

Community Roots Garden  
Committee Guide  
2024

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## Garden Committee FAQs

### **1. What is the Garden Committee?**

The Garden Committee is a group of community garden members that serves as a bridge between gardeners and Bowls of Hope. Any garden member can join the committee by contacting [crgardencommittee@gmail.com](mailto:crgardencommittee@gmail.com). The committee is on a volunteer basis and there is currently no formal voting process to elect the committee. The committee consists of a maximum of 6 members and has a chair and a co-chair. All committee members must be in good standing with Chilliwack Bowls of Hope.

### **2. What Can the Garden Committee Do?**

The committee plans events, coordinates volunteer efforts, suggests improvements, and enhances the overall garden experience. Bowls of Hope offers administrative and logistical assistance while the committee plans and executes events, social gatherings, and maintaining the everyday operations of the garden.

### **3. What Resources are Available to the Committee?**

The committee receives an annual budget of \$500 for expenses related to events and garden-related items. Expenses must be pre-approved by Bowls of Hope. The committee has access to the garden website's Google Drive folder for document sharing and can add events to the garden calendar via Google Calendar.

### **4. What Does Being a Committee Member Entail?**

As a committee member, you must be accountable and regularly contribute to the committee's responsibilities in a professional and efficient manner. You must attend regular committee meetings, the schedule and frequency of such are determined by the committee each year. Committee members must commit to a one-year period for service. The transition to either stay on for another year, join, or leave will happen in the wintertime when the garden is closed.

## Garden Committee Responsibilities

The Community Roots Garden Committee serves as the liaison between garden members and Bowls of Hope. This guide outlines the various responsibilities, processes, and tasks that the committee members undertake to enhance the garden experience for everyone.

## 1. Communication

**Social Media Management:** Delegate a volunteer to handle the garden's Facebook page with updates from the committee or planned events.

**Orientation:** The Committee will be responsible for the initial orientation of garden members. This includes a tour of the property, facilities and an explanation of gardener expectations.

**Member Registration and Responsibilities:** Ensure that all members are aware of their responsibilities, including keeping plots clean, adhering to garden rules, and maintaining structures within guidelines.

**Plot Cleaning Reminders:** Regularly remind members to clean their plots to maintain a clean and tidy garden space.

**Inquiries:** Handle inquiries about the garden, regularly check the general garden email and respond to any messages the committee can answer. If there are any inquiries the committee is unsure about, they must notify Bowls of Hope.

**Membership Renewals:** Bowls of Hope will process the payments and applications. Bowls of Hope will provide the membership forms, but the committee must notify current gardeners of upcoming renewals.

**Handle Gardener Requests:** Address and manage gardener requests, suggestions, and inquiries promptly and effectively. The committee is the first touchpoint for all gardeners. If the committee requires support or input from Bowls of Hope, they will then relay the information to Bowls of Hope.

**Distribution of Garden Rules:** Follow up with members when they are not adhering to the rules such as having diseased plants in their plot, not properly discarding of organic matter in the compost, having overgrowing plants in their plot that interfere with another member's plot, or not maintaining the path around their plot. Any escalation of conflict must be reported to Bowls of Hope and BOH will deal with the issue.

**Members List and Contact Information:** Maintain an up-to-date members list with contact details and plot locations. Bowls of Hope will regularly provide an updated contact list with gardeners' information along with the size of their plot, however, the committee must keep a log of what plot belongs to what member.

**Mass Emails:** Send out mass emails to communicate important updates, events, and reminders to all members.

## 2. Budgeting

**Expense Management:** The committee must keep track of their annual \$500 budget for social events. This \$500 does not carry over to the following year. The committee should keep a spreadsheet logging their budget throughout the year and share this document with Bowls of Hope.

## 3. Volunteering

**Task Organization:** Organize and assign tasks for member volunteer hours to maintain the garden's functionality and aesthetics. This includes weeding, maintaining the compost piles, picking up litter around the property, and other general tasks that the garden needs. The committee must keep an updated and easy to understand list of all tasks that members can do for their volunteer hours. It is their responsibility to distribute this task list to members through the Facebook page, letting Bowls of Hope know to put it on the member webpage, printing out a copy in the shed, and emailing it out to members.

## 4. Supplies

**Supply Management:** Notify Bowls of Hope of any necessary supplies such as topsoil, manure, and wood chips.

## Bowls of Hope Responsibilities

**Washrooms:** Bowls of Hope will coordinate the maintenance and cleanliness of garden washrooms.

**Harvest Donations:** Bowls of Hope will organize and manage the collection of harvest donations from the garden for our community food programs and distribute any excess to other non-profit organizations in need.

**Tracking of Volunteer Hours:** Bowls of Hope will create forms and keep a record of garden members volunteer hours. The Committee can request a copy of the record.

**Grants and Financing:** Bowls of Hope will seek and secure grants or financing opportunities to support garden projects.

**Administration:** Bowls of Hope will provide administrative support to the committee such as processing payments, purchasing items and supplies for the garden and events, upkeeping the garden member webpage, creating posters and graphics for events or new information.

## Processes

### **Communication and requests:**

For garden member webpage requests, contact [admin@chilliwackbowlsofhope.com](mailto:admin@chilliwackbowlsofhope.com)

It is the responsibility of the committee to plan social events such as potlucks, gatherings, and workshops. The committee has an annual budget of \$500 for expenses related to these events. The committee must plan all aspects of the event, including what supplies they will need and budget themselves accordingly.

The committee must add all planned events to the Google calendar. The general committee google account will have access to this calendar but edit permissions can also be shared with committee members personal google accounts for convenience.

The committee must also request posters and social media post graphics from Bowls of Hope to distribute. Bowls of Hope will provide administrative support such as tracking RSVP's, taking payments for tickets, and purchasing supplies or making payments. The committee must notify Bowls of Hope with their planned events and the related details at least three weeks before the planned event date so Bowls of Hope has enough time to acquire the needed materials. Contact [crgardencommittee@gmail.com](mailto:crgardencommittee@gmail.com) for any updates.

### **Structure:**

The committee must establish an organizational structure and define tasks for each committee role. It is up to each annual committee to determine the roles for each member. The committee must consist of a Chair and a co-chair. Other roles to assign are up to the committee to organize as they see fit. Upon deciding the structure and roles each year, the committee must notify Bowls of Hope with who the chair and co-chair are as those will be the primary contacts.

## Community Roots Organizational Chart

