

## BANGALOW GARDEN CLUB

<b>SATURDAY GARDEN VISIT COORDINATORS' ROLE DESCRIPTION</b>	<b>Effective Date: February , 2023</b>
<b>Written by: Lesley Player &amp; Suzie Johnson</b>	<b>Version 1</b> Date: February , 2023
<p>This is a fun and interesting role within the club, particularly when shared with another person.</p> <p>There are <b>two parts</b> to the job:</p> <ul style="list-style-type: none"><li>• Find gardens to visit on 7 or 8 Saturdays per year.</li><li>• Organise the visit so that it runs smoothly for both the garden owner and the club members.</li></ul> <p>The <b>second part</b> is surprisingly by far the easier of the two elements. It requires a bit of organization, but nothing onerous and garden owners are invariably delightful people who are welcoming of the club.</p> <p><b>Saturday Garden Visit Co-ordinators</b></p> <ul style="list-style-type: none"><li>• Prepare a schedule of visits (see attached) so that you both know which gardens are coming up during the year. This acts as a framework (which often gets rearranged during the year).</li><li>• At least 3 months prior to the visit, contact the garden owner to make sure that they are still happy and expecting the club on the agreed date and answer any queries they may have. Ask about parking arrangements, whether members need to bring a chair, and if not already decided on your initial visit to, the best location for afternoon tea.</li><li>• Ask the garden owner for their address and then check this on Google maps to work out the best route from Bangalow.</li><li>• Ring the owner again a month before the visit to check they are ready and confirm what time you will be arriving.</li><li>• Produce around 60 address slips to be distributed at the meeting prior to the visit.</li><li>• Supply the Co-President/Newsletter Editor with a short description of the garden, and the name of the owner and confirm the garden visit date so that copy can be prepared for the newsletter which goes out to members prior to the meeting, (normally about 10-14 days prior to the meeting).</li><li>• Repeat this information at the meeting and hand out the address slips to people who are intending to go.</li><li>• Talk to the catering team to ensure that they know where they are going and answer questions about any access issues.</li><li>• In the event of bad weather, a decision will be made to cancel or postpone the visit, either to another month or the following Saturday (ie 2nd of the month).</li></ul>	

Liaise about this with the Co-President/Newsletter Editor on the Saturday or the day prior. She will include a notice to this effect on the club's website.

- On the day it is a good idea to turn up at 1pm (everyone else arrives around 1.30pm) to help the garden owner and put out the sign at the entrance to the property.
- Extend our thanks to the garden owner at the conclusion of the afternoon and present a small gift (you can buy this in the month prior). The cost of the present is reimbursed by the garden club.

The more challenging but fun part of the role is to **find the 7 or 8 gardens a year** to visit. This is best done at least 6 months in advance, if possible, but there are times when people have to drop out and club stalwarts thankfully come to our aid and step in.

### **Saturday Garden Visit Co-ordinators**

- Produce a schedule of garden visits that gives contact details for the visits and acts as a planning aide throughout the year. When done in partnership with someone else it provides plenty of opportunities to meet over coffee and discuss the various options that arise and can be very sociable.
- Routinely invite club members to volunteer for visits but look beyond this selection of gardens for possible Saturday visits.
- Link in with club members who frequently supply contacts of a friend or neighbour with a 'green thumb'.
- Make a follow-up contact (including an initial visit) with owners of gardens who may possibly open their garden after the recommending club member has "felt out the ground" first to see whether the friend or neighbour is open to a visit.

There are no Saturday visits from December to February.

Garden visits are scheduled from March to November.

We normally have a bus trip once or sometimes twice a year. These generally occur in May and/or August and take the place of a garden visit.