



Open Board Member Roles

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

- [Secretary](#)
- [Pickman co-Captain](#)
- [Mack co-Captain](#)

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.org

Secretary (Clerk)

- “Record and maintain records of all proceedings of the directors.” This will be done in a manner such that transition of Secretary records from one administration to the next is organized and logical.
- “Have custody of the seal of the corporation.” (from bylaws)
- Maintain a roster of current/active board members, garden affiliation, terms of service, and open positions.
- Take notes at monthly meetings
- Post notes to google drive - make notes available within two weeks, except where communicated in advance
- Potential to support website, online communications, social media
- Maintains Zoom account for monthly meetings.
- Write acknowledgments on behalf of the board for donations, and/or gifts of any kind to the organization.



- To record all board decisions/vote and include in the monthly board minutes.
- Record action items for future meetings at the end of each month's board meeting minutes.
- Manages mail, holds key to SCG PO Box. Distributing incoming mail to correct board members to be addressed in a timely manner.

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.