Guidelines for Public Garden Chairperson Responsibilities and Annual Calendar

Administrative Responsibilities:

1.Attend scheduled Board Meetings and Membership Meetings to provide updates regarding Public Garden activities/ issues/etc.

2. Prepare annual budget and attend Finance Committee meetings when scheduled 3. Review, approve, and record Public Garden expenses. Send requests for reimbursement to the Garden Club Treasurer who will process reimbursement payment to the public gardener. 4. Schedule a meeting with Public Garden volunteers in late March/ early April to review budgets, garden needs, and introduce new volunteers; communicate regularly with the volunteers by email and/ or visiting at the gardens they are working at.

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Monthly Calendar:

January: Take down and store holiday decorations at the Belfast Free Library; this is usually scheduled for the 1st Wednesday morning after New Years. The Library is closed Wednesday mornings. Schedule with Steve Norman, Director.

March: Schedule pruning workshop at Belfast City Park, Crabapple Allee. Coordinate with Carol Herwig(who will likely lead the workshop) and Director of Parks and Recreation; announce at Board Meeting and request notice to be sent to membership.

April: Schedule and hold meeting with Public Garden volunteers; introduce new members; review budgets and reimbursement process; review liability information and handouts; identify equipment needs and requests for group help with special/ large projects; review work schedules for the gardens (can be days/times that work best for the volunteers working at an assigned garden); assign new volunteers to a public garden in need of assistance.

Spring clean up of the gardens. Check when the City will pick up leaves/ branches; garden debris may also be taken to the Grove Cemetery composting area.

Dig and divide any plants for the plant sale in May or share with other Public Gardens

Encourage gardeners to take photos of gardens; note where Spring bulbs came up(will help with Fall Bulb order)

May: Help with digging and potting plants for plant sale; help at plant sale as needed Coordinate purchase of bulk mulch/ soil if needed by the group; most gardeners have preferred to buy bags in recent years

Planting of annuals, perennials, shrubs and general garden maintenance begins June: General garden maintenance; group clean up under trees at Crabapple Allee , if needed July: General Garden Maintenance

August: request Spring bulb orders. Usually order from John Scheepers, Van Engelen, and Colorblends; for best selection order early to mid August. Sometimes items on orders can be grouped together to get a lower price through Van Engelens. Have orders delivered to home address; I usually ask for a delivery date for mid October; sort orders by gardens when delivered and let gardeners know when their order is ready for pickup.

September: Request orders for Fall Plants. I have ordered from Aubuchon’s; they provide the plants at a discounted price; I ask for a delivery date for mid September. When plants are delivered to Aubuchon’s they will notify you; sort the order by garden and let gardeners know when the order is ready for pick up.

October: garden clean up begins; Spring bulbs planted; garden equipment put away for the season; ask public gardener volunteers for budget requests for next fiscal year

November: Grove Cemetery group will purchase wreaths and decorate urns late November; Giving Tree will be put up at Belfast Library ahead of Thanksgiving; remaining holiday decorations at Library to be done the 1st Wednesday after Thanksgiving. Decorations are stored on the 3rd floor of the Library. Library staff will unlock the storeroom.

December: Complete decorations at the Belfast Library; monitor gardens for any clean up needs

January: take down decorations at the Library; schedule day/ time with Steve Norman. Email public gardeners and membership re: the date and time.