



## **VOLUNTEER JOB DESCRIPTION**

### **FOBG BOARD MEMBER**

**LOCATION:** Brookside Gardens, 1800 Glenallan Avenue, Wheaton, MD 20902-1369

**NEED:** Volunteers are needed to fill 15 Board member positions. Board members are chosen by the Friends of Brookside Gardens

**JOB DESCRIPTION:** Board members assist Brookside Gardens with the accomplishment of its programs through fund raising efforts.

#### **DUTIES AND RESPONSIBILITIES:**

- \* Attend monthly Board meetings and Annual Meeting.
- \* Work FOBG events such as the Orchid Festival, Herb Fair, Plant Sale, Silent Auction, Mailings, etc.
- \* Raise funds to support Brookside Gardens projects and programs.
- \* Actively participate with FOBG Board committees.

#### **QUALIFICATIONS AND REQUIREMENTS:**

- \* Well organized and reliable
- \* Ability to communicate. Email knowledge preferred
- \* Ability to be flexible in work duties

**COMMENTS:** This position is ideal for volunteers who prefer a flexible time commitment. For more information, call 301-962-1429, or email [MCP-GardenVolunteer@mncppc-mc.org](mailto:MCP-GardenVolunteer@mncppc-mc.org).