

Serving on the AACG Steering Council is voluntary. The Steering Council is responsible for the management of the garden and time on the council qualifies as service hours. The Steering Council is acts and makes decisions as a group. For more information please be advised to read SECTION 8. MANAGING BODY OF ASSOCIATION of the gardens bylaws.

The duties outlined below are meant to serve as a guide. There are some responsibilities that are inherently mandatory, but there is flexibility in execution based on any given circumstance. In addition, respective stewardship teams' help to share the task load through delegation, as no coordinator can possibly accomplish everything on their own nor are they expected to.

STEERING COUNCIL FACILITATOR:

Supervises the affairs of the garden. Presides at all council meetings. Schedules and set agendas for monthly Steering Council meetings. Serves as the garden liaison to the Sustainable Food Center, AACG's fiscal sponsor. Ensures that AACG land usage is not in violation of license agreement. Ensures that officers and members conform to bylaws, CoA, and SFC restrictions. Serves as garden liaison to pertinent city government agencies. Acts as primary signatory for the garden.

SITE COORDINATOR: OPEN

Coordinates all aspects of caring for and maintaining the common areas of the garden property. Manages Rallyhood portals. Facilitates assignment of gardeners to Stewardship Teams. Coordinates work issues with stewardship team captains. Organize ordering of gardening supplies – soil, compost, ant bait, etc. The site coordinator is second in succession to the Steering Council Facilitator.

SECRETARY:

Takes minutes of meetings and makes them available to Steering Council members. Submits minutes from previous meetings for approval at the following Steering Council meeting. Maintains the all-members e-mail list along with the Communication Coordinator. The Secretary is not a voting member of the Steering Council.

TREASURER:

Receives plot fees and payments in lieu of work hours, receives money from fund raising projects, keeps financial records, prepares monthly financial statements and prepares an annual budget. The Treasurer, along with the Steering Council Facilitator, shall serve as the SFC Garden Coordinator. The Treasurer is not a voting member of the Steering Council.

PLOT COORDINATOR:

Schedules and conducts new-member orientations in collaboration with the Membership Coordinator. Monitors the condition and health of member plots, and performs evaluation of plot usage in conjunction with Zone Monitors. Addresses, communicates and resolves issues within the garden plots, including enforcement of the gardener's agreement and any additional garden rules. Informs gardeners of changes, special conditions or issues affecting plots. [Collects plot fees and payments in lieu of work hours in coordination with Service Hour Coordinator]. Arranges for empty plot utilization when applicable, and/or transfer of abandoned or empty plots within membership.

COMMUNICATIONS COORDINATOR: OPEN

Responsible for the distribution of all garden information and updates, both internal and external. Oversees the maintenance the garden website, calendar, and email list. Coordinates with the Stewardship Media team to manage the various social media portals.

INFRASTRUCTURE COORDINATOR: OPEN

Oversees general garden maintenance and repair, acts as garden security/safety contact, and ensures that the toolshed is fully equipped. Responsible for establishing a rapid response team to handle any infrastructure emergencies. Manages garden maintenance schedule.

MEMBERSHIP COORDINATOR:

Maintains the garden wait list and communicates with prospective members. Responsible for the collection and archiving of

member contracts, and any other member related paperwork. Monitors the database of plot assignments, maintains current map of plot assignments, and coordinates with the Service Hours Coordinator. Maintains the archive of volunteers' plot agreements and waivers.

EVENTS & FUNDRAISING COORDINATOR:

Organize garden social events. Organize plant sales and other fundraising efforts. Promote garden to the general public. Maintain cross marketing relationship with community partners.

OUTREACH COORDINATOR:

Organize community volunteers, coordinate assignments [with team leads] on workdays, receive waivers signed etc. Coordinate with Donation team when necessary. Create "outreach" opportunities with local groups, schools, corporations, and other organizations. Schedule garden tours.

EDUCATION COORDINATOR: OPEN

Oversee maintenance of Children's Garden. Organize Children's Garden classes and activities. Oversee maintenance of Teaching Garden. Organize Gardening Workshops with Events Coordinator.