



Mountain Garden Club Position Description Form

Position Name

Civic Improvement Chairperson

Date Created: 8/15/2016

Form Creator Name: Norma Whitmore

Home Phone: _____

E-Mail Address: _____

Committee Name: Civic Improvement (If Applicable)

Position Overview:

The CIP Chair is responsible for coordinating, and carrying out CIP projects. These projects consist of summer maintenance and planting at various sites in Mount Washington Valley.

The on going sites that the club does each year are as follows: Bartlett - Children's Memorial Park (Will's Park), Fountain Park and Veteran's Memorial; Conway - Gardens at the Conway Traffic Islands, Rain Garden at Children Unlimited and USFS Ranger Station; Freedom - Gardens at the Library; Jackson - Garden at the Gazebo, Heritage Path at Town Offices and Plant Containers at the Whitney Community Center; North Conway - Garden at Schouler Park and Gardens at North Conway Library.

In December, CIP provides wreaths for various Community Buildings. They are as follows:

Bartlett (1)Town Hall and (1) Library;

Center Conway (2) Town Hall;

Conway (2) Library and (1)Police Station;

Freedom (1) Library;

Jackson (1 each) , Town Hall, Fire Station, Whitney Community Center and Old Library, and (2) Library;

North Conway (2)Community Center, (2) Library and (1) Visiting Nurse

for a total of 19 wreaths.

Other Duties: Any community projects to create beauty in the Valley such as planting trees, plants and bushes.

Skills/Abilities/Other Requirements:

Organizational, communication skills.

Essential Position Functions:

CIP Sites:



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March members meeting: Put out sign up sheets for members to volunteer during summer at the various CIP sites.

April and May members meetings: Bring CIP sign up sheets for additional sign-ups.

From the names on the sheet select a person to be the coordinator for each site. (Could be the same person who did it last year). Give a list of the volunteers for each site to the respective coordinator.

Wreaths:

September: Have someone create the bows for the wreaths.

November: Order the wreaths.

Review and present to the Board any other suggestions for the Club to consider for CIP.

Print Form

Rev. 2017



Mountain Garden Club Time line Template

Event/Publication

CIP Summer/Winter Projects

Date Created: Aug 15, 2016 Form Creator Name: Norma Whitmore
 Event/Pub Date: (appx) _____ Form Creator Tel.: _____
 Date to Begin By: April 1st Form Creator Email: _____
 Committee Name: Civic Improvement)

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Click to Add a
Time Category

Time Category	Actions Necessary	Tips & Best Practices
April	Summer Projects: Early in April create a sign up sheet for the various community sites that need volunteers.	Sign up Sheets: Be sure to have the sign up sheet at the April, May and June meeting, as there are always members at these meetings who were not at the previous meetings.
May	After the May Members meeting give to the coordinator of each site a list of their volunteers.	
June	After the June Members meeting give any additional names of volunteers to the coordinators.	
November	Wreaths: Early in the month place an order with McSherry's for the number of wreaths needed, currently 19 for the public buildings and 2 (one each) for the MET and Salyards. At the November Members meeting have a sign up sheet to obtain volunteers to attach the bows and tags.	Wreaths: 19 sixteen inch single face 2 eighteen inch double face The wreaths are part of a larger order for the Holiday Boutique. Coordinate with the Boutique Chair.
December	Boutique Workshop: This is when the bows and tags are attached to the wreaths. Should take place at the beginning of the Workshop. Wreath Delivery: The Chair will seek volunteers to deliver the completed wreaths to the public sites. This will occur at the conclusion of the Workshop.	Wreath Delivery List: Write the volunteers names down next to the site they are to deliver to. See the CIP Position Description Form for the list of the sites.

Rev.

Print Form