



Job Descriptions Summary

Executive Officer Positions

President

Preside at all meetings of the membership and Board of Directors, and ex-officio of all committees. Appoint the chairs of all standing and special committees. In coordination with the Treasurer, develop the annual budget and review the financials at the end of each fiscal year. Prepare annual letter to membership to accompany membership brochure, and welcome letter to new members. Network with Chamber of Commerce and Garden Clubs of Illinois, with emphasis on promoting Geneva Garden Club interests/events.

Vice President

Perform the duties of the President in her absence or at her request; chair the program committee; and prepare the calendar/yearbook. The program committee procures the monthly speakers and facilitates any offsite programs for the regular monthly meetings. Communicate with the monthly speakers to ensure that expectations are met. Coordinate with the Raffle Prize Chair in the event that the speaker will be providing items for the monthly raffle. Coordinate with Hospitality Chair to communicate any special set-up requirements for monthly meetings. Coordinate with the Geneva History Museum to secure meeting dates.

Treasurer

Manage the GGC bank and credit card accounts, produce financial reports for the Board and the General Membership at each meeting, pay bills and maintain a balanced checkbook, advise the officers on financial matters as needed, and manage the finances for fund raising activities. The annual budget, prepared in conjunction with the President, sets the structure for the Treasurer's record keeping. At the end of the fiscal year (September 1st - August 31st) the records are reviewed by the President. The Treasurer is also responsible for the annual IRS electronic filing to maintain the non-profit status (form 990N) by July 15th annually, Attorney General Report, State of Illinois Annual Report and Insurance. Provided that the State of Illinois grants a sales tax exemption for the club, the treasurer is responsible for maintaining this as well. Examples of some of the expenses paid by the Treasurer include: Garden Club of Illinois dues, rent, speakers fees, scholarship award, donations to Master Gardeners and various other civic projects.

Assistant Treasurer: Will assist Treasurer when required

Secretary

Keeps the minutes of the general and Board of Director meetings and conduct all correspondence. Coordinate with Historian to keep all vital records for an accurate history of the organization. Coordinate with the Communications Chair to post the minutes from the monthly membership meetings on the club's website.

Assistant Secretary: Will assist Secretary when required.

Committee Chairs

Always on Tuesday

Organize the summer activities of the club and communicate to membership. Coordinate with event sponsor to confirm event. Coordinate with Communications Chair to facilitate creation of electronic sign-up.

Assemblage

Contact membership with pertinent club business, including meeting reminders via email. Coordinate with Membership for purposes of disseminating membership updates to the membership and keeping contact information up to date. Coordinate with President to disseminate pertinent club information.

Awards

Suggest and propose Geneva Garden Club activities, fundraisers, sponsorships for Garden Clubs of Illinois and National Garden Club accolades. Will obtain records, photos, posters, flyers etc. to submit to authority for consideration of an award. Will keep Board and General membership apprised of submissions and progress.

Communication

Update and maintain website with club and community information in a timely manner to facilitate information sharing. Coordinate with chairs from Service Projects/Civic and Ways & Means to facilitate volunteer sign-up lists (using Sign-Up Genius). Monitor incoming club email and disseminate emails to appropriate board members. Insure domain name, hosting site subscriptions are kept current, coordinate with Treasurer for payment; Maintain/update contact information with iPower (hosting site & domain name).

Historian

Coordinate with the History Center to facilitate the safe keeping of club records. Coordinate with Officers, Committee Chairs, and members to collect documentation and photos for preserving the club's history.

Hospitality

Provide list of hostesses for each scheduled meeting to Vice President for inclusion in the annual calendar/brochure, coordinate with hostess chair to facilitate refreshments, provide table clothes for monthly meeting, greet members and guests, provide sign-in book and name tags at the welcome table, and report any issues to Board. Coordinate with Membership Chair for purposes of maintaining up to date name tags. Provide cups for monthly refreshments.

Legislation

Supervise and propose changes to the by-laws as necessary, presenting proposed changes to the Board and club membership for approval. Ensure that the by-laws are compliant with Garden Club of Illinois policies and measures. Oversee that the by-laws are upheld.

Membership

Responsible for keeping a current membership list, collecting dues, and issuing dues notices. Coordinate with the Garden Clubs of Illinois for purpose of renewing the charter annually. Present letters for membership application to the Board for approval, notify elected member, and present newly elected member to the membership at the General meeting. Contact potential new members with information of upcoming meetings. Provide new member's information and updates to current members to Assemblage. Provide updated list to membership and new name tags to the Hospitality Chair.

