

# Garden Managers' Roles and Responsibilities | East Hollywood Community Garden

## Internal Chair

The Internal Chair's role is to manage the garden's leadership team and priorities. This leadership role coordinates partnerships and communication among LACGC, City of LA Recreation & Parks (RAP), the garden's neighbors, garden managers, members, and volunteers to ensure the community space supports neighbors growing food together.

Internal Chair's responsibilities include:

- Manages the garden's leadership team and priorities, including recruiting garden managers, holding elections in odd years, and garden communication and requests, such as event requests in the garden.
- Schedule and facilitate quarterly All-Gardeners meetings and monthly Leadership Team meetings, communication, and action steps
- Point-of-contact for key internal partners and communicates with each at least quarterly, including LACGC, City of LA Recreation & Parks (RAP), and immediate neighbors surrounding the community garden.
- Submits LACGC and RAP annual report and any required reporting, including a summary of the annual garden members survey.
- Supports Secretary, Treasurer, and Garden Caretaker by making sure gardeners with a plot are following garden agreements and have the support and tools to easily grow their own organic food.

*Minimum 5 hours per month time commitment: 1 hour planning meeting facilitation, 1 hour of garden meetings; 1 hour of LACGC's networking/support meeting, 1 hour communicating with internal partners, managers, and garden members, 1 hour writing monthly garden newsletter*

## Secretary

The Secretary's role is to manage garden members' communal hour requirement, Open Hours with the public, administration tasks and organize garden documents, and supports Internal Chair with garden members upholding garden agreements and onboarding new garden members leasing a family plot.

Secretary's responsibilities include:

- Ensures one to two garden members sign up and are present to host Open Hours every Wednesday and Saturday. (<https://bit.ly/hostehcg>)
- Tracks gardeners' communal hours, communicates when gardeners who are behind on required hours, and creates plans with gardeners to get back in good standing
- Creates, updates, and organizes garden documents (e.g., Garden Agreements, main spreadsheet with current garden members, Garden Member Directory webpage, meeting minutes, etc.)
- Supports garden members volunteering during community outreach, fundraisers, or other garden events.
- Supports Internal Chair as needed, especially with garden members are not following garden agreements, onboarding new members, and All-Gardeners and Leadership Team meetings

*Minimum 4 hours per month time commitment: 1 hour of garden meetings; 1 hour Open Hours sign-ups; 1 hour supporting new garden members; 1 hour communicating with garden members not in good standing*

## Treasurer

The Treasurer's role is to manage the collection of plot dues, track budgeted revenue and expenses, submit check requests, and track and support fundraising efforts through grants, community businesses, and individual donations.

Treasurer's responsibilities include:

- Creates an annual budget for Garden Managers' approval and ensures the garden has reserve funds for unexpected or planned structural improvements
- Collects, tracks, and provides receipts for quarterly plot dues and communicates when gardeners do not pay or request financial hardship
- Processes check requests and invoices for garden expenses with the LACGC finance team
- Reviews and tracks quarterly financial statements and ensures garden expenses stay within the approved yearly budget or other grant or donation spending allocations
- Supports the External Chair with tracking donations, grants, and fundraising opportunities, including managing the online SeedMoney fundraiser from November 15 to December 15

*Minimum 4 hours per month time commitment: 1 hour of garden meetings; 1 hour collecting plot dues, 1 hour admin with check request and tracking revenue and expense tracker, 1 hour supporting fundraising efforts*

## **Caretaker Chair**

The Caretaker Chair's role is to manage communal areas, plot transitions, and lead improvements and maintenance of the physical space to maximize growing organic food in the community garden—in family plots and communal areas.

Caretaker Chair's responsibilities include:

- Coordinates planting and maintenance of communal plots, trees, vines, etc. with Open Garden Hour garden member hosts
- Manages compost bin, mulch and compost delivery and partnerships with LA Sanitation and LA Compost
- Purchases garden tools, equipment, seeds, plants, and fertilizer for communal areas
- Facilitates discussion and improvement plans to the physical space including locks for gates, signage, maintenance, communal areas, and replacing plots, as needed
- Supports Secretary, Volunteer Coordinator, and Treasure to ensure garden members' and volunteers' time and financial resources are best used to maintain and improve communal areas and grow organic food

*Minimum 5 hours per month time commitment: 1 hour of garden meetings; 1 hour of LACGC's networking/support meeting, 1 hour of communicating with Open Garden Hour garden member hosts, 1 hour providing guidance on projects to volunteers and members during Open Hours, 1 hour garden maintenance*

## **Volunteer Coordinator**

The Volunteer Coordinator's role is to manage the garden email inbox, plot waitlist, and volunteer contacts to ensure neighbors are engaged in gardening and harvest from communal areas.

