



LOS JARDINEROS

Garden Club of Taos

Job Description

Programs Committee

Short Description: This committee will plan and manage the monthly meetings, engagement of monthly speakers, the Members' Only Tour and any field trips or workshops.

Estimated # of members: Five (5) plus the Programs Director.

Estimated Time per member: If fully staffed, each member should spend 4 hours at the beginning of the program year and an average of two hours per month from February to October. Additional committee hours may be necessary for the Members' Only Tour. The Director would spend an additional two hours a month from January to October for Board of Director monthly meetings.

Committee Duties:

- The Programs Committee is responsible for getting speakers for the monthly meetings. This is a total of six speakers. There are no speakers needed for the months of July and August because we have the tours and no speaker needed for the last meeting in October. So, speakers are needed for February, March, April, May, June, and September.
- Once program speakers, field trips or workshops have been finalized, information on the speaker or event must be emailed to the Communications Director so that it may be included in the newsletter and the events page of the website. If registrations or participants limits are needed these can be monitored from the event listing on the website at the administration level.
- Monthly Meeting Preparation
 - The Programs Director, or other member of the committee, will give a brief introduction of the speaker and the program. At the end of the program the director will give a card with a thank you note and check from the treasurer to the speaker.
 - The Committee should coordinate with Quail Ridge to have the meeting room set up with chairs, coffee water and tea and tables for display if needed.
 - The committee members will also be responsible for setting up the projector and screen if needed.
 - The morning of the meeting signage should be placed outside at Quail Ridge to show directions to the meeting room.
 - The committee is also responsible for putting a meeting announcement via email in the Taos News to be published a week before the meeting.
- The committee may also plan field trips or workshops throughout the year. These events may have separate costs, if necessary.

- A member of the committee should manage carpooling arrangements and lead the field trip.
- Payments to workshop leaders and collection of workshop fees should be coordinated with the Treasurer.
- **Members' Only Tour**
 - The committee will solicit three to four gardens to be visited on one Thursday in the first two weeks of July from the hours of 9 am to 12 noon. These gardens do not have to be owned by members. Home interiors are not included on this tour.
 - Once the gardens have been identified, descriptions and directions are sent to the Communications Director who will email all members with this information two weeks before the tour date.
 - The committee may use any tour signs, paper products or other Tour equipment as needed.
 - One committee member may wish to be at each site.