

Plateau Discovery Gardens Chair/Co-chair

The Plateau Discovery Gardens (PDG) chair/co-chairs act as a liaison between UT Plateau Research and Education Center, UT Extension Office, and the Cumberland County Master Gardener Association in all aspects of this demonstration garden. There is no term limit to this position for either the chair or co-chair person(s).

Duties and Responsibilities

The PDG chair/co-chairs coordinate activities associated within the demonstration gardens by coordinating efforts of the PDG Umbrella Committee oversight committee, PDG projects and grounds, and also reports regularly to the CCMGA board and membership. Specific duties include:

As member of PDG Umbrella Committee:

- * serves as committee chair
- * calls regularly scheduled committee meetings
- * forwards reminders to members approximately one week prior to meeting
- * prepares meeting agenda
- * coordinates correspondence between formal meetings
- * communicates information from CCMGA board and membership to committee/vice versa
- * follows up responsibilities as designated during meetings
- * provides in-service opportunities to other MGer groups regarding formation, upkeep, etc. as related to demonstration gardens as requested
- * maintain PDG handbook of communications, garden design, project requests, etc.
- * coordinate monthly classes
 - * seek topics/speakers
 - * confirm room/Garden availability
 - * coordinate speaker reimbursement if appropriate
 - * create class schedule
 - * distribute class schedule to UT offices, website, newsletter, local gardening organizations, newspaper, etc
 - * assure classroom environment prior to and following presentations
 - * coordinates class reservations
 - * solicit evaluation feedback from participants
- * and other duties as needed

As coordinator of the PDG environment:

- * schedule and coordinate Garden work days by
 - * confirming work schedule with UT PREC Director at beginning of each gardening year
 - * confirming approval of garden work projects prior to work days
 - * coordinating UT PREC assistance with Center Director prior to work days
 - * informing membership of work schedule through communications chair
 - * providing water for volunteers during work sessions
 - * providing and submitting completed volunteer hour forms to hours coordinator
- * schedule and coordinate volunteer opportunities offered by UT Research & Education departments, including

CCMGA Job Description

- * assistance with research projects (planting, maintaining, harvesting, etc)
- * coordination of work days/times between research specialists and volunteers outside of scheduled work days
- * coordinate CCMGA presence during other UT PREC field days (Steak & Potato Day) as appropriate
- * maintain list of Garden needs (materials, supplies, projects, etc)
- * in years internship is approved, act as liaison between CCMGA and intern
- * oversee community participation within the Gardens by
 - * creating and overseeing production and distribution of annual Garden brochure
 - * create, produce, and distribute Garden cards to Extension Office, etc.
 - * facilitate group tours as requested
- * and other duties as needed

As requested by CCMGA Board:

- * submission of annual budget
- * provide signature of approval for member reimbursement
- * provide project evaluation summary to board and hours coordinator as needed for annual report
- * sit on executive board if directed through by-law guidelines
- * and other duties as needed

As mentor to new class:

- * assist with introductory PDG presentation
- * assist with coordination of new class project in conjunction with Extension Agent to Umbrella Committee
- * act as liaison between class representative, mentor, UT PREC Director, and Umbrella committee
- * and other duties as needed