



# Gates Cactus & Succulent Society

## Job Description Mini-Show Chairman

Responsible for execution of the Club's Monthly Mini-Show

### Job Description:

Organize and manage the club's monthly Mini-Show. This is an extremely important part of the regular Club functions. Members learn a great deal about their own collections by participating in the monthly Mini-Shows. They gain critical evaluation knowledge of the plants that they are viewing, whether or not they are exhibiting.

The position is appointed by the Board of Directors for a 2 year term coinciding with the President's term of office.

1. Prepare a list of Plants of the Month for Board approval at either the October or November Board of Directors meeting.
  - a. Lists of past years' POM's are available and should be updated after list approval for future reference.
2. Arrange for the preparation of the Plant of the Month information articles for publication in the club's newsletter. The articles may be written by the Chair, requested of and written by club members or use of articles from other clubs' archives, such as the San Gabriel Valley C&SS from which 20 years of articles are available.
3. Manage the rules of exhibition for the Mini-Show.
  - a. It is the responsibility of the Chair to make the rules understandable and usable by the members of the club. Novices and Advanced members alike need to be able to enter plants with ease.
4. Prepare and make available, entry tags for the Mini-Show, each month.
5. Arrange the judging tables so they make sense for the judges and viewing club members.
6. Make arrangements for judging of the Mini-Show. The Chair can make decisions about how the judging will be done, and who will do the judging.
  - a. Rules regarding judging criteria should be reviewed, updated and presented to the membership occasionally.
7. The tallying of results of the Mini-Show is the responsibility of the Secretary of the club. Results are prepared monthly and transmitted to the Newsletter Editor. The Chair should edit the results for the Editor for name accuracy.
8. End of the year tally for prizes is the responsibility of the Chair. The top 12 – 15 points leaders should be awarded some prizes. In 2014, we continue to purchase ceramic pots from Joe Wujcik. The awards are presented at the Holiday Party.

Presented, July 1, 2014  
Buck Hemenway