

JOB DESCRIPTION – HOME and GARDEN TOUR CHAIR



PRIMARY RESPONSIBILITIES

Assumes responsibility as Home and Garden Tour Chair, including coordinating home/garden tour, obtaining volunteers for sub-committees, communicating with home owners, arranging luncheon, coordinating raffle, reviewing event information with Media Chair, completing ticket sale process, submitting receipts to Treasurer for reimbursement, and submitting report to Garden Club President.

SPECIFIC RESPONSIBILITIES

HOME & GARDEN TOUR

- Receives event date from Garden Club President
- Determines and coordinates all Tour specifics with Garden Club President and Board, including Tour date, luncheon times, menu and costs, raffle items and descriptions, homes to be toured, event hand-outs, ticket sales procedure, reservation deadline, etc.
- Obtains volunteers for sub-committees and designates responsibilities, including coordinating raffle, printing event hand-outs, decorating tables, obtaining home hostesses, etc.
- Reviews information with home owner, prepares description for event hand-outs, and provides information to committee member responsible for printing event hand-outs
- Contacts luncheon representative to obtain specifics, including menu, time, cost, reservation deadline, etc. and provides information to committee member responsible for printing event hand-outs
- Coordinates raffle items, prepares description of items, and provides information to committee member responsible for printing event hand-outs
- Forwards event information, including contact information for ticket sales, date and time to Media Chair for flyer preparation and posting, informational emails to members, Facebook posting, website posting, and Chamber notification
- Completes ticket sales with attendees, prepares wrist bands or tickets for distribution to event participants in advance or on day of event, as required
- Provides final count to luncheon representative and reviews other specifics, as required
- Assures all aspects of Tour are coordinated prior to and on day of Tour

ADMINISTRATIVE DUTES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits report (May through August) to Garden Club President