

Hillcrest Community Garden Committee Structure and Positions

As Adopted 9.14.2026

The Hillcrest Community Garden Committee ("Committee") is a volunteer organization that manages the rules, operations, maintenance, and budget of the Hillcrest Community Garden. The Committee operates as part of the Fulton Heights Neighborhood Association ("FHNA"), which owns the garden property, and reports to the FHNA Board of Directors.

Committee Positions and Responsibilities

Chair: Responsible for heading the Committee, coordinating with the FHNA, and representing the Hillcrest Garden to the general public.

- Hold oversight authority and final accountability for the Committee's responsibilities.
- Chair monthly meetings, ensuring essential decisions regarding membership, budgeting, and operations are made.
- Develop monthly meeting agendas with input from Committee, gardeners, and FHNA Treasurer.
- Maintain the Committee Membership roster and track any delegation of responsibilities from Leads to General Members or volunteers.
- Support other Committee Members as necessary.

Secretary: Responsible for record-keeping and Committee communication.

- Record and archive monthly meeting minutes.
- Circulate monthly meeting agendas and minutes in coordination with the Chair.
- Record rule changes and other substantive Committee votes.
- Maintain and organize garden and Committee documents.

Communications Lead: Responsible for formal communications from the Committee.

- Coordinate with the FHNA to manage the Hillcrest Garden page of the FHNA website.
- Run the Hillcrest Community Garden Facebook Page.
- Prepare and distribute the monthly Hillcrest Garden Newsletter.
- Print and post physical notices at the Hillcrest Community Garden.
- Maintain the MailChimp list and send mass communications to gardeners.

Membership Lead: Responsible for managing gardeners and plot assignments.

- Complete the plot application and assignment process.
- Receive and manage communications from gardeners to the Committee, including reports of rule violations, suggestions, and requests.
- Maintain the master gardener spreadsheet in collaboration with the Chair, including regular updates of volunteer hours, attendance at mandatory events, and other indicators of good standing (such as the June 15th Plot Walk results).

Operations Lead: Responsible for coordination of work to maintain major garden infrastructure and carry out annual operations, including communications with qualified volunteers, third parties, and vendors.

- Oversee the maintenance of physical garden infrastructure, including the water system, driveway, trees, and common grassy areas.
- Coordinate annual garden operations requiring third-party support, including the annual water on/off, woodchip deliveries, porta potty, dumpster, tilling, and snowblowing.
- Maintain a list of garden-owned tools/equipment (lawnmowers, weed whippers, etc) and keep tools/equipment in good repair. Coordinate repairs with volunteers and third parties as needed.
- Maintain a trusted vendor list for professional work. Contact these vendors as needed.

- If oversight of a particular operations activity has been delegated, maintain regular communication with the delegates and support where needed.

Annual Events Lead: Responsible for planning and executing the garden's repeat annual events and activities.

- Repeat annual events and activities include the Seed Swap, Spring Cleanup, Plot Staking, New Gardener Orientation, June 15th Plot Walk, and Fall Cleanup.

Volunteer Lead: Responsible for the coordination of volunteers for regular garden upkeep.

- Regular garden upkeep includes composting, maintaining and planting out the border beds, gate opening/closing, and managing the farm stand.
- Coordinate the leaders and task lists for the bimonthly work parties.
- Oversee the assignments to and work of outside volunteer groups, such as the Empower U volunteer group.
- Make sure volunteers have access to the Volunteer Hours Log form and know how to record their hours.
- If oversight of particular volunteer activities have been delegated, maintain regular communication with the delegates and support where needed.

General Member: General Members do not have specific responsibilities, but may add agenda items, participate in discussions, vote, and take on other Committee responsibilities via delegation from a Lead.

Accountability and Delegation of Responsibilities

Any Committee Member holding a named position may delegate one or more of their responsibilities, so long as they remain accountable for that responsibility. Examples of appropriate delegation include:

- Delegation of a responsibility to another Committee Member. For example, the Annual Events Lead may delegate responsibility for the Seed Swap to the Volunteer Lead, and the Operations Lead may delegate responsibility for contacting specific vendors to a General Committee Member.
- Delegation of a responsibility to a volunteer. For example, the Volunteer Lead may delegate responsibility for the compost area to a gardener in good standing. Gardeners will receive volunteer hour credit for taking on these responsibilities.
- Sharing the workload of major tasks. For example, the Membership Lead may seek support in stuffing the returning gardener envelopes from the rest of the Committee.

A Committee Member that delegates a responsibility remains accountable for that responsibility. A Committee Member must inform the Committee about delegated tasks, communicate regularly with delegates, and provide delegates the appropriate resources to fulfill the responsibility. A Committee Member and the Chair jointly determine the level of experience necessary for a delegate to take on a specific responsibility.

The Chair holds final accountability for the responsibilities of the Committee and the work of garden volunteers. In this capacity, the Committee Chair has oversight of the quality of the work completed and provides Committee Members and volunteers the resources necessary to complete their tasks.

Forming the Garden Committee

Named positions are held for a 1-year term with no term limits.

In September and October, current Committee members and gardeners in good standing may register interest in named positions or a General Member position for the upcoming year. The Secretary is responsible for tracking registrations. At the

November monthly meeting, current Committee members confirm interested individuals to named positions by majority vote. Runoff votes may be used as needed; interested individuals who do not advance during a runoff vote move to the General Member list. After all named positions are confirmed, General Member positions are confirmed by majority vote of the current Committee members.

Individuals may hold more than one named position if each position is confirmed separately. However, an individual confirmed to a named position may be confirmed to a second named position only if the second named position has no qualified interested individuals.

Individuals retain the responsibilities of their existing positions until the December monthly meeting, when responsibilities are formally transitioned.

Vacant Positions

If a Committee position is vacant, the Chair assumes the responsibilities of that position. The Chair may then delegate responsibilities to other Committee members. Other Committee members are expected to support the Chair with the responsibilities of any vacant positions. General Members may be advanced to a vacant position during the year by majority vote of the Committee.

Ad Hoc Additions

Gardeners in good standing may request to join the Committee as a General Member at any time during the year. New General Members must be affirmed by majority vote of the Committee before being granted voting rights.

Remediation and Removal of a Committee Member

If a Committee Member is not performing the responsibilities of their position, including sufficient attendance of Committee meetings, the Chair may seek remediation. Steps for remediation may include, but are not limited to, the Chair speaking directly with the Committee Member, the Chair seeking additional support and resources for the Committee Member, and the Committee Member receiving training from another Committee Member or experienced volunteer.

If after remediation, a Committee Member is still unable to perform the responsibilities of their position, the Chair may move for their removal from the Committee. Committee Members may only be involuntarily removed by majority vote of the Committee.