

## 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](mailto: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](http://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