



**Nominate a
beautiful garden!**



**Become a volunteer
judge!**

hamilton.ca/trilliumawards

hamilton.ca/trilliumawardsjudges

Trillium Volunteer and Advisory Team Position Descriptions

The Hamilton Trillium Awards Advisory Team is responsible for the execution and successful operations of the Trillium Awards Program. With the support of the Community Liaison Coordinator, the Advisory Team carry out the goals and objectives of the program.

The role the volunteers play is important to the success of the Trillium Awards Program. The success of the program depends on the contributions made by each of its members. All volunteer members are encouraged to play an active role in the Trillium Awards Program by following guidelines and procedures, attending advisory meetings, training, celebrations, outreach, and engagement events, while offering thoughts and recommendations to improve the experiences and program. The volunteers have the authority to decide and act as a group, but not as individual members.

The Advisory Team reports directly to the Community Liaison Coordinator who helps the operation of the program and is responsible for volunteer management. The Community Liaison Coordinator liaises with City Staff to advance and contribute to the Trillium Awards Program while maintaining open lines of communication. The Community Liaison Coordinator is responsible for the budget and facilitating adherence to any City policies and procedures that affect the Trillium Awards Program. All positions are subject to 4-year terms, each candidate may reapply for their current position in written format by emailing interest to the Trillium Awards email, to be brought forward for review and voting to the Trillium Advisory Team.

Volunteer with the Hamilton Trillium Awards

Role: White Level Judges / no experience necessary, you only need a love for gardening!

The responsibilities of the White Judge require a commitment of approximately 15 hours per year and include:

- Register each year on the Hamilton Trillium Awards website.
- Be available on crucial program dates and attend the Judges Training & Celebration Event.
- Have access to a digital device, internet, and email.
- Be able to receive and review all the training materials and tools digitally.
- Receive mentoring and support from your ward coach and Trillium Team.
- Administer both Public Nomination Courtesy Cards for all Public Nominations and We Love Your Garden Cards to encourage more Trillium Award Nominations.
- Support your ward coach with delivering awards to winners if required / desired.
- Get out early each year and submit public nominations in your ward.
- Deliver program information and promotional materials in your ward.

- Help with posting social media content, graphics, and promotional artwork, found in the Trillium Award Volunteer Judges digital toolkit tab - Promotional & Social Media Toolkit.

Role: Ward Coaches / Pink Level Judges - 1 year of experience being a White Judge

The responsibilities of the Ward Coach / Pink Level Judge require a commitment of approximately 20 hours per year and include:

- Register each year on the Hamilton Trillium Awards website.
- Be available on crucial program dates and attend the Judges Training & Celebration Event.
- Get out early in your wards April 1 to June 15, identify and submit public nominations for both (10) Trillium Awards and (5) Community Trillium Awards.
- Recruits, coaches, and responds to White Judges questions and concerns.
- Be prepared to cover nonrespondent or outstanding White Judges assignments.
- Deliver White winning Awards, review and score top 20 White winning gardens to determine Pink Award winners.
- While delivering White Awards, visit and score Community Trillium Award nominations.
- Highlight potential, feel-good Community Trillium Winners for possible media inclusion during pre-station to Trillium Awards Chair and Trillium Awards email.
- Deliver and present Pink Awards and Community Trillium Awards to winners.
- Administer Publication / Photo Permission Door Hangers for Winning Pink Gardens and Community Trillium Award Winners email completed forms to Community Liaison Coordinator when complete.
- Assume all follow-up needed for maintaining deadlines to ensure the successful completion of the White, Pink and Community Trillium Awards.
- Deliver program information and promotional materials in your ward.
- Help with posting social media content, graphics, and promotional artwork, found in the Trillium Award Volunteer Judges digital toolkit tab - Promotional & Social Media Toolkit.

Consider Volunteering with the Trillium Awards Advisory Team for a 4-year term and become Plantastic!

Role: Advisory Team – Secretary - 1 year of experience with the Trillium Awards Program:

The responsibilities of the Secretary require a commitment of approximately 40 hours per year and include:

- Apply in writing with expression of interest to trilliumawards@hamilton.ca
- Have access to a digital device, internet, and email.
- Maintain records and information of the committee.
- In coordination with the Community Liaison Coordinator create Agendas for Advisory Team and sub-committee meetings
- In coordination with the Community Liaison Coordinator ensure accurate minutes are kept, motions recorded, necessary reports are prepared, and that a record of the committee work is maintained.
- Communicate changes needed to any documents.
- Reviews, identifies, and help with content development for judges' packages.
- Attend monthly advisory team meetings and sub-committee working meetings.
- Be available on crucial program dates, Judges Training, Celebration Event, Debrief Sessions, Engagement and Outreach events.

