

Role Title: Flower Show Convenor (Volunteer position)

Reports To: Executive Committee

GENERAL DESCRIPTION

As a Director on the Executive Committee, this position is responsible for activities associated with the Cobourg Horticultural Society Mini Flower Show and the Flower & Vegetable Show.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Solicit a support team of volunteers to assist in the various aspects of the Flower Shows.
2. Arrange for judges for each show. Follow up with a letter confirming the Judge's fee, dates, times, location, direction to the show facility and any other specific information pertinent to the Judges' requirements for the show.
3. Arrange for publicity regarding the show and ensure that information is inserted into the Yearbook.
4. Liaise with Treasurer regarding any financial aspects of the Flower Shows.
5. Arrange for show facility, set up and take down of display tables, refreshment tables, etc. Ensure there are adequate entry/class cards and ribbons.
6. Arrange for refreshments for the Flower Shows as necessary.
7. On show day ensure that two volunteers along with the Convenor assist entrants in presenting their display and record the judges' decisions in the various categories. Tally winners by section and announce the winners. Ensure that pictures are taken for publicity, newsletter and website.
8. Maintain all records associated with the Flower Shows, i.e. Judge's contracts, names of entrants, winners, etc.
9. Prepare a brief report including any associated financials for the Executive Committee on the results of the Flower Shows.
10. Refer to the Cobourg Horticultural Society Suggested Flower Show Convenor Guidelines for details regarding the Flower Shows.