



Open Board Member Roles

Are you interested in becoming a board member of the Salem Community Gardens? The following volunteer positions are open:

- [Pickman co-Captains](#)
- [Mack co-Captain](#)
- [Registrar](#)

Please scroll down to the position you're interested in to learn more about the duties of each role. Each position may require about 5 hours per month of availability with an increase of up to 10 hours during the season.

To learn more or to apply, please send us an email at hello@salemcommunitygardens.or

Garden Co-Captains:

- Utilize Mailchimp (or replacement program if changed by board) to communicate with gardeners about key updates and status information for the garden, including but not limited to - updated lock combinations, compost deliveries, water turn on, work days and volunteer efforts needed, and general guidance for any garden-specific expectations, including reminders to abide by code of conduct where needed
 - Organize a new gardener orientation, work days and optionally potlucks/get togethers.
 - Ensure [code of conduct](#) is followed at the garden, including
 - Keeping an eye on overgrowth, plot abandonment, shading between plots, make sure aisles are raked or mowed as needed
 - Make sure the tools necessary are there, available to gardeners. This may include: cataloging/organizing tools, purchasing them or requesting purchase from other board members (with reimbursement), repairing (or requesting repair via volunteer hours), and general maintenance of shared tools.
 - Maintaining organic growing practices
 - Delegate work to gardeners, via email or signage, let people know what they can do for their volunteer time
 - Help gardeners resolve differences, bring them together to talk
 - Support gardeners, especially new gardeners such as through guidance, advice, or connecting them with resources such as more experienced gardeners or favorite online

information or books.

- Coordinate with Donation Coordinator on what to donate, and to have donations available and accessible for pickup on designated day/time
- Plant and maintain (a) donation plot(s) and/or delegate this activity to a responsible gardener. Captain must maintain oversight and ownership of the donation plot should issues arise.
- Confirm volunteer hour reporting.
- Coordinate with the registrar
 - On plots to be assigned.
 - On plots for special groups - ie accessible needs, scholarship plots
 - Escalate to registrar cases of weeding/planting deadlines not met, as needed
 - Inform registrar of gardeners not welcome back
 - Maintain accurate plot maps on the drive, including noting any issues or special cases, such as plots under renovation, plots being decommissioned, or plots being added, plots designated for donation or permanent perennial/pollinator
 - plantings, as well as notations of ADA accessible and/or “more accessible” plots where applicable.
- Inform president when compost delivery needed for coordinated reach-out to Black Earth; inform president of any missed compost pickups by Black Earth
- Coordinate with City of Salem (Parks and Rec, Conservation Commission, Board of Health, Mass in Motion, Tree Commission) as needed, for example, asking for the water to be turned on, if it doesn't happen automatically or for tree trimming
- Create and maintain short, medium, and long-range plans over approximately 0-5 year time frame, for the ongoing upkeep and stewardship of the garden, including but not limited to:
 - Maintaining basic notes on the shared drive of potential major (\$1k and up) renovation or maintenance needs, for current or future seasons
 - Maintaining a basic plan for phases of work and goals for current + future gardening seasons
 - Estimating costs to the extent possible, including sourcing online resources, or meeting with local businesses for cost estimates
 - Seeking funding and grant opportunities to aid in offsetting the costs of major projects anticipated over the term of plan
- Attend monthly board meetings and provide updates to other board members and captains

Registrar:

- Spearhead registration process, beginning with the creation of the new year's documents and processes, ensuring plots are assigned and documented appropriately, including after plots have been abandoned/re-assigned.
- Record and maintain records from year to year. This will be done in a manner such that transition of Registration records from one administration to the next is organized and logical.
- Primary contact point for managing the master registration documentation, plots assignment charts (until handed off to Captains once registration is complete), waitlist, and MailChimp.
- Collaborate with additional Board members who may be acting in support roles for

registration as needs arise

- Communicate with gardeners (returning, new, and waitlisted potential) regarding all elements of registration, including registration status, plot assignment, volunteer /opt-out fulfillment, and any other needs as they arise.
- Coordinate with the web admin to post information to social media and the website, including time frames for registration and plot assignments.
- Communicate with new and returning gardeners, respond to inquiries.
 - Communicate plot assignments & waitlist status.
 - Communicate weed/planting/plot abandonment warnings when escalated.
- When registering a gardener, confirm and document
 - Contact information for primary gardener and secondary gardener (as needed)
 - Special requests: Accessibility status, Scholarship status, additional plots, Previous year volunteer vs opt-out payment status
 - Payment amounts, including donations and/or opt-out fulfillments
- Gardener has been added to Master Registration doc AND to garden chart ● Coordinate with Treasurer and/or Secretary for confirmation of off-line registrations ● Work with Garden Captains to ensure garden charts are updated, as needed. ● Upload all registered gardeners into Mailchimp, including garden, year, and appropriate tags. Contact any gardener who has unsubscribed from Mailchimp with instructions to re-subscribe.