- Get out early in wards April 1 to June 15, identify and submit public nominations for both (10) Trillium Awards and (5) Community Trillium Awards.
- Deliver program information and promotional materials in unrepresented wards.
- Help with posting social media content, graphics, and promotional artwork, found in the Trillium Award Volunteer Judges digital toolkit tab - Promotional & Social Media Toolkit.

Role: Communication Coordinator - 1 year of experience with the Trillium Awards Program:

The responsibilities of the Communication Coordinator require a commitment of approximately 25 hours per year and include:

- Apply in writing with expression of interest to trilliumawards@hamilton.ca
- Have access to a digital device, internet, and email.
- Facilitate communications and supporting marketing efforts, such as social media ads, website reviews, content for email blasts and newsletters.
- Planning and implementing a communications strategy to achieve Trillium Awards Program.
- Working with team to promote the Trillium Awards.
- Proficiency in the use of Microsoft Office suite of products, including Outlook, Word, Excel, PowerPoint, Teams.
- Attend monthly advisory team and sub-committee working meetings.
- Be available on crucial program dates, Training, Meet and Greet, Celebration Event, Debrief Sessions, Engagement and Outreach events.
- Get out early in wards April 1 to June 15, identify and submit public nominations for both (10) Trillium Awards and (5) Community Trillium Awards.
- Deliver program information and promotional materials in unrepresented wards.
- Help with posting social media content, graphics, and promotional artwork, found in the Trillium Award Volunteer Judges digital toolkit tab - Promotional & Social Media Toolkit.

Role: Advisory Team – Ward Coach Coordinator - 2 years of experience with the Trillium Awards Program:

The responsibilities of the Ward Coach Coordinator require a commitment of approximately 40 hours per year and include:

- Apply in writing with expression of interest to trilliumawards@hamilton.ca
- Have access to a digital device, internet, and email.
- Oversees the Community Trillium Awards and assignments.
- Reviews and proofreads assigned mapped gardens for the volunteer judges.
- Supports, identifies needs and prepares the judges' packages.
- Liaise with Ward Coaches, provide coverage, support, and direction.
- Provide training for Ward Coaches prior to judging date, ensure consistency in approach and performance.
- Ensure Ward Coaches are familiar with Ward boundaries in Hamilton and can execute the use of both MapQuest and the City Hamilton's online Ward Finder tool.
- Respond to Ward Coaches questions and concerns.
- Works with Community Liaison in maintaining all data related to Ward Coach assignments.
- Attend monthly advisory team and sub-committee working meetings.

- Be available on crucial program dates, Training, Meet and Greet, Celebration Event, Debrief Sessions, Engagement and Outreach events.
- Helps to oversee other Advisory roles and assists with the Judges Training.
- Get out early in wards April 1 to June 15, identify and submit public nominations for both (10) Trillium Awards and (5) Community Trillium Awards.
- Deliver program information and promotional materials in unrepresented wards.
- Help with posting social media content, graphics, and promotional artwork, found in the Trillium Award Volunteer Judges digital toolkit tab - Promotional & Social Media Toolkit.

Role: Horticultural Advisor - 2 years of experience with the Trillium Awards Program:

The responsibilities of the Horticultural Advisor require a commitment of approximately 25 hours per year and include:

- Apply in writing with expression of interest to trilliumawards@hamilton.ca
- Have access to a digital device, internet, and email.
- Provide expert advice on plant selection, care, and maintenance.
- Provide expert advice and guidance to the team on all aspects of horticulture- including providing ongoing information with biodiversity and invasive species.
- Provide training to judges as to what to look for when they are judging a garden.
- Discuss invasive species and how they effect biodiversity.
- Stay current with the latest horticulture trends, techniques, and technologies.
- Contribute to the development and delivery of educational materials and workshops.
- Attend monthly advisory team and sub-committee working meetings.
- Be available on crucial program dates, Training, Meet and Greet, Celebration Event, Debrief Sessions, Engagement and Outreach events.
- Deliver program information and promotional materials in unrepresented wards.
- Help with posting social media content, graphics, and promotional artwork, found in the Trillium Award Volunteer Judges digital toolkit tab - Promotional & Social Media Toolkit.

