



Trillium Executive Committee Volunteer Position Description

The Hamilton Trillium Awards Executive Committee is responsible for the execution and successful operations of the Trillium Awards Program. With the support of the Community Liaison Coordinator, the committee members carry out the goals and objectives of the committee.

The role the volunteer committee plays is important to the success of the Trillium Awards Program. The success of the committee depends on the contributions made by each of its members. All volunteer members are encouraged to play an active role in the Trillium Awards Program by following guidelines and procedures, attending committee meetings, and offering thoughts and recommendations to improve the program. The volunteer committee has the authority to decide and act as a group, but not as individual members.

The Committee reports directly to the Community Liaison Coordinator who helps the operation of the program and is responsible for volunteer management. The Community Liaison Coordinator liaises with City Staff to advance and contribute to the Trillium Awards Program while maintaining open lines of communication. The Community Liaison Coordinator is responsible for the budget and facilitating adherence to any City policies and procedures that affect the Trillium Awards Program. All positions are subject to 4 year terms, each candidate may reapply for their current position.

Role: Committee Chair Description of Activities / 3 years of experience

The responsibilities of the Committee Chair include:

- Works collectively with the Community Liaison Coordinator to ensure the overall operation and success of the Hamilton Trillium Awards Program.
- Consults with Community Liaison Coordinator and other key members of the Trillium Awards Committee in planning the committee's agendas and the framework of the committee's responsibilities.
- Maintains the group's focus, stimulating group thinking, encouraging and channelling discussions, weighing the value of the expressed ideas and suggestions, summarizing constructive suggestions and seeking out decisions.
- Defines expectations of the committee's work; providing appropriate information, training and follow up.
- Contributes to the Trillium Awards Framework as a guideline to execute the Trillium Awards Program.
- Supports and directs the work of all sub-committees.

- In conjunction with the Community Liaison Coordinator, acts as spokespersons for the Trillium Awards Program, communicates with Councillor Offices, at Special Events, accepts community inquiries and resolves concerns as they arise.
- Get out early in your wards April 1 to June 15, identify and submit public nominations for both (10) Trillium Awards and (5) Community Trillium Awards.
- Deliver program information and promotional materials in your ward.
- Help with posting social media content, graphics and promotional artwork, found in the digital toolbox listed as Share Kit.

Role: Vice Chair Description of Activities / 2 years of experience

The responsibilities of the Vice Chair include:

- Accessing the position as a training opportunity as part of the succession of office of the committee and assuming all duties and responsibilities of the Chair upon his/her absence(s).
- Assist with the recruiting and training of volunteer committee members as well as volunteer judges.
- Oversees the Community Trillium Awards and assignments.
- Helps to oversee other committee roles and assists with the Judges Training.
- In conjunction with the Community Liaison Coordinator, acts as spokespersons for the Trillium Awards Program, communicates with Councillor Offices, at Special Events, accepts community inquiries and resolves concerns as they arise.
- Get out early in your wards April 1 to June 15, identify and submit public nominations for both (10) Trillium Awards and (5) Community Trillium Awards.
- Deliver program information and promotional materials in your ward.
- Help with posting social media content, graphics and promotional artwork, found in the digital toolbox listed as Share Kit.

Role: Secretary Description of Activities / 1 year of experience

The responsibilities of the Secretary include:

- Maintaining records and information of the committee.
- Ensuring accurate minutes are kept, motions recorded, necessary reports are prepared, and that a record of the committee work is maintained.
- Communicating changes needed to any documents.
- Reviews and proof reads assigned mapped gardens for the volunteer judges.
- Reviews, updates and prepares the judges' packages.
- Get out early in your wards April 1 to June 15, identify and submit public nominations for both (10) Trillium Awards and (5) Community Trillium Awards.
- Deliver program information and promotional materials in your ward.

- Help with posting social media content, graphics and promotional artwork, found in the digital toolbox listed as Share Kit.

Role: Volunteer Judges Recruitment and Nominations Generator Description of Activities / 1 year of experience

The responsibilities of the Volunteer Judges Recruitment and Nominations Generator include:

- Being responsible for volunteer judge's recruitment and retention plan.
- Assisting in the active recruitment of volunteer judges, training and preparation of volunteers.
- Maintaining an active list of all volunteers and prepares follow up and appreciation letters for volunteer judges.
- Works with the Community Liaison Coordinator in maintaining all data related to volunteers, including volunteer registration forms, waivers, data lists, etc.
- Liaising with outside groups i.e. Horticultural Societies to recruit volunteers.
- Attend special events to recruit Judges and to promote nominations.
- Encourage the Team and everyone to submit nominations.
- Get out early in your wards April 1 to June 15, identify and submit public nominations for both (10) Trillium Awards and (5) Community Trillium Awards.
- Deliver program information and promotional materials in your ward.
- Help with posting social media content, graphics and promotional artwork, found in the digital toolbox listed as Share Kit.

Role: In House Photographer and Promotions Description of Activities / 1 year of experience

The responsibilities of the in-house photographer include:

- Administer Photo permission forms, email completed forms with photos for filing.
- Take photographs of all the winning Pink gardens and Red garden.
- Take photos of committee members and volunteers in action.
- Take photos of Red winning presentation.
- Take photos at Celebration Event.
- Encourage team Promotion of the Trillium Awards via social networking such as Facebook, Twitter, Instagram, and free print media (newspaper, pamphlets, flyers, magazines, etc.)
- Get out early in your wards April 1 to June 15, identify and submit public nominations for both (10) Trillium Awards and (5) Community Trillium Awards.
- Deliver program information and promotional materials in your ward.

- Help with posting social media content, graphics and promotional artwork, found in the digital toolbox listed as Share Kit.

Non-Committee Leadership Roles for the Trillium Awards

Role: White Judges / no experience necessary

The responsibilities of the White Judge include:

- Be available on crucial program dates and attend the Meet and Greet Event.
- Have access to a digital device, internet, and email.
- Be able to receive and review all the training materials and tools digitally.
- Receive mentoring and support from your ward coach and Trillium Team.
- Support your ward coach with delivering awards to winners if required / desired.
- Get out early each year and submit public nominations in your ward.
- Deliver program information and promotional materials in your ward.
- Help with posting social media content, graphics and promotional artwork, found in the digital toolbox listed as Share Kit.

Role: Ward Coaches / Pink Judges Description of Activities / 1 year of experience

The responsibilities of the Ward Coach / Pink Judge include:

- Get out early in your wards April 1 to June 15, identify and submit public nominations for both (10) Trillium Awards and (5) Community Trillium Awards.
- Recruits, coaches and responds to White Judges questions and concerns.
- Be prepared to cover nonrespondent or outstanding White Judges assignments.
- Deliver White winning Awards, review and score top 20 White winning gardens to determine Pink Award winners, while delivering White Awards, visit and score Community Trillium Award nominations.
- Highlight potential, feel-good Community Trillium Winners for possible media inclusion during pre-station to Trillium Awards Chair and Trillium Awards email.
- Deliver and present Pink Awards and Community Trillium Awards to winners.
- Administer Publication / Photo Permission Forms for Winning Pink Gardens and Community Trillium Award Winners email completed forms to Community Liaison Coordinator when complete.
- Assume all follow-up needed for maintaining deadlines to ensure the successful completion of the White, Pink and Community Trillium Awards.
- Deliver program information and promotional materials in your ward.
- Help with posting social media content, graphics and promotional artwork, found in the digital toolbox listed as Share Kit.