



Mountain Garden Club Position Description Form

Position Name

Environmental Projects Chair

Date Created: March 16, 2017

Form Creator Name: John Bruni/Ralph Lutjen

Home Phone: _____

E-Mail Address: _____

Committee Name: Environmental Projects

Position Overview:

MGC supports specific environmental projects in the Mount Washington Valley. MGC involvement in a project is dictated by the availability and interest of its members. The projects may be funded by MGC funds, community funds, the project requestor's funds and donations from local nurseries. The donations from the nurseries include donations of plants or plants at discount prices. The position involves developing the landscape design, coordinating the planting activity, purchase of plants and communications with the projects requester.

Skills/Abilities/Other Requirements:

Communication skills required to deal with all the interested parties to successfully develop a pleasing outcome.

Coordination and planning skills to insure ordering and delivery of trees and plants meet timing and other requirements.

Flexibility to work with limited budget and the range of plants that are donated.

Knowledge of landscaping and environmental principals a plus.

Essential Position Functions:

The ability to work with the requester to develop an overall plan is a must.

Attracting volunteers from within and outside of the club.

Working with a diversity of funding possibilities for any given project.

Managing the project for both overall time schedule and budgets.

Communications with all participating parties during the projects execution.

Print Form



Mountain Garden Club Time line Template

Event/Publication

Environmental Projects Time

Date Created: March 16, 2017 Form Creator Name: Ralph Lutjen

Event/Pub Date: (appx) _____ Form Creator Tel.: _____

Date to Begin By: _____ Form Creator Email: _____

Committee Name: Environmental Projects

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
6 Mos. ahead	Work with requester and volunteers on the landscape planning, design and approval of plan and plant selection	
3 Mos. ahead	Order plants and coordinate dates with volunteers	
1 Mo. ahead	Confirm planting date, communicate with volunteers and list equipment needed	
2 Days ahead	Verify with supplier, requester and volunteers	
Day of	Execute plan	
Day after	Communicate any financial information and receipts to treasurer	

Rev.

Print Form