

AMGA **Garden Tours:** Job Description and Timeline

Responsibilities:

- Responsible for the Summer Garden Tours and Field Trips of the AMGA.
- Attends Board Meetings and contributes to organizational development of goals and actions.

Date Due	Task
2 Monday each month	Attend Board Meeting. Contribute to the development of policies and procedures of AMGA.
Garden Tours: June, July, Aug	1. Propose Options or Assemble committee to identify trips and garden tours. 2. Collect suggestions from members on topics for tours; Talk with members personally, gather ideas through surveys taken at registration time, use community themes. Collaborate with board on ideas or themes 3. Check with other garden clubs to see what their topics for programs are in hopes of not duplicating them. 4. Review history of past tours to avoid duplicating too close together 5. Develop a schedule of trips and tours for the summer. Fill in Garden Tour excel spreadsheets in google drive. 6. Identify tour hosts: Collect names and contact information- Phone @ Email 7. Contact tour host to get confirmation and select a date that works for the host. 9. Develop a garden promo's with the host for marketing the tour 13. Send Garden Tour information to website, Broadcast Email, and Neon One 14. Be careful about sending out Garden Tours to non members. Tours are open to members and a guest. Members do not have to be voting members.
As Needed	Buy Thank You and Gift Cards (\$__) for hosts and field trip coordinators. Keep receipts for Treasurer and reimbursement.

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