Publicity

Arrange publicity for club's news and upcoming fund raising events to the public. Coordinate with applicable Chair or Executive Officer to obtain accurate information regarding release information and submit for print media publications in a timely manner. Coordinate with Communications Chair with applicable information to be updated on club website.

Community Service Chair and Sub-Chairs

Oversee and administer the service projects that have been approved by the Board to support the community. These projects include but are not limited to: Arbor Day, Garden Club Park, Geneva Beautification, Japanese Garden, Scholarship, and the provision of plantings at various locations in the community. Other projects may be undertaken from time to time by board approval. Subcommittee chairs are appointed to help facilitate these functions. In addition to the above duties, the Service Projects Chairman is encouraged to suggest and implement new service projects to benefit the community.

- **Arbor Day** chair is responsible for proposing and coordinating tree plantings in the community. Also responsible for keeping details on tree planting program and supplying the information to the Publicity and Historian Chairs.
- **Garden Club Park** chair is responsible for the coordination for the development and maintenance of said park with Geneva Park District and the membership. Advise board with garden requirements for board approval. Coordinate with Communications Chair to set up electronic sign-up sheets for planting and maintenance.

- **Geneva Beautification** chair coordinates with the subcommittee of the City of Geneva for the beautification of downtown Geneva. This entails enlisting support of the membership to plant and maintain the “knuckles” at Third Street and State Street. The Club also budgets funds to financially support the plantings in downtown Geneva.
- **Japanese Garden** chair facilitates the coordination with Friends of Fabyan and Fabyan Forest Preserve to preserve and restore the Japanese Garden.
- **Planters** at the CASA gardens, Geneva History Center, Geneva Public Library, and LivingWell Cancer center are provided and coordinated by this committee. Coordinate with Communications Chair to create electronic sign-up.
- **Scholarship** chair presents the scholarship opportunity to residents from Geneva. The chair presents the applications to the board for final selection and notifies all candidates of the board’s decision.

Ways and Means Committee Chair(s) and Sub-chairs

Oversee all fund raising activities of the Club, including but not limited to: Bulbs & Bows sale, Plant sale, monthly meeting raffle, and the biennial Garden Walk. Due to the scope of some of the fund raisers, a committee chair(s) may be appointed to facilitate the event. In addition to the above duties, the Ways and Means Chairman is challenged to suggest and implement new, innovative ideas for future fundraising. Coordinate with Publicity and Communications Chairs to promote fund raising events.

Monthly Meeting Raffle chair coordinates with the Hospitality and Hostess committees, as well as the Vice President(s) to provide prizes to be raffled at club meetings. Duties varied greatly depending upon the season and the hostesses. Raffle items could be donations from other members or the featured program speaker, floral arrangements for table decorations, or purchased with the approval of the board (budgeted \$25/month). Responsible for selling the raffle tickets at the meeting, and maintaining a supply of raffle tickets.

Bulb Sale chair facilitates the purchase and sale of bulbs as determined by the committee.

Bow Sale chair coordinates the donation of handmade bows, and the sale at whatever events are deemed appropriate by the committee.

Plant Sale chair coordinates the donation of plant material and their sale.

Garden Walk chair(s) plans and coordinates the biennial event with the support of the membership. Additional subcommittee chairs may be assigned by the chair to facilitate the club’s major fundraiser.

End summary: (Rev. 2/22/16)

President

The President will reside at all meetings of the membership (1st Tuesday of the month from September through May unless scheduled otherwise) and all Board meetings. The board meetings are scheduled by the President usually one to two weeks prior to the regular membership meeting. Board does not meet in December. Most board members have expressed that Tuesday mornings seem to work best which can be revisited with each new board. It is recommended that the President creates an agenda for each meeting and shares it with the board prior to the meeting.

The President is responsible for writing a Member's Welcome Letter to be included with the upcoming year calendar/brochure mailing. This letter typically summarizes the club's accomplishments and events as well as pertinent information for the upcoming year. This letter should be given to the VP's in August.

The President also composes a letter of New Member's Letter, to be included in the welcome packet for each new member. This letter should be given to the Membership Chair in September.

