**Garden Manager Tasks – Quick Checklist**

**Early Season (March-June)**

* Sign-up process
	+ Check results of auto-populated spreadsheet **and** contact the gardener directly
	+ Update spreadsheet to indicate that plot holder has been contacted
	+ Collect and turn in agreements/payments to HCG Coordinator
	+ Keep HCG Coordinator informed of available plots
* Schedule early season meetings (group or individual) to inform gardeners of expectations, rules, and volunteer commitment (tasks and hours)
* Communicate and enforce deadlines for plot use/maintenance
	+ Make effort to fill all plots by May 1st
	+ Encourage gardeners to be working in plots by May 25th
	+ Send list of unassigned plots to HCG Coordinator by June 1st
* Maintenance and water
	+ Check infrastructure and equipment
	+ Put up signs
	+ Water turn-on date

**Ongoing throughout Season**

* Plan at least two workday opportunities for gardeners to contribute to overall maintenance/cleanup of garden complex and management of Food Share bed/s
* Communicate with gardeners via email throughout the season (at least 4 times) about opportunities for volunteer hours/tasks, garden events, problems, and deadlines
* Oversee and be responsible for overall appearance of garden, weed control, and needed maintenance
	+ Engage gardeners with these projects as much as possible
	+ Let Head GM know of needs for extra volunteer help, maintenance, and equipment
* One GM from each garden attend monthly GM meetings (can rotate)
* Check and respond to emails from gardeners, Head GM, and HCG Coordinator
* Create a compost plan and communicate to gardeners.
* Communicate questions and challenges to Head GM and to other experienced GM's
* Document and let Head GM know of any theft incidences
* Enjoy managing a garden, getting to know gardeners and other managers, sharing a great community endeavor, and growing in a free garden plot.

**End of Season (mid-September - October)**

* Notify gardeners to have plots cleaned-up by October 25th
	+ Remove dead plants and weeds
	+ Compost vs disposal bins
	+ OK to leave late-season plants in beds
* Notify gardeners when the water will be shut off
	+ Winterize water system as needed
* If needed, plan group work day/s to:
	+ Clean-up garden complex
	+ Make needed repairs to garden complex (fences, beds, etc.)
	+ Service and winterize motorized equipment (tillers, shredders, etc.)
	+ Take down signs
* Submit tentative list of returning gardeners to HCG Coordinator
* Submit list of next year’s needs and budget to HGM and Treasurer - due December 1st
* Submit end-of-year garden summary report - due December 1st.
	+ Volunteer hours, number of plot holder, vacant plots, donations to Food Share, etc.
	+ Template available for report