Role: Advisory Team - Vice Chair - 2 years of experience with the Trillium Awards Program:

The responsibilities of the Advisory Team Vice Chair require a commitment of approximately 40 hours per year and include:

- Apply in writing with expression of interest to trilliumawards@hamilton.ca
- Have access to a digital device, internet, and email.
- Accessing the position as a training opportunity as part of the succession of office of the Advisory Team and assuming all duties and responsibilities of the Chair upon his/her absence(s).
- Assist with the recruiting and training of volunteers and Advisory Team members as well as volunteer judges.
- Helps to oversee other Advisory roles and assists with the Judges Training.
- Consults with Community Liaison Coordinator and other key members of the Trillium Awards Advisory Team in planning the Advisory Team objectives / Action Plans and the framework of the Advisory Teams responsibilities.

- In conjunction with the Community Liaison Coordinator, acts as spokespersons for the Trillium Awards Program, communicates with Councillor Offices, at Special Events, accepts community inquiries and resolves concerns as they arise.
- Attend monthly advisory team and sub-committee working meetings.
- Be available on crucial program dates, Training, Meet and Greet, Celebration Event, Debrief Sessions, Engagement and Outreach events.
- Get out early in wards April 1 to June 15, identify and submit public nominations for both (10) Trillium Awards and (5) Community Trillium Awards.
- Deliver program information and promotional materials in unrepresented wards.
- Help with posting social media content, graphics, and promotional artwork, found in the Trillium Award Volunteer Judges digital toolkit tab - Promotional & Social Media Toolkit.

Role: Advisory Team - Chair - 3 years of experience with the Trillium Awards Program:

The responsibilities of the Advisory Team Chair require a commitment of approximately 40 hours per year and include:

- Apply in writing with expression of interest to trilliumawards@hamilton.ca
- Have access to a digital device, internet, and email.
- Works collectively with the Community Liaison Coordinator to ensure the overall operation and success of the Hamilton Trillium Awards Program.
- Consults with Community Liaison Coordinator and other key members of the Trillium Awards Advisory Team in planning the Advisory Team objectives / Action Plans and the framework of the Advisory Teams responsibilities.
- Maintains the group's focus, stimulating group thinking, encouraging, and channelling discussions, weighing the value of the expressed ideas and suggestions, summarizing constructive suggestions, and seeking out decisions.
- Defines expectations of the Advisory Teams work; providing appropriate information, training and follow up.
- Supports and directs the work of all sub-committees, establishing strategic partnerships with influencers and contacts.
- In conjunction with the Community Liaison Coordinator, acts as spokesperson for the Trillium Awards Program, communicates with Councillor Offices, at Special Events, accepts community inquiries and resolves concerns as they arise.
- Attend monthly advisory team and sub-committee working meetings.
- Be available on crucial program dates, Training, Meet and Greet, Celebration Event, Debrief Sessions, Engagement and Outreach events.
- Gets out early in wards April 1 to June 15, to identify and submit public nominations for both (10) Residential Trillium Awards and (5) Community Trillium Awards.
- Deliver program information and promotional materials in unrepresented wards.
- Help with posting social media content, graphics, and promotional artwork, found in the Trillium Award Volunteer Judges digital toolkit tab - Promotional & Social Media Toolkit.

Role: Advisory Team – Red Judge - By Appointment only - requires 4 years of combined experience with the Trillium Awards Program and Professional Development:

The Red Judges Panel, includes 7 Judges, representing the following:

1. Vice Chair of the Trillium Awards Advisory Team
2. Ward Coach
3. Previous years Red Trillium Award winner
4. Local Horticultural Society Member OR a local garden writer, author, or columnist
5. Local nursery owner, cultivator, or garden store staff personal
6. Local community garden expert, not for profit, partner, funder or sponsor
7. Master Gardener OR local city personality

The responsibilities of the Red Judge require a commitment of approximately 15 hours per year and include:

- Apply in writing with expression of interest to trilliumawards@hamilton.ca
- Have access to a digital device, internet, and email.
- Be able to receive and review all the training materials and tools digitally.
- Visit the 14 Pink Trillium Award winning gardens, one in each ward, view and virtually score in person, through an online scorecard, personalized links will be emailed to each Judge.
- Receive a final presentation, with scores and Red Trillium winner announcement.
- Attend both the Judges Training and Trillium Awards Celebration in October, not mandatory.