In coordination with the Treasurer, the President prepares a budget proposal, to be presented to the Board at the August or September Board Meeting for discussion and approval. Using the financial information from the prior year, along with any board approved expenditures; the President recommends a budget for the upcoming fiscal year. During discussion, the board may elect to make changes to the proposed budget or accept as proposed. The budget should include a conservative forecast of funds provided from the membership and anticipated fund raisers, as well as a realistic estimate of anticipated expenditures. Per the by-laws, the President reviews year end financials with the Treasurer. The President is a co-signer on bank accounts with the Treasurer, and able to perform the Treasurer's duties in the case of the Treasurer's absence.

The President is responsible to assign a Special Nominating Committee in February of each year. This committee is responsible to find nominees to replace whichever officer's term has expired in that particular year. The list of nominees will be presented in April as well as any nominations from the floor.

A new President can be installed every two years. (2-year Term – an additional consecutive 2-year term is possible). Generally, President's term expires in even years.

The (2) Vice Presidents' have a two-year term (an additional consecutive 2-year term is possible). Generally, VP's term expires with the President in even years)

A new Treasurer can be installed every two years (an additional consecutive 2-year term is possible) in the opposite calendar year as the President. Generally, Treasurer's term expires in odd years.

(continued)

Secretary's term is 1 year and has no limitation on consecutive terms or can be replaced every year.

A consecutive two-year term is dependent upon current officer agreeing to stay on for an additional term and any other members willing to be nominated. At the April general meeting, a vote of the general membership will determine the roster of officers.

After elections in April, the President-elect needs to appoint board members for the following year, so that the current board members can effectively transition with the new board members beginning in May following the annual meeting. Once the new board is established the President-elect needs to send this information to Assemblage Chair for the purposes of updating the contact list and also to the VP(s) for inclusion with the new calendar/brochure.

At the annual meeting, which is held in May of each year, the current President shall preside over the meeting. The main purpose of this meeting is to install the newly elected officers, present the honoree of the 'Geneva Garden Club Gratitude Award' and acknowledge the club's accomplishments and individual's contributions over the past year.

The President shall appoint a Special *Geneva Garden Club Gratitude Award* Committee for the purpose of selecting the recipient of the award and the book to be awarded. The special committee is responsible to report back to the President (and Board (presuming that one of the board members is not to receive the award)) on who they choose to be the recipient of the award. The committee will also coordinate with the recipient after the May meeting to have a donation of \$50 or less made to a Charity of the award winner in that member's name.

The President is the leader of the club and needs to provide an open atmosphere to address the member's concerns regarding the club and its policies. To this end the President needs to encourage the membership and board participation in the decision making process and club sponsored events, such as the garden walk, Gardenology or plant sale.

The President is also responsible for approving release of club information in conjunction with the Publicity and Communications Chairs. This is to include emails, released by Assemblage Chair to the membership, new information or deletions on the website, Facebook and other social media.

The President will keep a book of current By-Laws, Board Job Descriptions, Financials, Insurance, Federal and State Corporate acceptance letters/docs, Board Guidelines, membership letters and other pertinent information. This information and binder will be passed onto the President-elect before the beginning of the new fiscal year.

The President is the Garden Club's ambassador with the public as well as the Geneva Chamber of Commerce, and Garden Clubs of Illinois. The President or delegated club representative need to network outside of the club to promote Geneva Garden Club interests and events.

End President (Rev. 1/17/16)

Vice President

Perform the duties of the President in her absence or at her request; chair the program committee; and prepare the calendar/yearbook. The program committee procures the monthly speakers and facilitates any offsite programs for the regular monthly meetings (September through April). Coordinate with the Raffle Prize Chair in the event that the speaker will be providing items for the monthly raffle.

Procure monthly speakers by July of the current year to facilitate calendar printing. Speakers can be obtained from a number of sources: Garden Clubs of Illinois listing, soliciting ideas from members, keeping a personal file on interesting topics as seen in newspaper or magazine articles. It is especially popular with members when speakers are local or are our own members with expertise to share. A boilerplate contract for speakers exists and is on file, both paper and electronic. Share and/or discuss fees with the President to assist with the program budget. Responsible for the preparation and mailing of the club brochure along with the President's Welcome letter for the upcoming year. Coordinate with the appropriate chairs to proof brochure before it is printed (i.e. Membership, Hospitality, President).

Complete any Geneva Park District agreement(s) with respect to meeting location and details on an annual basis with an annual meeting and review with the facility manager to facilitate any revisions. Coordinate with Treasurer for rental or other payments due the Geneva Park District, if applicable.

