

Ronald McDonald House Committee Chair Job Description

The Ronald McDonald Committee of The Weeders make flower arrangements, which are placed in the Ronald McDonald House at St. Christopher's Hospital for Children at 100 E. Erie Avenue, Philadelphia.

- The contact at the house is the Head of Volunteers, currently Lori-Ann Miller (215-291-0907) who is called by the chair in the early fall with the dates that have been selected so they can be put on The Weeders and Ronald McDonald House calendars.
- The workshops are held three times a year, usually October, January and April. At each workshop, not more than seven arrangements are made.
- Members who participate in workshops, which are held at the committee chair's home, make the arrangements.
- The ideal number of participants for the workshop is from four to seven. With coffee and chat-time, the workshops usually last about an hour and a half.
- The Chair is responsible for purchasing the floral materials, and for hosting the workshops. She has a budget and is reimbursed by the Treasurer.
- The containers for the arrangements are stored by the Chair and reused for each workshop.
- The Chair delivers the arrangements and picks up the containers from the previous visit.
- Photos of arrangements and/or workshops should be sent to the Website Administrator.
- At the end of each program year the Chair is responsible for preparing a year-end report of the activities of the committee to be presented at the Annual Meeting. This should be provided to both the President and the Recording Secretary 1) electronically in advance of the meeting and 2) brought to the meeting as a hard copy. A hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copies of other materials to be archived.
- After the Annual Meeting each year and before July 1, the Chair should confirm with all those listed on her committee to be sure they want to remain active. She should take this opportunity to add to the committee as appropriate. She should set the dates for meetings and send those along with the committee list, as they are to be printed in the Program Book, to the President who will approve both and forward them to Print and Publications.

Tips and Pearls

- Produce Junction is often a good source for plant material.
- It is helpful if workshop participants bring cuttings from their gardens to add to the plant material.