**Boxwood Garden Club**

**Horticulture Exhibits Chair Job Description February 2023**

**Before the Green Book Deadline**:

* Meet with Artistic and Photography chairmen to determine the exhibits theme for the upcoming year
* Determine the Horticulture exhibit categories for each meeting. Submit this information to the 2nd Vice President for the Green Book.

**Before the Program Year:**

* Update the Horticulture Meeting Tally Spreadsheet with any membership changes
* Print new exhibit cards if needed (same card used for Artistic exhibits, so coordinate on this)

**Each Meeting:**

* Prepare the Horticulture Sign-In Sheets for each exhibit category
* Arrive at meeting 30 minutes before the exhibit cut-off time to put out the sign-up sheets, pens and the exhibit cards
* Stay in exhibit area to answer questions
* Judge exhibits with committee; records results
* Place a colored sticker on each exhibit card so exhibitor sees their award level
* Present results during the meeting (total number of exhibits in each category and “Best in Class” for each category)

**After Each Meeting:**

* Sends results to recording secretary for inclusion in the minutes
* Enter meeting results into the Boxwood Exhibit Totals Spreadsheet (save the tally sheets for each meeting until the end of the year in case there is a spreadsheet or website issue)

**End of Program Year:**

* Retrieve from prior winner, polish and wrap Horticulture’s two silver prizes
* Presents the Merit and Participation awards at the Annual Meeting

**Additional Duties:**

* Horticulture Chair is responsible for the exhibits for two GVC meetings, one in October and one in April. Other club members can help, but chair needs to make sure the exhibits are completed and delivered to the meeting or to someone from Boxwood who is attending. Instructions are sent from GCV Horticulture Chairman. The GVC Horticulture Chair determines the exhibits according to the meeting theme. A credit is given for completing the exhibit.
* Members who participate in GVC Horticulture events can receive credit toward Boxwood Horticulture Participation and Merit awards. It is their responsibility to submit the information to the Horticulture Chair. The chair should record it on the Boxwood Exhibit Totals Spreadsheet.

**Note:** All of the Boxwood judging and award criteria is located in the Green Book. Additional judging criteria can be found on the Boxwood and GVC websites.