Communicate with the May Hostess Committee Chairs to ensure that the venue for the annual May luncheon is selected, all agreements and forms are signed; copies of all the documents retained & necessary payments are made. In the year of a Garden Walk, the May luncheon is open to all members plus the homeowners participating in the walk that year. In additions, the selected scholarship recipient and his/her parent(s) shall also be invited to the May luncheon for recognition

Vice President Program chairs should contact monthly speakers prior to each meeting for solidifying final arrangements; confirming any special table arrangements, audio and visual equipment, required by speaker. -The Program chairs shall be available to assist the speakers in set up and packing up their supplies, if necessary. The Program chair shall send a thank-you note or email to each month's speaker.

End VP. (Rev. 10/4/15)

Treasurer and Assistant Treasurer

The Treasurer is the custodian of all monies. The Treasurer receives all funds paid to the Club and deposits such funds in the name of the Club in such bank as the Board may designate. The Treasurer shall pay all bills after these bills have been certified and approved for payment by the chair of the committee incurring the bill or the Board. The Treasurer shall keep full and accurate books containing a record of all monies received and disbursed. The Treasurer will submit copies of the current bank statements to the Board for review in January, April and September of each year, to be filed with the Secretary. The books of the Treasurer shall be reviewed by the President and Treasurer at the end of the fiscal year. The Treasurer is also responsible for all legal filing requirements. There may be an Assistant Treasurer assigned at the suggestion of the Treasurer and approved by President. The following is more specific information regarding the requirements of this position.

1. Manage the GGC financial accounts to safe guard the GGC assets. This includes depositing and transferring all funds, paying all obligations and reconciling all accounts with Bank statements and accounting software. The software that is currently being used is Quicken. Further information on the payment on GGC obligations is included in Overview of Garden Club Expenditures below.
 - BMO Harris Savings Account
 - This account is used to deposit the checks received. Since there is not a limit to the number of checks deposited in a savings account, this minimizes any bank fees for certain times of the year when we receive more checks (i.e. dues, luncheon, workshops, Garden Walk).
 - BMO Harris Checking Account
 - This account is used to pay all bills, including the GGC credit card.
 - BMO Harris PayPal Account
 - This account is used to transfer funds from the PayPal online account.
 - PayPal Account Online
 - Keep an accounting of all activity in the PayPal account. Money is deposited in this account when individuals pay with a credit card through our website or with PayPal Here credit card reader. PayPal collects the funds from the person paying and deposits in this account for our benefit, minus a small transaction fee. If the amount charged is done through PayPal Here, the fee is 2.7%, if through website the fee is \$.30 plus 2.2%, and if the credit card is manually keyed in through the card reader (versus being read) the charge is 2.9%. Coordinate with appropriate committee chair of payments received (i.e. dues to Membership chair; fund raiser to Ways & Means chair; workshops to the VP of programs; luncheon fee collected to the May Hostess Committee Chair).
 - GGC credit card. The President and Treasurer should each have a current card. Arrange with the President to keep current the signatures and authorized individuals with the bank, credit card, and PayPal accounts.

2. Treasurer will be responsible to file each of the following reports (3) annually to the appropriate government agencies and will renew insurance by the required dates. Treasurer will present a copy of each filing to the Legislation Chair at the next board meeting immediately following the actual submission. Minutes will reflect that the government requirements were filed, paid and submitted at the appropriate time. Legislation chair will keep filed documents in a binder book.
- State Annual Incorporation Report – Must be filed by **February 1st** of each year. This report is sent annually to the Registered Agent for GGC in December of each calendar year. The report with the \$10 filing fee is due by February 1st of the year, with a \$3 penalty is filed late. If the Registered Agent changes, Form NFP 105.10/105.20 Statement of Change of Registered Agent and/or Registered Office must be filed with a \$5 fee in addition to the Annual Report. It is recommended that the Registered Agent be changed when the Treasurer changes.
(www.cyberdirveillinois.com/publications)
 - Insurance to R. V. Nuccio & Associates – Insurance is for the protection of GGC and its members and guests during the course of all activities undertaken on behalf of the club. Must be renewed by **February 15th** on-line each year. Without this insurance, the members and its officers could be held personally liable should any damages be incurred.
 - **Nuccio & Associates: Log in info available to President and Treasurer**
 - IRS 990N Federal Filing – Due **July 31st** of each year for the reporting period of 6/1 through 5/31. This report is necessary to maintain GGC's non-profit status with the federal government. As long as GGC's gross receipts are less than \$50,000 annually, GGC is eligible to file the annual report electronically. File on-line at:
www.postcard.form990N.org
 - User Name/ID: **Log in info available to President and Treasurer**
 - Password: **Log in info available to President and Treasurer**
 - Illinois Charitable Organization Annual Report form AG990-IL filed with the Illinois Attorney General Office.
 - This report is sent annually to the Office of the Attorney General/Charitable Trust Bureau within 6 months of GGC fiscal year end of August 31st, no later than February 28th following the fiscal year end. The report with the \$15 filing fee and a copy of the most recent IRS 990-N E-Postcard email confirmation is due 2/28, with a \$100 penalty if filed late. GGC requires it be filed by **November 30th** of each year to avoid any late fees. \$15 fee is waived if gross contributions are less than \$15,000, which is typical during non-walk years. The form is available at: www.illinoisattorneygeneral.gov ;print out and file by regular USPS mail.

