

## LANDSCAPE COMMITTEE JOB DESCRIPTION

**Purpose:** To suggest ways to maintain and to improve Assembly common areas with landscaping, gardens, hardscape, and art, keeping the park-like atmosphere of the grounds; and to consider expansion of the Arboretum on the Assembly grounds.

**Interactions:** General Manager, President, committee members, Woman's Association, and persons responsible for Arboretum certification.

### **Responsibilities:**

#### Common Areas:

1. Help plan the annual spring planting day that adds annual and perennial bedding plants to all gardens.
2. Suggest to the General Manager ways to improve maintenance.
3. In coordination with the Woman's Association, plan a "thank-you" event annually for the crew.

#### Arboretum:

1. Identify trees to be considered for expansion of the Arboretum to Level 2 (5 years).
2. Make suggestions to the General Manager about the best ways to maintain the arboretum for re-certification every five years.

During the year and including the Season, the Facilities Crew, under the direction of the General Manager, is responsible for maintaining and mulching the following areas: Moses Rock, the entrance garden areas on either side of the front gate, the garden near the auditorium and Pilcher Arch, the planters near the tennis courts, the herb garden, the gardens near Warren Chapel, the planters and trough near the Troll bridge, and the Cheek Garden at the Weaver courts.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.