

# 2024-2025 MCFGS Committee List & Descriptions

Committees are chaired by an MCFGS Board member. The MCFGS President selects committee chairs.

## Role of Committee Chair:

- Consult with and report to the President
- Provide regular updates to the Board.
- Schedule and convene regular meetings based on agreed schedule.
- Develop meeting agenda, assign management of minutes, and prepare committee oral and written committee reports.
- Term: 1 year, renewable.

## Site Committee

In collaboration with St Paul Parks and Recreation, the Site Committee oversees and manages construction, grounds (planting/upkeep) and the overarching aesthetic vision of the garden site. The Site Committee meets quarterly or as needed due to construction, planting schedules, or other new developments. Members are encouraged to join the bi-weekly Construction meetings chaired by St. Paul Parks & Recreation.

The following subcommittees, each with its own chair, meets monthly or as needed:

- **Construction Subcommittee** [Work with President to monitor construction progress; attend bi-weekly meetings with Parks & Rec]
- **Planting Subcommittee** [Coordinate plantings at the Garden site]
- **Upkeep Subcommittee** [Coordinate upkeep of the Garden site; Regularly visit China Garden site to monitor grounds for rubbish or graffiti and report any issues to President]
- **Aesthetic Guidance Subcommittee** [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]

## **Administrative Committee:**

This committee is responsible for core administrative tasks that keep the organization functional and on-track. This committee meets as needed.

- **Website** [Manage website using WordPress; Make recommendations about website design and updates; Post new content on website; Work with Webmaster and Outreach Committee, as appropriate]
- **Social Media** [Coordinate with Outreach Committee to develop social media plan, develop content and manage social media postings (Facebook/ Instagram/ WeChat/ YouTube)]
- **Volunteer Coordinator(s)** [Develop list of volunteers for various activities (special events, gardening); Build and maintain relationships with Parks & Rec and coordinate with their volunteers]
- **IT Coordinator** [Work with President on technology issues as they arise]

## **Event Planning Committee**

Coordinate cultural and educational events. This committee meets as needed.

- **Annual Events** [Plan 2-3 yearly cultural celebrations at China Garden]
- **Cultural Collaborations** [Collaborate with other groups on cultural programs at the site and other venues]
- **Gala** [Develop plan for gala fundraising event]

## **Fundraising Committee**

Develop and implement fundraising strategy for operating expenses, construction, Garden maintenance, and programming. This committee meets monthly (~1 hr per meeting).

- **Capital Campaign** [In accordance with strategic plan, develop capital campaign committee to raise funds for Phase II and beyond]
- **Grants** [In accordance with organizational strategic plan, research and track grant opportunities, coordinate completion of grant applications and final grant reports; needs its own Chair]
- **Donors** [Develop plan, in conjunction with Capital Campaign and other priorities in the strategic plan, to reach out to old and new donors, including individuals, local businesses, corporations, foundations]

## **Outreach Committee**

Increase public awareness and build relationships with the community, building momentum for fundraising, volunteer development, and community inclusion and support for the Garden's mission. This committee meets monthly (~1 hr per meeting).

- **Marketing** [Develop a positive, compelling story for Liu Ming Yuan; Build relationships with various media outlets/develop and distribute press releases; Build relationships with Visit St. Paul, Explore MN, and related organization and media outlets]
- **Publications** [Develop content and publish newsletters and other publications]
- **Education** [Develop and implement plan to identify and develop relationships with local schools, youth, corporate affinity groups, Asian organizations, local stakeholders]
- **Garden Tours** [Manage school, garden, and cultural clubs visits to Garden; schedule and track tours; coordinate docent training]
- **Display Booths** [Identify off-site events and coordinate volunteers for info booths]