



## This is a brief review of the many Garden Club (GC) volunteer opportunities at Highland Springs as of 2-24-26.

**Category One:** Very short term project work for Community events such as Earth Day, The Activity Fair and the employee Take-Your-Child-To-Work Day.

**Garden Club Guardians** – assist the Greenhouse & Operations Managers in keeping the garden club areas in good order through on-going monitoring and organized work days

**Highland Springs Activity Fair Coordinator/Participant** – Work with the HS Activity Fair Coordinator in hosting a table at the Activity Fair

**Garden Club Membership Drive Coordinator/Participant** – Works on membership campaigns for the Garden Club (The GC Treasurer administers the annual lottery for space allocation and oversees membership activities)

**Garden Club Nominating Committee** – Contact interested Garden Club members for upcoming annual Executive Committee positions; present qualified candidates to the general membership and oversees the officer election process; (The GC Vice President serves as the Team Leader)

**Club Historian Coordinator/Assistant** – records and maintains a annual history of the garden club's development and growth for the year

**Garden Club Programs Participant** (The GC Vice President serves as the Team Leader) – help to host programs

**Category Two:** Leadership positions to help guide the Garden Club include elected positions as well as appointed roles such as Operations Manager.

**Executive Committee:** consists of elected officers; one-year term; up to three consecutive terms

**President** – Presides over all agendas/meetings; Garden Club Action Plan Team Leader; liaises w/ HS General Services reps in all areas

**Vice President** – Plans informational programs; establishes/oversees the annual officer nominating committee; serves as backup to the President

**Treasurer** – Receives/tracks all funds for Club; serves as the Communications Team Leader; manages club's website; administers the annual lottery for space allocation

**Secretary** – Records/publishes/archives Club meeting minutes through use of the club's Google drive and website

**Garden Club Operations Manager/Assistant** - appointed a one-year term by the executive committee with responsibility of a designated space

**Club Communications Coordinator/Participant** – works closely with club and HS staff to create, conduct, maintain and support all of the club's communications such as content for the website, Looking Forward To publications, etc.