**The Boxwood Garden Club**

**Conservation Committee Chair Job Description Updated: February 2023**

* The Conservation Committee Chair informs the Boxwood Garden Club members of interesting and pertinent environmental and/or conservation issues concerning water, air, land use and plants, encourages conservation generally as well as conservation education, and advises of GCV opportunities related to conservation.
* The Conservation Committee Chair acts as the liaison between the GCV conservation committee and Boxwood.
* Attends the Annual GVC Conservation Forum which is held in various locations in Virginia or is held as an on-line webinar. It is a one-half day (morning) event, completed by lunchtime. The Forum topic is different every year, on an interesting environmental or conservation concern, and has speakers who present diverse perspectives on the particular topic.
* Reports to the Boxwood membership any pertinent conservation news.
* Attends Conservation Lobby Day, usually in January, at the Virginia General Assembly, organized by the Virginia Conservation Network (“VCN”).

This entails:

1) attend, either in person or by webinar, a “pregame” presentation of conservation issues and of what to expect and how to influence the legislators with whom you will meet on Conservation Lobby Day. The VCN sets up meetings with legislators for you or you can set them up yourself.

2) attend Conservation Lobby Day. The day goes something like this:

a) attend breakfast (optional) and listen to speakers on particular environmental topics;

b) go to the Pocahontas Building (the location of the General Assembly representatives offices) at your assigned time and meet with Virginia Senate and/or House of Delegates members to lobby for the bill or topic you have chosen from the GCV list of priorities (e.g., climate change). Typically, when you meet with your representative(s), you will be in a group with others from various conservation concerns;

c) while in attendance at the meeting(s) with your representatives, you introduce yourself, state the organization you represent (GCV) and its mission regarding the environment and conservation, advocate for the topic you have chosen and encourage your Legislator to support/vote for or against certain bills regarding your chosen environmental/conservation topic;

d) attend a luncheon with speakers on conservation topics (optional);

e) attend Legislative committee meetings (optional); and

f) after meeting with the Senator and/or Delegate, write them a thank you note from you on behalf of the GCV for meeting with you, listening and for supporting or opposing the relevant legislation.

* Optional: The Conservation Chair may hold conservation “contests” among Boxwood members; i.e., identify members who did something that month in furtherance of conservation, for example, to conserve more water or plant something in their yard.
* Another option is to “host” a “pop-up” trip to a place related to conservation. For example, in 2017, there was a trip to the Quarry Gardens in Schuyler, VA