

## SIGN UP LIST FOR THE GARDEN DUTIES

All gardeners are expected to participate in at least one garden duty or project. Two people are needed for each duty and gardeners should communicate with each other to ensure that the workload is shared. Please refer to the garden map if you need help finding someone.

### **WATERING:**

1. Water the front flowerbed

- -Mondays or Tuesdays \_\_\_\_\_
- -Wednesdays or Thursdays \_\_\_\_\_
- -Friday, Saturday or Sundays \_\_\_\_\_

2. Tending the **Sharing Garden** (#19) watering and weeding

- -Mondays or Tuesdays \_\_\_\_\_
- -Wednesdays or Thursdays \_\_\_\_\_
- -Friday, Saturday or Sundays \_\_\_\_\_

3. Assist Kevin with the **Butterfly Garden** Available As needed

- \_\_\_\_\_
- \_\_\_\_\_

4. Care for the **Herb Garden**, and the **Raspberry Patch** including the planning of what we will grow this year, and weeding and watering. Also ensure that everyone can have a fair share of its produce. Two people for each garden.

- Herb Garden \_\_\_\_\_
- Raspberry Patch \_\_\_\_\_

## **OTHER DUTIES THAT NEED ATTENTION**

**Some duties can be done randomly for those people that can't come on a regular schedule.**

- -Weeding the paths – Doing a bit every time you come to the garden.
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- -Tiding up the garden shed, and sweeping. As well, taking the recycle and the garbage to the curb of 436 Perth Ave.
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- -Helping those who are not well, or disabled, with their gardens and grass-cutting needs. The garden coordinator will contact you with the information of who needs help.
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## **PROJECTS AND THE COMMUNITY GARDEN CORE GROUP**

Parks, Forestry and Recreation is going to try to accommodate us and help with the posts for the garden hoses, and perhaps the porch in front of the garden shed.

**If they come to work on these projects we will try and support them. We will have to clear off all the stuff that is stored on the shelves next to the shed.**

The City of Toronto expects that the community garden is run by a core group of at least 5 people. Since the beginning of the garden, most of the other core group members have moved away. The City also expects the decisions of the community garden to be made by a community process. The Garden Coordinator requires more people to build the Core Group. The role of the Core Group is to: assist in the running of the garden, organize garden events, foster a sense of community in others and helping those around them.

**The Project for next year will be to create a Community Garden Organization. The coordinator will create a leadership profile for the different committees that are needed and, by teaching, or getting the assistance required to help interested members to learn the skills needed, we will be able to reach the goal of being a true Community Group.**

**CORE GROUP:** Community gardens should have a Core Group. They would be able to act as a Steering Committee and work on finances and fundraising. They would help to plan and set policies for our garden group, and make sure that they are observed and evaluated through out the life of the garden. They would be able to make a budget for the garden. Assess the skills and assets that are available in our garden, both human and material.

**MEMBERSHIP AND COMMUNICATIONS COMMITTEE:** The membership committee would help to prepare a list of the members, including their phone numbers, e-mail addresses and mailing addresses. They would also record their skills, expertise and interests. They would continue to collect this information from new members as they join.

**SOCIAL COMMITTEE:** The Social Committee can be one of the most important groups in the community garden. It is through social events that the gardeners get to know each other and a sense of community is created. They would also help plan community garden meetings.

### **The Garden Coordinator**

The coordinator's job involves working longer hours during the peak season, diplomacy, sensitivity, and tact, the ability to find materials, supplies and favours, as

well as good horticultural knowledge and the firm belief that it is possible to effect change by building community.

**Responsibilities of the Garden Coordinator:**

Depending upon the size of the garden, the coordinator may be responsible for all of the following, or committees could be created to help:

- Respond to questions and concerns of gardeners and other volunteers.
- Plan, coordinate and supervise special work projects.
- Make sure that the Rules and Regulations devised by the gardeners are adhered to.
- Provide horticultural information, with help from local experts, if necessary.
- Keep a record of minutes from all committee and group meetings.
- Mediate in disputes between gardeners.
- Keep a record, both photographic and written, of the garden's progress.
- Coordinate mailings of newsletters or announcements.
- Write reports to donors.
- Disburse money and keep a record of expenditures, subject to the Steering Committee's approval.
- Solicit donations for the garden site and for special events such as seeds, plants, mulch, lumber, and refreshments.
- Form relationships and networks with other organizations that can offer support to the garden.
- Recruit volunteers for special projects
- Assist in planning and supervising planting, maintenance and clean up of the site
- Arrange for guest experts to address the group on topics of interest
- Represent the garden at events and media opportunities.

Right now, Susan is a volunteer. She is not paid, nor does she receive an honorarium, or any other benefits. She appreciates your continued cooperation and support and welcomes any help you want to offer.