

Coordinator- Classes at the Gardens

As the representative of CCMGA in charge of Classes and Events to be held at downstairs classroom at Plateau Research and Education Center, this person shall be responsible for the following:

- Work with team members to submit annual budget
- provide signature of approval for member reimbursement as required
- provide project evaluation summary to board and hours coordinator as needed for annual report
- sit on executive board if directed by CCMGA Executive Board.

The representative shall:

Coordinate monthly classes- working in conjunction with Gregg and Shalena:

Begin at the end of each year for the following year:

- All classes/topics should be related to horticulture and research based!
- seek topics/speakers
- confirm room/Garden availability (from Jennifer) for each date
- 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 presentation or arrange for host to do so.
- coordinates (or arranges for) class reservations
- solicit evaluation feedback from participants

and other duties as directed