**Boxwood Garden Club**

**Historic Garden Week – Richmond Tour Scheduling Chairs for Volunteers, Hostesses & Flower Arrangers**

**Job Description February 2023**

Every year the Boxwood members participate in the Richmond Tour of Historic Garden Week.

We serve as:

* House hostesses
* Flower arrangers
* Transportation helpers on the ground or in the busses
* Miscellaneous jobs

Scheduling these volunteers is the job of the *HGW Richmond Tour Scheduling Chairs for Volunteers.*

The Boxwood President appoints 2 Chairs to lead this committee and report to the Volunteer/ Hostess and Flower Committee Chairs who sit on the HGW Steering Committee.

**Responsibilities include:**

* Attend all HGW Steering Committee meetings and serve as a liaison between the steering committee and Boxwood and the other 3 individual clubs as needed.

(An HGW Steering Committee is formed annually. One of the four GCV Richmond Clubs is the “host” club for the Richmond tour each year. This responsibility rotates through the 4 clubs. The host club organizes all aspects of the Richmond tour, with the representatives from Historic Richmond, while the next in line club attends in a learning capacity).

* Assign the head hostess and head flower arrangers for each of the homes that have been assigned to Boxwood.
* Responsible for filling all of the assigned volunteer jobs with Boxwood members.
* Provide the volunteers with guidelines and serve as a point of contact for any information needed by the Volunteer/ Hostess and Flower Committee chairs.
* Communicate the Hostess and Flower arranger’s materials needed for the tours to the HGW Steering Committee for distribution before the tours.