3. Produce financial reports for review with the Board and to the General Membership as required. Present current balance of financial accounts at all Board and General meetings. In addition, Treasurer will submit copies of the current bank statements each quarter to the Board for review in **January, April and September** of each year or upon request. These bank statements will be filed by the Secretary with the meeting minutes of those months.
4. Coordinate with Ways and Means Fund Raiser Chairs to facilitate financial assistance for each project. Some of the assistance needed could include procuring monies for “banks” at homes and other venues; depositing monies to GGC accounts, and reporting project financial results.
5. Coordinate with Communications Chair to facilitate on-line payment for dues, workshops, donations, fund raisers. Treasurer creates code for payment buttons and sends script to Communications Chair to insert on website. The buttons are created using tools on PayPal’s site, which can be copied into an email and sent electronically to the Communications Chair.

Overview of Geneva Garden Club Expenditures

The GGC fiscal year begins September 1st and ends the following August 31st. Prior to expenses being paid, the proposed expenditure must be approved by the Board. Typically, the President presents the proposed annual Budget at the August or September Board meeting for discussion and approval by the Board. The annual budget, written by the President, sets the structure for the Treasurer's record keeping. Currently, the proposed budget can be input to the accounting software by the Treasurer to help facilitate the process based on the President’s projections. Once approved, any changes or amendments to the budget can be updated in the software by the Treasurer to use to track throughout the fiscal year. Additional funding can be requested at future board meetings for discussion and approval by the Board for the current fiscal year, which is added to the current budget. Expense are categorized by Use of Funds for Meeting Costs or Service Projects for reporting purposes. Since each year proposed expenditures must be approved by the Board, the following is a list that has historically been approved by the Board. Most expenditures are requested by committee chairs or board members for reimbursement with the appropriate form provided to the membership. Below is supplemental information to aid in the timely payment of expenses.

Use of Funds for Meeting Costs:

- **Rent:** Will be determined by arrangement with current meeting facility.
- **Speakers' Fees:** Checks are paid to the speakers who present programs to the GGC. Sometimes the fee is paid directly to the speaker and other times it is a donation to a charity of the speaker's choice.
- **Dues:** Garden Clubs of Illinois and to District II garden clubs for membership. Membership Chair will complete the form and request a check for the GCI dues, which should be by April 1st. District II dues are \$10 due on_____

- **Flowers:** GGC has an account with Town and Country Flowers to provide flowers for new members for their induction into the club, for the officers at the annual May luncheon, and for purposes of Member Memorials. Notify Town & Country with updated billing address. Flowers may also be obtained through a different source and submitted for reimbursement to the Treasurer.
- **Licensing, Registration Fees, and Insurance:** These fees are covered in #2 above. Insurance must be renewed by **February 15th** annually.

Use of Funds for Service Projects:

