

Gardening Committee

Job Description

Purpose of the Policy

- To protect and extend the life of the grounds and landscape materials
- To enhance the co-op and increase its marketability
- To ensure the security and sustainability of the co-op's green spaces
- To ensure the plantings in the co-op are appropriate, and will not cause future damage to the buildings

Source of authority:

- Committee members are approved by the board (refer to Rule 20)
- The committee is accountable to the board
- The committee reports to the board monthly and the general membership at general meetings.
- Committee members may be removed by the board

Committee size: minimum of four, maximum of nine

Term of office for Chair: one year, no greater than a continuous period of three years

Chair: the members of the committee elect the chair annually, in January
Members of the committee are not restricted in their term of membership

Quorum: three committee members.

A member will be able to vote on committee matters after having attended at least two meetings in advance

Members missing three meetings in a row without sending regrets will no longer be on that committee

Committees are responsible for their budget and must receive approval of the Board for any single expense of more than \$ 500.00

Committees and Committee Chairs are encouraged to co-operate with other committees and Chairs and share their information and minutes of their meetings within PIPA guidelines



Duties and responsibilities

Co-ordination/implementation

1. Schedule and facilitate regular co-op garden and clean-up days.
2. Delegate and co-ordinate volunteer gardening tasks.
3. Develop and implement an annual gardening plan, including routine maintenance and special projects.
4. Coordinate with the co-op coordinator the supervision and hiring of grounds staff.
5. Manage the co-op's gardening equipment inventory.

Finance/planning

6. Work with the finance committee to develop the draft annual gardening and landscaping budgets for approval by the Board of Directors.
7. Develop and implement a long-term gardening plan.

Policy implementation

8. Adhere to co-op policy, procedures and budget when purchasing, tendering and issuing work orders, etc.
9. Review requests for improvements or alterations to units' courtyard gardens and make recommendations to the board as required.
10. Administer gardening related policies and make recommendations for revisions or new policies.

Training

11. Provide training for gardening committee members and educate members regarding the co-op's best gardening practices.

Approved 26 February, 2008

