

KHS BOARD PORTFOLIOS

Program

- Education (guest speakers, workshops, other)
- Annual calendar
- Attendance incentives (door prizes, etc.)
- Plant swap, seed exchange, etc.
- Facility booking/room arranging
- Photographer, Audio-Visual for meetings
- Bus tour
- Flower shows: schedules, judging, room setup, etc.

Membership

- Attendance recording, Greeters at meetings
- New member “Welcoming” package
- Members’ plant discount program
- KHS brochure
- Members’ contact information (with Publicity)
- Volunteer hours recording
- Name tags

Communications/Publicity

- Website
- Facebook
- Newsletter (The Columbine): develop, edit, mail
- Media contacts
- Design/distribute flyers, printing calendars, brochures and other GK documents, etc.

Outreach/Marketing

- Public plantings eg: Paterson & Pollinator Gardens
- Outreach activities (e.g.: Seedy Saturday, Farmers Market)
- Displays (print or virtual)
- Plant Sales (Public, Members)
- Hidden Treasures Garden Tour / Members Mini tour

Administration

- Archives
- Year in review PowerPoint (AGM)
- AGM preparation and chairing
- Fundraising activities (Online bulbs sale, Share the wealth, 50/50 draw, etc.)
- Recruitment and retention planning (members and Board)
- All duties of the President, VP, Treasurer, Secretary