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# CACTUS and SUCCULENT SOCIETY of NEW MEXICO

P.O. Box 21357

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## ORGANIZATION POLICY

### DUTIES AND RESPONSIBILITIES OF SHOW CHAIRPERSONS

The following Cactus and Succulent Society of New Mexico (CSSNM) Policy shall be followed until such time as it is abolished or amended by a general membership vote. This policy covers the duties, responsibilities, and authorities of the persons appointed to chair CSSNM shows.

**Show Chairperson for Annual Show and Sale** will have full decision making authority over the show portion of the CSSNM spring show and sale. Requests and recommendations may be made by CSSNM members; however, the **Show Chairperson's** decisions are final. (Such authority is subject to acting in CSSNM's best interests.)

Note that many show details discussed in this document may be found in the handout "Presenting Plants for Show."

1. The **Show Chairperson** may form a committee and/or delegate whatever tasks he/she chooses, but all participants, including workers, vendors, etc., must be informed if there is a second person with decision making authority.
2. The **Show Chairperson** will check the show supplies in advance and order the rosettes and a sufficient quantity of ribbons for awarding at the show.
3. The **Show Chairperson** will recruit two horticultural judges and four CSSNM members to judge the show plants.
4. The **Show Chairperson** or his/her designee will recruit six clerks and one or two alternates to assist the judges, following the duties and responsibilities contained in the "Show Clerk's Duties and Responsibilities" handout.
5. The **Show Chairperson** in conjunction with the **Sales Chairperson** will establish the hours for set-up, including the room set-up, and set the times that exhibitors can enter their plants.
6. The **Show Chairperson** will determine and oversee the layout of the show area including spacing, and will ensure that all show tables are covered with the plastic covering, and placards are in place prior to the introduction of exhibition plants.
7. The **Show Chairperson** or his/her designee must be present throughout the set-up and show to answer questions and resolve problems.
8. The **Show Chairperson** will determine the process used to enter plants in the show and oversee the process. The process should ensure that all plants are entered in the appropriate category and that the tags are complete including having an exhibitor number.
9. The **Show Chairperson** will be on hand during the judging to answer questions, resolve problems, ensure timely completion, etc.

10. The **Show Chairperson** will ensure records are maintained, to include numbers of entries, numbers of ribbons awarded, numbers of Best of Show plants, and rosette winners, and prepare a report to present to the CSSNM membership. He/she or a designee should take pictures to be placed on the website and in the Newsletter.

11. The **Show Chairperson** in conjunction with the **Sales Chairperson** will ensure that all CSSNM property is removed from the garden center immediately following the event, or between the hours of 9:30 and 2:30 on the following day. The Garden Center Manager must be consulted in advance on whether CSSNM property may be left until the day following the event, and if so, the best place to stage it for pick up that will not interfere with other scheduled users. The **Chairpersons** should have contingency plans in place in the event volunteers and/or vehicles become unavailable.

**Chairpersons for Stand Alone Shows** will have full decision making authority over the show. Requests and recommendations may be made by CSSNM members; however, the **Show Chairperson's** decisions are final. (Such authority is subject to acting in CSSNM's best interests.)

1. The **Show Chairperson** may form a committee and/or delegate whatever tasks he/she chooses, but all participants, must be informed of any alternative authority.
2. The **Show Chairperson** will coordinate with the show sponsor and ensure that all requirements are met.
3. The **Show Chairperson** will, if appropriate, have a budget approved by the membership to cover any costs associated with the show.
4. The **Show Chairperson** will attempt to ensure that the membership will provide sufficient plants to have an acceptable exhibit.
5. The **Show Chairperson** will recruit enough members to staff the exhibit during all hours that the show is open to the public. The members will act as hosts and CSSNM representatives.
6. The **Show Chairperson** will, if appropriate, arrange for presentations, demonstrations, and/or other displays.
7. The **Show Chairperson** or his/her designee must be present throughout the set-up and the show to answer questions and resolve problems. The **Show Chairperson** does not need to be present during the entire State Fair show, but should have sufficient volunteers to ensure plant safety when the facility is open to the public.
8. The **Show Chairperson** will oversee take down of the show, and ensure that all plants and CSSNM property are removed by the time designated by the sponsor, and that any cleanup required by the sponsor has been completed.
9. The **Show Chairperson** will provide a final report to CSSNM membership.

APPROVED BY MEMBERSHIP VOTE ON 19 MAY 2017.