- **Chamber Dues:** GGC uses the Chamber to help promote our fund raising efforts. The dues are \$375 per year and are due Jan 1st. An invoice is mailed to the current treasurer in December. Notify Chamber with updated billing address.
- **Master Gardeners:** GGC donates \$250 per year to support the Kane County Master Gardener program. This is paid to the Program Coordinator, usually in the fall. The Master Gardener program often sends a speaker to the GGC programs and offers representatives to the homes on the Garden Walk. (Address is 535 S. Randall Road, St. Charles, IL 60174; phone: 630-584-6166)
- **Arbor Day:** GGC has been supporting the Geneva Park District in its endeavor to replant trees decimated by the Emerald Ash Borer. The amount varies by year and is presented to the Park District for either the Fall or Spring plantings by the Arbor Day Chair. Arbor Day Chair will request check.
- **Gardenology:** GGC has been supporting Gardenology in its educational aspect by supporting the speakers tent. The amount approved by the Board is paid to Geneva Planning Commission in March prior to the event, which is held in May annually.
- **Geneva Beautification:** GCC supports the “knuckles plantings” in downtown Geneva by contributing funds to provide the plant material. The contribution should be requested by the Civic Projects Chair. This is frequently done in the spring but could be used for voting on the best knuckle competition to support our knuckle.
- **Scholarship:** GGC allocates a \$2000 scholarship annually to a worthy student. The GGC Board votes on the student. The student must provide information to the Treasurer about where to send the check (usually the Bursar’s Office) and his/her student ID number. This should be remitted in July prior to the beginning of the school year.
- **Website domain:** GGC contracts with iPower to host our website, maintain backups and reserve our domain name. This is typically a multi-year contract to provide the best rates. The Communications Chair shall notify the Treasurer for reimbursement when due. The 3-year contract for hosting the website and maintaining backups renewed on 1/21/16, good until 1/21/19. The five-year contract for the domain name will need to be renewed on 2/2/19. Communications Chair should inquire about best rates.

Checklist for New Treasurer:

- Update Bank Accounts to reflect new Treasurer. New signature cards are prepared by the bank and all valid signatures will need to sign. This must also be done when the President changes as well.
- Update credit card account for new Treasurer/President/Assistant Treasurer (if applicable).
- Update PayPal on-line account for new Treasurer. Contact PayPal for procedure required for changing the responsible individual. This account is linked to my personal email even though it is set-up for Geneva Garden Club, PayPal required an individual to be associated with it. PayPal needs the Social Security Number of the Treasurer. This information is updated in the account profile section on-line. The account should be maintained to insure that the history in this account can be transferred to new Treasurer so the history of transactions is maintained and all the “buttons” that have been created for internet payment on our website can be saved. Easy to use what has already been created to make new/update payment buttons.
- All on-line accounts need to change passwords to limit access to the responsible parties. New passwords should be kept by the President, Treasurer, and Assistant Treasurer (if applicable).
- Change contact information with:
 1. Town and Country Flowers
 2. Geneva Chamber of Commerce
 3. Geneva History Museum (if donations continue)
 4. Illinois Secretary of State – Registered Agent (using Form NFP 105.10/105.20 Statement of Change of Registered Agent, see #2 above)
 5. Meeting Place – currently, no rent is being charged by the Park District but if that changes in the future, the Treasurer’s information should be provided so they can send an invoice for payment.

Secretary and Assistant Secretary

Take accurate notes at both the Board and Member meetings. After meeting, compose draft of minutes to be read at the beginning of the next meeting. After draft of minutes is read, the audience will be asked if there are any additions or corrections to the minutes as read. After that a motion will be made to accept the minutes as read or as amended, seconded and voted on to accept. The minutes are then the official record of the meeting. The minutes from the general meeting are sent to the Communications Chair to be posted on the website for the membership to reference. This is especially helpful for those members that were not in attendance at the meeting, to keep up to date on the Garden Club business.

At the culmination of the year, the Secretary provides the Historian a copy of the meeting minutes to be stored in the History Museum to provide an accurate history of the business of the Geneva Garden Club. The secretary is also responsible for conducting all correspondence.

There may be an assistant secretary to be suggested by chair and approved by president.

Assistant Secretary

Assistant Secretary will assist Secretary whenever necessary. Secretary can request help from Asst. Secretary, including but not limited to taking minutes during a general or board meeting when the secretary is not able to be present and transcription. The transcription will then be submitted to Secretary within 7 days of meeting date.

Always on Tuesday

Always on Tuesday was created to supplement our regular meetings (first Tuesday of every month from September to May), and provide a forum for the members to unofficially meet during the summer months and share information. This can include members hosting in their garden or arranged field trips. The duties of this position are as follows:

- Prepare a signup sheet to pass around at meetings. This may also be coordinated with the Communications Chair to create an electronic sign-up list using Sign-up Genius. We like to get as many members as possible to open their gardens in the summer. This is meant to be both inspirational to our gardening endeavors as well as social.
- Prepare a list of finalized summer Tuesday locations to be distributed at the annual May Luncheon.
- Contact the members who have volunteered as a reminder each week. Coordinate with the Assemblage Chair to send out reminders to members as necessary. If the signup is done within Signup Genius, an email reminder can be sent out automatically to the individuals that have volunteered to host.

