**SWEET PEA COMMITTEE: PARK INFRASTRUCTURE TIMELINE AND JOB DESCRIPTION**

**Location:** Home/Office

**Assistance:** 0-1 People

**Contacts:** City Parks Supervisor (Mitch Overton), Recreation Manager (Jamie Saitta), City Parks Grounds Manager (Thom White), Bozeman Recreation and Parks Advisory Board, City Manager and Commissioners, as appropriate, Cemetery Grounds Manager

**On-Going:**

* Track the hours you’ve volunteered monthly; keep your own record to submit to the office at yearend or email your hours when requested by the office
* Monitor relationship between Sweet Pea and City of Bozeman
* Monitor progress on use of allocated park improvement funds and report to the Board
* Follow City business on parks, i.e. in relation to Sweet Pea and its use of Lindley Park
* Be an ambassador for the Festival; recruit Festival-time volunteers and potential board member candidates
* Attend Sweet Pea Board meetings
* Review all meeting minutes for accuracy and to keep up with what’s going on if a meeting is missed.
* Provide Exec Director with newsworthy happenings in your committee to post on social media

**January-February:**

* Line up Committee members as needed to share in duties during Festival
* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board
* If any expenses, such as electrical improvements, are expected beyond park improvements and park rental fee, submit expense estimate budget to Secretary/Treasurer and Division Coordinator before expenditures begin. Watch for the deadline on this to be given by Secretary/Treasurer each year

# March-April:

* Recommendations made on what park improvements should be undertaken for the year, whether Sweet Pea initiated or City initiated. Secure Board approval
* Meet with Parks Supervisor as well as other appropriate officials and review approval and/or timeline for completion as well as appropriate time for payment
* Submit paperwork to office for payment on park improvements

**May-June:**

* Publicize park improvement projects (coordinate with Public Relations & Social Committees)
* Review any special requests/arrangements with Parks personnel

**July:**

* Arrange for locate for electric in park (about 1 week prior to festival)
* Arrange for park to mark sprinkler heads before festival set up (2 days before festival)
* Meet with City Parks personnel (Thom White and Jamie Saitta), Park Foreman (Doug Eisenman), Sweet Pea Physical Arrangements, and Executive Director for walk through of Festival in regards to Lindley Park

**August:**

* Be available to troubleshoot improvements if needed before Festival
* Be available to troubleshoot electrical and water set ups at set up time and during Festival
* Assist with park set up on Thursday and Friday
* Assist with park tear down on Sunday evening, post-Festival
* Monitor use of Lindley Park during Festival and electrical clean up after Festival
* Meet with City Parks personnel (Jamie Saitta) early Monday morning after Festival weekend for clean-up review/approval
* Submit all individuals and business names that assisted or contributed this year to Executive Director for thank you page on website.
* Submit feedback on this year’s events – fill out and return evaluation form distributed from office staff

**September-November:**

* Ask Sweet Pea Board and Committee Chairs for input on improvements they would like to see in the park
* Meet with City Parks Grounds Manager to assess condition of park during and after Festival, if requested by City. Secure ideas for park improvements, timelines, and cost involved. Get copies of these to Executive Director