

Description of Role : Dornoch Flowers and Fairs Convenor

1. Organising the annual planting in town planters, sourcing and maintaining plants and co-ordinating volunteer group.

2. Organising the watering rota and ensuring that the Flowers and Fairs car is maintained in good order.

3. Acting as a point of contact and liaising with Highland Council TEC services.

4. Initiating environmental enhancement through planting

5. Co-ordinating fund raising for the above initiatives including for the St.Andrew's Fair:
 - a. Convene a small fair organising committee
 - b. Communicate with possible stall-holders and gallery exhibitors.
 - c. Advertise locally and with similar groups.
 - d. Organise helpers for the event.
 - e. Supervise preparation of tables and general organisation of the fair.

6. Ensuring all money is lodged with the DADCA Treasurer

7. Promoting volunteer opportunities