



GWINETT MASTER GARDNERS ASSOCIATION COMMITTEE RESPONSIBILITIES AND PROCEDURES

Select Committee: Garden Tour

Purpose: Chair the Committee for the Garden Tour to provide an educational display of GCMGA member gardens and raise monies for GCMGA.

Responsibilities:

1. Establish chairs and responsibilities for the sub-committees. These sub-committee may include, but are not limited to:
 - a. Volunteer Coordinator for garden angels and tour day
 - b. Treasurer who will work closely with the GCMGA Treasurer to verify receipts, expense reimbursements and sales
 - c. Pre-tour Ticket Sales
 - d. Publicity
 - e. Educational Component
2. With input from the Executive Committee, establish a date for the tour.
3. Select member gardens for the tour.
4. Choose garden gifts for participants.
5. Determine ticket pricing and create and submit a tour budget for approval by the Executive Committee and Board.
6. Organize and hold periodic meetings as required.
7. Provide information to the President, Webmaster and Publicity Chair for timely announcements and posting website home page and calendar.
8. Ensure financial accounting from pre-sales and tour day sales is properly documented.
9. Attend General Board Meetings and provide reports as requested.
10. Provide a summary analysis of the event.

Procedures:

1. Review available history of past tours for insight and ideas.
2. Determine committees needed and provide documented responsibilities.
3. Solicit participation for chairs and workers from the GCMGA membership.
4. Meet with the committee chairs and review responsibilities and procedures.
5. Hold periodic meetings with chairs and/or homeowners.
6. Choose member gardens to be on the tour. Grant recipient gardens may be included if desired.
7. Create and provide a location map of the tour gardens.
8. Provide instructions for the homeowners and the docents.
9. Determine locations of directional signs for each garden.
10. Ensure each garden has a greeting table staffed with volunteers.
11. Establish a final pre-tour meeting and provide the opportunity for docents to pre-tour the gardens as well as the opportunity for the garden owners to tour other gardens on the tour.
12. Follow-Up:
 - a. Post-tour, provide an analysis with any recommended changes for history purposes. Update the Garden Tour notebooks and return the notebooks to the current President.
 - b. Store signs and any tour equipment in GCMGA storage.
 - c. Submit final financial figures to the Executive Committee
 - d. Be available as a resource to incoming Garden Tour Chair.

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Amended: