

## **MEMORIAL GARDEN**

April 2007

**Role:** This secondary function of the Grounds Committee will oversee the maintenance of the Fellowship's Memorial Garden.

### **Responsibilities:**

- Oversee the maintenance and care of trees, shrubs, and flowers on the ground.
- Oversee weeding, trimming, and watering of Memorial Garden as needed.
- Review the condition of Memorial Garden annually.
- Submit proposals to the Executive Committee for significant Memorial Garden improvements.
- Recruit volunteers/hired help to complete approved projects.
- Oversee special projects related to maintaining the appearance of the Memorial Garden.
- Work with Grounds Chair and Chair-Elect to coordinate the Spring and Fall Memorial Garden workdays.
- Provide information about the Memorial Garden Committee activities to the Grounds Committee.
- Recruit committee members as needed.
- Schedule and facilitate committee meetings as needed.
- Submit committee information to the Fellowship Administrator for the newsletter by the 15th of each month.
- Make Sunday announcements as needed.
- Submit announcements for the Sunday bulletin by noon on Thursday.
- Submit expenditures to the Treasurer within 30 days.
- Keep committee expenses within budget.
- Provide input for annual budget development.
- Orient new Memorial Garden Chair as needed.
- Transfer materials to new Memorial Garden Chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.