VSP COMMITTEES

1. Communications
   a. Email invitations for each session plus reminders (22 x 2-4 hours)
   a. Special core events
   b. Communicate arrangements with Forestry and Horticultural staff
   c. Other announcements of events
      i. Local papers – Snap, Villager, NOW, EYE
      ii. Like minded orgs. – LEAF, TFN, Nature Ontario, Tallgrass Ontario, Carolinian Canada, volunteer and environmental forums
   d. Answer email queries (sent to stewards@highpark.org via highpark.org and highparknature)
   e. Liaison with groups interested in volunteering (student, corporate and other)
   f. Communicate with Boulevard Beds and other special project groups
   g. Writing articles including for HPN website (www.highparknature.org)

2. Plant Sale
   a. Extra publicity – flyers, announcements in local area
   b. Preparation of tags – printing, placing on sticks
   c. Volunteer organization – coordinator and volunteer role definitions and designation

3. Administration and Financial
   a. Budget preparation
   b. Keeping track of expenses, income and cash flow
   c. Preparation and maintenance of spreadsheet
   d. Record Keeping
   e. Inventory of materials

4. Publicity
   a. Reaching out to new organizations
      i. Local schools
      ii. Other environment organizations and networks
   b. More frequent and regular communications and publicity of VSP events with several organizations both old and new (also attend some of their meetings on behalf of VSP)

5. Education
   a. Winter Lecture series
      i. Topics selection
      ii. Selection of speakers
      iii. Scheduling and arrangements
      iv. Administration of speakers’ bios, AV needs, handouts
      v. Communication with lecturers – directions, thank you letters etc.
   b. Educational materials
      i. Handouts for sessions
      ii. Preparation for specific information for sessions

6. Planning
   a. Preparing schedule of events for the year with Forestry staff and Jocie