2023 MCFGS Volunteer Committees List & Descriptions
[revised 6/2/2023]

Each committee will be chaired by an MCFGS Board member

Construction & Upkeep [Manage construction, planting/upkeep and aesthetic needs]

Construction [Work with President to monitor construction progress; attend bi-weekly meetings with Parks & Rec]

Grounds [Coordinate plantings and upkeep; Regularly visit China Garden site to monitor grounds for rubbish or graffiti and report any issues to President]

Poetic Aesthetic Guidance [Coordinate with Construction Committee, Architect, & Local Chinese and Hmong Cultural experts to develop and maintain an authentic Chinese aesthetic; Develop plan that provides poetic guidance to China Garden]

Fundraising [Seek funding for operating expenses, construction, and programming]

Capital Campaign [Develop capital campaign committee to raise funds for Phase II]

Grants [Research and track grant opportunities, coordinate completion of grant applications; needs its own Chair]

Donors [Develop plan to reach out to old and new donors, both individual, local businesses, corporate, foundations]

Outreach [Increase public awareness and build relationships with the community]

Marketing [Develop a positive story for Liu Ming Yuan; Work with various media outlets/press releases; Be liaison with Visit St. Paul and Explore MN]

Publications [Be responsible for newsletters and other publications]

Education [Develop plan to identify and develop relationships with local schools, youth, corporate affinity groups, Asian organizations, local stakeholders]
Garden Tours [be liaison for school fields trips and garden clubs; schedule tours; coordinate docent training]

Booths [Identify off-site events and coordinate volunteers for info booths]

Event Planning [Coordinate cultural and educational events]

Annual Events [Plan 2-3 yearly cultural celebrations at China Garden]

Collaborations [Collaborate with other groups on cultural programs at the site and other venues]

Gala [Develop plan for gala fundraising event]

Administrative:

Volunteer Coordinator [Develop list of volunteers for various activities (special events, gardening), Be liaison with Parks & Rec and coordinate with their volunteers]

Website [Be familiar with Wordpress; Make recommendations about website design and updates; Post new content on website; work with Webmaster as appropriate]

Social Media [Be responsible for social media postings (Facebook/ Instagram/ WeChat/ YouTube)]

Data Base Management [Input donor, volunteer, interested persons data into Little Green Light and provide reports]

Future: Membership [Develop and implement plan to create a membership category]