

Perennial Plant Society of Middle Tennessee - Grow With Us! :)

Volunteerism is a necessary part of our Society. A club our size is not able to successfully run without several helping hands! We need a regular rotation of volunteers from year to year so that the same members do not continue to hold posts indefinitely.

NOTE: If we do not have board members listed on the Corporate annual return that our Treasurer files with the Secretary of State, the office will reject our application and we could lose our tax exempt status with the state. We must have board members!

Thank you for being a PPS member and lending us your time, talents and skills to make our Society a healthy thriving community. 😊

~ * ~ Opportunities Call ~ * ~

We use the electronic service MailChimp to transmit the upcoming year's available positions to PPS member email inboxes. Usually this data is transmitted early September. A call for members to sign up for PPS positions continues until the November society meeting when the member body then votes to approve the role slate for the next year.

Approximately 5 board and chair meetings are held per year. If we need to vote on a topic that involves how PPS performs, we must have a Board member quorum.

With regard to the annual April plant sale, there are at least 5 meetings held by various plant sale planning committees prior to the event.

Often our board, chair and planning meetings are held at Cheekwood Estate and Gardens, a local library or at a PPS member's home.

Many of the PPS volunteer positions listed below take less than 1 hour per month and not all positions have tasks to execute for the entire year.

Scroll below for more details.

PPS Roles and High Level Tasks Associated with each Position

BOARD

President - (Board) -

Schedules 5 Board meetings per year to discuss PPS functions and events. Answers PPS gmail email. Attends Plant Sale committee meetings. May welcome members and guests as well as make announcements prior to each Society meeting. Co-signs checks with Treasurer. Assists in marketing PPS to the community.

Vice President - (Board) -

Assists President in making decisions with regard to fundraising activities. Assists in publicizing PPS within TN.

Treasurer - (Board) -

Reconciles and balances PPS bank accounts, writes checks to presenters and plant sale vendors as well as reimburses PPS members for purchases. Purchases supplies with the Hospitality Chair.

Asst Treasurer - (Board) -

To execute tasks as assigned by the PPS Treasurer which may include review of reconciliation statements and checking the PPS mailbox.

Secretary - (Board) -

Records minutes at PPS Board meetings and during Society meetings where a member vote is taken. Executes appropriate correspondence for the Society as directed by the President or the Board (get well and celebration cards). May update the car pool data to share with members yearly.

Membership Coordinator (s) - (Board) -

Form a small committee made up of current members to take turns manning the Membership table at monthly Society meetings. Answer member questions upon entry to the meetings. Collect new attendee membership dues and add new members to the membership database. Provide updates on new members and their feedback to the Board.

Director at Large - (Board) -

3 volunteers will hold this post per year

If you have been a member of PPS for at least one year and ideally have held at least one post as a Board member or Committee chair, please let us know of your interest. A Director at Large attends Board meetings to share their thoughts on processes and votes on new ideas proposed by and to the Board.

Chairs & Additional Roles

* **New for 2019** - Program Coordinator (s) - Schedules speakers for PPS monthly Society meetings. Makes the introduction of the speaker prior to the Society meeting presentation.

* **New for 2019** - Social Media Coordinator (s) - Logs into PPS Social media accounts (Facebook and Twitter) in order to help market PPS. Uploads photos from our events and shares interesting articles on plants and the horticulture industry. Makes connections with other horticulture groups on Social media to alert them of our activities.

* **New for 2019** - Board Nomination Committee - Convenes in Fall season to work on nominating potential candidates for Board roles for the upcoming year as needed.

* **New for 2019** - Swap Table Coordinator (s) - Displays swap table signs on the two tables so new comers to the Society meetings are aware of what these tables are utilized for. Places plant description forms and pens on the table so that members who have not labeled their plants may do so when they arrive. After the Society meeting, removes unclaimed plants or other gardening items from the table and finds a new home for them which could include donating to Hospitality House, Perenity or Trap Garden.

*** New for 2019** - Greeting Coordinator/ Committee - Volunteers greets guests upon their entry to our monthly Society meetings at Cheekwood. May answer questions about PPS events, membership and/or direct them to appropriate Board, Chair or Committee members in order to get questions answered.

Garden Tour Chair (s) / Committee -

Make announcements to members at Society meetings letting them know of upcoming garden tours and instructs members how to alert the garden tour committee if they wish to host a garden tour. Create a calendar for member garden tours each year. Alert the MailChimp newsletter team to the calendar and have them transmit tour details to members at a regular cadence. Garden tours are often held in the Spring, Summer and Fall months.

