Los Angeles Community Garden Council

Community Garden
Garden Leaders’ Roles & Responsibilities

The Garden Leadership Team consists of five volunteer positions: Chair, Vice-Chair, Treasurer, Secretary, and Garden Master. These leaders serve a two-year term and then the garden community holds an election in October of even years to select a new leadership team.

1. **Chair**
   - Presides at the garden meetings
   - Appoints committee chairs
   - Gives verbal and written warnings to any gardener who is not following the rules
   - Calls a grievance committee, if needed
   - Identifies new potential garden leaders
   - Serves as primary liaison to Los Angeles Community Garden Council
   - Other duties as assigned by the membership

2. **Vice-Chair**
   - Supports the Chair
   - Acts as Chair in Chair’s absence
   - Responsible for requesting and distributing committee reports
   - Other duties assigned by the membership

3. **Treasurer**
   - Collects and records all garden revenue and expenditures
   - Establishes and maintains an acceptable accounting method
   - Issues receipts for all collected garden dues
   - Delivers monies to Los Angeles Community Garden Council
   - Requests checks from Los Angeles Community Garden Council as needed
   - Reports any non-payment of fees in a written report to the Garden Chair
   - Other duties assigned by the membership

4. **Secretary**
   - Writes and distributes the minutes of each garden meeting
   - Maintains files and records of all membership and correspondence with members
   - Maintains the wait list
   - Other duties assigned by the membership

5. **Garden Master**
   - Responsible for day-to-day operations, ensuring that the garden is kept clean and tidy
   - Offers gardening advice to gardeners, as needed, or directs them to the UCCE Master Gardener hotline at (626) 586-1988 or mglosangeleshelpline@ucdavis.edu.
   - Informs the Chair and Vice-Chair of any gardeners who are not following the garden rules
   - Responsible for assigning plots to new gardeners
   - Organizes volunteer days, as needed, to maintain the communal areas of the garden
   - Other duties assigned by the membership