

Exhibit and Floral Design – Job Description

JOB PURPOSE

To present horticultural exhibits and flower shows.

KEY DUTIES and RESPONSIBILITIES

Organize and run an annual flower show / semi-annual show, as needed

Promote courses / instruction in floral design

Plan / organize public floral exhibits, as needed.

Train up individuals to ensure succession planning.

RESOURCES

Budget: \$TBD

Most needed materials are available in the SDHS storage locker, Burritt St. President has the key.

AUTHORITY AND ACCOUNTABILITY

Advise the Board on progress and results. (August, March, June)

Keep track of awards and trophies.

Submit volunteer hours to the Secretary / Board

Provide an annual written report to the Board regarding the Committee's activities.

Liaise with other Societies and groups e.g. RGB, agricultural Society, exhibits and shows

Liaise with OHA regarding current standards

Seek approval from the Board for anticipated expenditures that exceed the committee budget.

Chairperson and member skills knowledge experience:

- Organization and communication skills.
- Expert knowledge of floral design and exhibit standards, usually acquired as an OHA certified Judge

Exhibit and Floral Design – How To

Flower Show Chairperson Duties and Judging Standards are available online at www.gardenontario.com in **Ontario Judging and Exhibiting Standards - OJES Publication 34.**

This booklet tells exhibitors what a judge is looking for when judging a flower show's floral designs and horticultural specimens (cut flowers, vegetables, potted plants, bonsai, terrariums and trough gardens). It includes everything about staging a flower show; how to prepare your entries. The rules and guidelines in this book will be used by the judge to assess exhibits and award prizes. OHA Order number 07-02 Price

\$6.00 <http://www.gardenontario.org/shop/index.php>

TIME LINE AND COMMITTEE DUTIES

JANUARY/ FEBRUARY

- ❖ Set the theme
- ❖ Titles for design classes
- ❖ Review cultural classes
- ❖ Assign convenors for shows and arrange for clerks
- ❖ Send out letters to donors ie Festival Theatre, Dominion Seeds Sebringville Garden Centre
- ❖ Contact Camera Club re: display
- ❖ Lunch room menu (there is not a social committee at the moment so I think this is our choice?)
- ❖ Door prizes for June show
- ❖ Set up duties as per area ie publicity, tea room, gift certificates, schedule, draw table etc
- ❖ Line up judges for flower shows and send them copies of the schedule ahead of time.
- ❖ Chair to keep records of expenses and volunteer hours *
- ❖ Report to board progress of flower show(s) and any design classes to be held

MARCH/ APRIL

- ❖ Schedule typed and printed (130 copies in 2012)
- ❖ Posters and bookmarks made for June Flower Show
- ❖ Posters/bookmarks to District AGM (April 21, 2012)
- ❖ Poster distribution (we did this as a committee this year)
- ❖ Have schedules posters and bookmarks available at the March and April open meetings
- ❖ Purchase gift certificates for prizes
- ❖ We needed 2 more sandwich board signs for the June show ie Bernice
- ❖ Purchase a rose bowl (antique warehouse is a great source!)

MAY

- ❖ Contact newspapers for photo and write-up for June show 2-3 weeks before event
- ❖ Have exhibitor cards available at the open meetings
- ❖ Make up the cultural and design class labels for exhibitor tables
- ❖ Trophies collected and cleaned for June show
- ❖ People's Choice Award for Camera Club winner

June

- ❖ Set up room for the show take it down afterwards
- ❖ Wrap up meeting and thank-you cards signed to be mailed to donors
- ❖ *Financial and Flower show reports and volunteer hours submitted to board.
- ❖ Arrange for engraving and distribution of Trophies, often at AGM