Hospitality Chair(s) -

Form a small committee made up of members who will assist with setting up the Hospitality table for our 10 Society meetings and June Potluck each year. Materials such as paper plates, plastic utensils, cups and pitchers are stored at members' homes and brought to each event. Set-up includes a table with beverages and several tables for pot-luck food submissions. A seasonal centerpiece may be brought to decorate the food tables. After each Society meeting the Hospitality committee will repack Rubbermaid tubs with supplies in preparation for next month's event. This team may also assist with Hospitality tasks at the Annual Plant Sale held in April.

Scholarship Chair –

Collects and reviews scholarship applications of college students who wish to receive a grant from PPS. May visit schools to advertise the opportunity to counselors so that they might share the information with their students.

Lawn & Garden Show - Event Coordinator – March event date

Promotes this event to PPS members and coordinates volunteers to man the booth at the show.

Urban Garden Festival – Event Coordinator - May event date

Promotes this event to PPS members and coordinates volunteers to man the booth at the show.

MailChimp Monthly Newsletter Coordinator –

Collects photo and article submissions from PPS members to place in the electronic newsletter which is distributed monthly by MailChimp email distribution tool.

Photographer(s)- we always need back-ups for this post! -

Take photos with a digital camera and/or with a cell phone at our events including Society meetings, garden tours, picnics and parties. Upload images to a thumb drive or e-mail the electronic photos to the PPS gmail account so that the images may be shared on our website and/or PPS social media pages.

Historian -

This volunteer will capture the history of PPS and format event details in a condensed manner that could be shared with our members through our scrapbooks. This volunteer should enjoy organizing facts and have a knack for creating layouts (images and text). It might also be fun to share historical fun facts about the club through our monthly MailChimp newsletter.

Merchandise Chair –

This volunteer will collect payment for PPS t-shirt and glove sales during the Society meetings and Spring events.

Door Prize Coordinator –

This volunteer will collect door prizes each month from various retail stores and garden centers. Door prizes are given away to PPS members at the end of each of our Society meetings.

Member Presenter -

If there is a circumstance of a previously scheduled speaker not showing up at their assigned Society meeting, the Member presenter would be asked to speak on a topic of interest to PPS members. A member presenter might not know they will be presenting until 6:45 pm on the night of a Society meeting. We would keep a member presenter's PowerPoint file loaded to the PPS laptop in case such presentation emergencies arise. The PPS laptop and projector are in the possession of our Tech Support who also keeps a pointer on hand if presenters wish to use it.

Tech Support -

Arrives early to each Society meeting in order to set up PPS laptop, projector and pointer for the presenter. Tech Support houses PPS equipment and brings it to each Society meeting.

Plant Sale Job Description Summaries

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Chair:

Oversees and supports all other sale volunteers, contracts with Fairgrounds, oversees licensing, and orders supplies. Work begins in Oct of year preceding sale

Plant Acquisitions Committee (4 or more members needed per year):

Chooses and orders plants from selected vendors, checks deliveries against orders and reconciles. Work begins in Nov. of year preceding sale.

Volunteer Coordinator:

Solicits volunteers for the sale, keeps database of volunteers and their assignments, contacts volunteers with job descriptions and other info, coordinates training of cashiering teams with Head

Cashiers /Plant Counters / Tabulators:

Work begins in Jan. of year of sale.

Head Cashier:

Trains cashiering teams (plant counters, tabulators, and cashiers) to ensure accuracy. Coordinates with Treasurer in counting and depositing funds from sale. Work begins in Feb. of year of sale.

Publicity Chair:

Creates press releases and stories promoting sale in print, online, and in broadcast. Updates media list. Sends out press releases and photos to media. Works with designer to create flyers, posters, and signage for the sale. Coordinates distribution of promotional materials. Work starts in early Nov. of year preceding sale.

Show Signage and Design Committee:

Creates print and online promotional material for sale including flyers, website design, and posters. Creates and installs sale signage on site. Work begins in early Feb. of sale year.

(Note that this job could be divided into design and signage.)

Plant Sign Chair:

Creates signage describing plants being sold. Places signage before sale to permit placement of plants on sale tables. Work starts in Feb. of year of sale

Set up and Teardown:

Transports and sets up signage holders and other items associated with sale (supplies, etc.) Takes down set up and returns to storage locker. May also oversee cleaning crew. Work starts near day of sale. May desire to form a committee to assist with multiple tasks.

Hospitality Chair for Plant Sale:

Chooses and orders food and drinks for sale days. Sets up food. Orders lunch for PPS Plant Sale clean-up volunteers on Sale day.

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It takes many helping hands to make our group a success. PPS allows garden enthusiasts great chances to learn and grow while meeting other people equally as passionate about perennials.

Thank you!