Assemblage

The Assemblage Chair will provide notification for meetings and other special events.

The Assemblage Chair will develop an email contact list of both Board and General Membership. This is done as the revised GGC Membership Brochure becomes available from the Membership Committee, prior to the new club year. Each year revisions are made to these lists as new information becomes available.

Notices for Member and Board meetings should be sent out five days before the meetings. For GGC members who do not have email, a reminder phone call is made.

Member meetings for each year are listed in the GGC Membership Brochure along with the Program information and Hostess Committee. The time and location of meetings is provided. If the meeting is off-site, the location and address will appear.

Board meeting dates are decided by the Board for the upcoming year. The Board meetings are held at member's homes and members sign up to act as hostesses. This list will be provided to all Board members and includes meeting times.

The GGC President will often request special notices to be sent to the Board or general membership. These need to be emailed in a timely manner. Other notices requested by GGC Members must have the approval of the President before being sent out.

The Assemblage Chair receives requests by Board Members or Committee Chairs to forward emails to the General Membership regarding "SignUpGenius" volunteer opportunities. There may also be follow-up reminder emails sent for these requests. Responses to emails coming back to the Assemblage Chair should be forwarded to the President or Chairperson who sent the original email.

End Assemblage (2/21/16)

Awards Chair

Chair will obtain all awards forms from President or appropriate websites and follow all rules and regulations set forth by Garden Clubs of Illinois and/or National Garden Club for submission of events or fundraisers on behalf of Geneva Garden Club.

- Suggest to the Board, in a timely fashion any award deemed appropriate and worthy to the Geneva Garden Club board for discussion and approval.
- Awards Chair will maintain accurate records of all events and fundraisers for the Geneva Garden Club. Chair will obtain and keep photos, brochures, posters, flyers etc. necessary for nomination of function.
- Chair will submit appropriate documentation, photos, and all items necessary to the Garden Clubs of Illinois and/or the National Garden Club for all pertinent nominations. Chair will submit all items necessary for consideration in a timely manner and in compliance with the GCI and NGC criteria.
- Chair will report to Board all submissions and subsequent progress or decisions made by GCI or NGC.
- Chair will communicate with Publicity and Communications Chairs and when to post or communicate to the board, general membership and public about any accolade acquired.
- Chair will report to General Membership when an accolade is granted.

Communications

Update and maintain website with club and community information in a timely manner to facilitate information sharing. Coordinate with President to obtain approval of all information being shared on the website.

- Meeting minutes are added as a post under New to Use
- Community activities are added as a post under News to Use.
- Meeting dates and events are added to the calendar and appear under Upcoming Events
- Home page is updated to include important club information (Garden Walk, Plant Sale, Scholarship Application, and paying dues/luncheon fees etc.) with a link to additional pages as necessary.
- Addition of pictures to library depicting club events
- Create and maintain PayPal Buttons for use on website to facilitate payment

Coordinate with other Standing Chairs such as, but not limited to Community Service, Ways & Means, Publicity, Always on Tuesday and Hospitality.

- Create sign-up lists based on criteria from requesting Committee Chair, with email reminder
- Send link to sign-up to Assemblage Chair, once approved by President to disseminate to the membership.
- Sign-up Genius sends out email reminders automatically to those that sign-up on line.

Monitor incoming club email and disseminate emails to appropriate board members, (i.e. coordinate with Treasurer for payment notices from PayPal, membership inquiries to Membership Chair, general emails to President, etc.

Website Maintenance

- Insure domain name, hosting site subscriptions are kept current, coordinate with Treasurer for payment.
- Maintain/update contact information with iPower (hosting site & domain name).
- Keep software updated to insure proper functionality (WordPress and Plug-ins).
- Look to improve functionality of website as need arises (i.e. secured member only section to most more sensitive information).
- Ensure back-up is kept to be used if restoration is needed.

Coordinate with publicity Chair to promote Geneva Garden Club events or activities using current technology (Facebook, Twitter, or other social networking sites).

End Communications Chair (Rev. 2/22/16)

Community Service Projects Chair

Oversee and administer the service projects that have been approved by the Board to support the community. These projects include but are not limited to: Arbor Day, Garden Club Park, Geneva Beautification, Japanese Garden, Scholarship, and the provision of plantings at various locations in the community. Other projects may be undertaken from time to time by board approval. Subcommittee chairs are appointed to help facilitate these functions. In addition to the above duties, the Service Projects Chairman is encouraged to suggest and implement new service projects to benefit the community.