Volunteer Coordinator's responsibilities include:

- Managers responding to [ehcommunitygarden@gmail.com](mailto:ehcommunitygarden@gmail.com) inbox weekly, connecting inquiries to other garden managers, and adding emails as "Volunteers" to Google contacts.
- Managers plot waitlist and plot applications, including assigning plots when there is a vacant plot and confirming when someone has been added to the waitlist, including tracking volunteer hours for those on the waitlist and updates and sends out the waitlist at least quarterly.
- Coordinates volunteer groups, garden members, or neighbors accessing and using the garden space with Caretaker Chair, other garden managers, and garden members.
- Communicates with all volunteers or garden contacts through a monthly volunteer newsletter.
- Supports External Chair with volunteers during community outreach, fundraisers, or other garden events.

*Minimum 4 hours per month time commitment: 1 hour of garden meetings; 1 hour of responding to garden emails, 1 hour coordinating volunteer groups, 1 hour welcoming new volunteers and sending monthly volunteer newsletter*

## External Chair

The External Chair's role is to manage partnerships with local businesses and community organizations to ensure the garden's financial success. It continues to be a community resource where neighbors can connect, build community and a sense of belonging, and share best practices for growing their own organic food.

External Chair's responsibilities include:

- Creates partnerships with local businesses for in-kind donations and sponsorships to improve garden space and make gardening more affordable for members and volunteers. Point-of-contact for all external partners and communicates with them at least quarterly, including East Hollywood Neighborhood Council, LA Compost, Children's Hospital Los Angeles, Courage Bagel, and other supporters.
- Plan and facilitate fundraising events and campaigns, including the July anniversary fundraiser and SeedMoney online fundraiser with Treasurer's support.
- Creates and updates signage in the garden space to inform and educate neighbors about growing food together.
- Supports Treasure in finding, writing, and submitting grant applications and reports with other garden managers.
- Supports Outreach Coordinator and Volunteer Coordinator with external communication to ensure the garden is a sustainable place where neighbors foster community, connection, and belonging, and grow organic food together.

*Minimum 5 hours per month time commitment: 1 hour of garden meetings; 1 hour of LACGC's networking/support meeting, 1 hour creating new local partnerships or sponsorship; 1 hour communicating with existing local partners, 1 hour fundraising or event planning*

## Outreach Coordinator

The Outreach Coordinator's role is to manage communication with neighbors, especially the Latino/a community, to get involved with the community garden through visiting, donating kitchen scraps, volunteering, and becoming a garden member or garden manager.

Outreach Coordinator's responsibilities include:

- Outreach to community-based organizations to ensure neighbors know about community garden opportunities, focusing outreach with the Latino community that is underrepresented in garden membership.
- Event planner for community events, fundraisers, and other garden events with External Chair to ensure events are a success in connecting the community with the garden (e.g., increase visitors, returning volunteers, kitchen scrap donations, plot applications submitted, donations raised, etc.)
- Creates and distributes event flyers and social media outreach to garden members, local organizations, volunteers, and others with support from other garden managers and members.
- Posts weekly on Instagram and Facebook social media channels about Open Hours volunteering, food scrap donations, visiting the garden, and upcoming meetings and events.
- Creates, organizes, and updates garden outreach materials, including [www.easthollywoodcommunitygarden.info](http://www.easthollywoodcommunitygarden.info) website, Linktree, flyers, signage, social media, etc.

*Minimum 4 hours per month time commitment: 1 hour of garden meetings; 1 hours of social media, 1 hour of outreach with neighbors or updating materials (website, flyers, etc.), and 1 hour of community outreach event planning and execution*

Here is how the Los Angeles Community Garden Council defines the duties:

<http://lagardencouncil.org/wp-content/uploads/2019/12/Garden-Leaders-Responsibilities-2017.pdf>

## **Quarterly All Garden Meetings Agenda**

[Inclusive Welcome](#) > Garden Updates & Community Discussion > Gardening Practice Discussion > Food or Cooking Demo > [Intentional Closing](#)

## **Monthly Leadership Team Meetings with All Garden Managers Present**

Budget > Schedule All Garden Meetings > Goals/Systems > Garden Agreement Updates (at least every two years) > Member Survey > Volunteer/Community Member Survey

## **Monthly Meeting Topics**

January - Finalize year's event schedule, Plan spring community event

February - Review garden agreements or member/volunteer survey; Plan Q1 meeting

March - Quarter 1 All-Gardeners Meeting - Spring seed starting, pest management

April - Plan summer fundraiser; Draft garden agreements or member/volunteer survey

May - Finalize garden agreements or member/volunteer survey; Plan Q2 meeting,

June - Quarter 2 All-Gardeners Meeting - Water conservation (check soil moisture, compost, mulch)

July - Plan fall community event, Review year's revenue/expenses and goals/priorities

August - Plan Q3 meeting; Plan for rest of year's goals/priorities and revenue/expenses

September - Quarter 3 All-Gardeners Meeting - Fall seed starting, shade cloth, pest management

October - Decide on LT roles, Finalize next year's goals/priorities, review next year's draft budget

November - Approve next year's budget, Plan Q4 meeting, review next year's event schedule

December - Quarter 4 All-Gardeners Meeting - Building healthy soil, weeding, making compost