

SCOTT ARBORETUM SELECTIONS - FALL SALE

Volunteer Job Description

Education Chair

The Education Chair and the Education Committee research and edit cultural information and plant descriptions for the approximately 300 species offered for sale at Scott Arboretum's Plant Sale.

The Education Chair enlists volunteers for the Education committee:

- Two people to check nomenclature for all species in the plant sale inventory
- At least 10 people to research plants, arguably the most important part of the Education Committee's process
 - The Chair instructs the researchers in their tasks and gives them all necessary research aids.
- At least one person to place (and retrieve at the very end of the sale) the blue plant identification signs in front of *in situ* Arboretum plants being offered for sale.

The Education Chair divides the plant lists and e-mails a section, along with an expected completion date, to each researcher. As the researchers finish the assignments, they e-mail them back to the Education Chair, who then e-mails the next sections to each researcher. This process continues until all plants have been researched. The Chair edits all research for accuracy, content and style. Chair helps create program for sales.

Advice to the Education Chair(s)

- Choose your plant researchers carefully.
- Actually meet face-to-face with the researchers and provide examples of good research vs. not-so-good research and writing.
 - Meeting on the front end can save a great deal of editing time.
 - Inform researchers that all words of plants' common names (except for proper nouns) are lower case.
- All researchers must be able to submit their research in Excel. No exceptions. Not even for a Dirr or an Armitage.
- File and track all assignments and forwarding of such carefully. It is very easy to lose control.
- Create bench cards—need to develop workflow.

GENERAL EXPECTATIONS:

- Attend all general Fall Sale meetings with staff and other committee chairs (typically two prior to the event and one following).
- Reach out to individuals who have expressed an interest in serving on your committee as relayed to you by staff or Volunteer Coordinator.
- Assist with the development of the budget based on your committee needs and function and/or work within the budget parameters.
- For any purchases made on behalf of the Fall Sale, submit receipts on completed expense reimbursement form.
- Submit final report by deadline requested to document committee efforts.
- Send thank you notes to volunteers serving on your committee (cards and envelopes supplied by Arboretum).