and clarify duties. Provide a
		* + 1. Homeowner list
				2. Chairperson list
				3. Chairperson’s “Dates to Remember”
				4. Preview Night/Afterglow letter
				5. Copy of completed sign in sheets
				6. Email digital copies of homeowner list, chairperson list, Preview Night/Afterglow letter to chairs
	5. Schedule a post tour meeting for evaluation and SWOT analysis of tour
		* + 1. Provide agenda
				2. Do minutes
				3. Provide refreshments
3. Fiduciary Responsibilities:
	1. Review previous years income/expense report
	2. Prepare budget for club President
	3. Provide oversight of spending
	4. Send all money and income information to Treasurer
	5. Review final income/expense report
	6. Purchase bench, garden stones and committee chair gifts
	7. Provide final financial analysis to the OGGC Board
4. Provide tour materials to the Historian
5. **Tour Chairperson responsibilities to each Committee Chair**
	1. Set Up and Directional Signs Committee
	2. Determine the sequence of the gardens and the directions to each.
	3. Tour Gardens with Set up and Directional Signs Chairpersons to evaluate location for gazebos and directional signs.
	4. May determine if host boxes should be given to this committee for delivery
6. Poster and Flier Distribution Committee
	1. Distribute posters and fliers to chairperson
7. Garden Acquisition, Description, and Liaison Committee
	1. Tour gardens with chairperson
	2. Give list of gardens and garden descriptions to Publications chair
	3. Prepare and give a copy of June letter to homeowner, AfterGlow and Friday Preview invitation, and Membership Application to chair
8. Garden Hosts Committee
	1. Attend Garden Host Chairperson meeting with sample host box
	2. Prepare host boxes
	3. Deliver stones to homeowners on Preview Night
	4. Possibly decide to give host boxes to the homeowners on Preview Night.
9. Ask a Ask a Gardener Committee
	1. Communicate with chair as necessary
	2. Determine location of Ask a Gardener table
10. Museum Ticket Sales
	1. Provide tickets to sell (125)
	2. Provide change from treasurer ($200) and money box
	3. Confirm with museum for permission to use porch and have door open for bathroom (bring toilet paper and soap for bathroom use)
11. Publicity Chair
	1. Review Press Release
	2. Provide digital landscape pictures
	3. Participate in channel 12 noon news
	4. Choose an alternate person to do the news
12. Refreshment Committee
	1. Chose location for refreshment tables
	2. Assure gazebo setup at this location
	3. Give supply box to chair
13. Publication Chair
14. Receive all tickets, posters and flyers from chair
15. Distribute tickets to ticket chair
16. Distribute posters and fliers to poster and flyer distribution chair
17. Ticket Chair
	1. The Monday or Tuesday OR at Afterglow count all money from members, merchants, gardens and museum with the chair
	2. Prepare a draft income report at wrap up meeting
18. Afterglow Committee
	1. Purchase and present with thanks small gifts for committee chairs
19. Equipment Chair
	1. Arrange for equipment storage
	2. Receive an equipment inventory from a chair.