

## 2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: **Friends Lecture Committee Member**
2. Time of year/months of the year this job holder will be actively engaged:  
**Throughout the year**
3. This job requires a **monthly** commitment: There will be monthly meetings and each member is expected to prepare for lectures individually.
4. Minimum number of hours per week we anticipate you will need to expend to complete the job: **1-2 hours per meeting**
5. The Arboretum staff members who will supervise your work:  
**Molly Davis and Janet Cabaniss**
6. The Friends Volunteer who will supervise your work: **Susan Daole**
7. Job description:  
Secure speakers and/or programs that are reflective of appropriate horticulture topics, regional nature or environmental venues, home gardening, etc.

The job includes the following tasks:

- Meet to organize and plan annual Founders Lectures

Preferred traits and skills:

- Knowledge of regional speakers
- Knowledge of current topics of possible interest
- Communication skills
- Creative initiative in finding new and interesting programs