- **Arbor Day** chair is responsible for proposing and coordinating tree plantings in the community. Also responsible for keeping details on tree planting program and supplying the information to the Publicity and Historian Chairs.
- **Garden Club Park** chair is responsible for the coordination for the development and maintenance of said park with Geneva Park District and the membership. Advise board with garden requirements for board approval. Coordinate with Communications Chair to set up electronic sign-up sheets for planting and maintenance.
- **Geneva Beautification** chair coordinates with the subcommittee of the City of Geneva for the beautification of downtown Geneva. This entails enlisting support of the membership to plant and maintain the “knuckles” at Third Street and State Street. The Club also budgets funds to financially support the plantings in downtown Geneva.
- **Japanese Garden** chair facilitates the coordination with Friends of Fabyan and Fabyan Forest Preserve to preserve and restore the Japanese Garden.
- **Planters** at the CASA gardens, Geneva History Center, Geneva Public Library, and Living Well Cancer center are provided and coordinated by this committee. Coordinate with Communications Chair to create electronic sign-up.
- **Scholarship** chair presents the scholarship opportunity to residents from Geneva. The chair presents the applications to the board for final selection and notifies all candidates of the board’s decision.

Sub-chairs Continues 7 pages:

Community Service Projects/Geneva Beautification

Geneva Beautification chair coordinates with the subcommittee of the City of Geneva for the beautification of downtown Geneva. Contacts are: Dorothy Flanagan and Roberta Edwards.

- Plant and maintain the “knuckles” at Third and State Street in downtown Geneva, during citywide set dates.
 - Coordinate with Communications Chair to create electronic sign-up for planting and cleanup dates yearly. (Begins at 8 am on each day)
 - Each year Chair will announce when appropriate that the planting will take place on or about the dates listed below.
 - Spring Clean-up and Planting – In April TBD
 - Summer Planting – In May TBD
 - Fall Planting – In August TBD
 - Fall Clean-up – In October TBD
 - Coordinate with Communications Chair to create electronic sign-up for weekly weeding and deadheading by members.
- Recommend to President to include budgetary funds to financially support the plantings in downtown Geneva. The club has been approving an annual expenditure of \$500 for the plantings, in conjunction with Geneva Beautification Committee. Coordinate with the Treasurer to insure the approved expenditure is made.
- Coordinate with the Geneva Beautification Committee to further support their efforts to raise funds to supply plant material for the plantings. (in the past the club has been instrumental to the success of the Pasta for Posies event by volunteering to set-up, serve and cleanup for the event, as well as supplying desserts) This has been suspended at the current time.

Community Service Projects/Planters

Planters Sub-chair is responsible for the planters at the CASA gardens, Geneva History Center, Geneva Public Library, and LivingWell Cancer center. The plantings and maintenance are provided and coordinated by this committee. Coordinate with Communications Chair to create electronic sign-up for membership involvement as necessary.

- CASA (Court Appointed Special Advocate) garden is located on the west side of the Third Street Courthouse (100 S. 3rd Street) in Geneva. CASA plantings involve outdoor seasonal plantings in six large planters.
 - The Chair coordinates with Potawatomie Garden Club and Batavia Plain Dirt Gardeners for financial and volunteer support of the plantings. The contacts are Kelly Potts, Helen Hogan, and Joan Joseph.
 - The Chair presents a proposal for the frequency and cost of our support for approval.
 - Form group to obtain plant materials, plant, and monitor plantings during season. Planters are irrigated, so watering is not our responsibility

- Geneva Public Library is located at 127 James Street in Geneva. The Garden Club supports plantings inside the library and supplies a centerpiece/decoration for display at the Circulation desk.
 - Geneva Garden Club has supplied and planted the plant material inside the library, next to the left side of the staircase to the upper floor. The club monitors the plant material and replaces with new plants if necessary. The library personnel are responsible for watering and caring for the plants.
 - Club members supply a decoration for the Circulation desk on the second floor. If live material is provided, the library staff is responsible for the on going care of the plant or flowers provided.
 - The Chair coordinates with the Communications Chair to set-up the electronic sign-up list, which is sent to the Assemblage Chair to disseminate to the membership.
 - Members are responsible for dropping off arrangement and picking it up at the end of the display time.

- LivingWell Cancer Resource Center planters are located at 442 Williamsburg Avenue in Geneva. LivingWell is a community-based, not-for-profit center dedicated to providing people with cancer, their families and friends, support and educational services. LivingWell plantings involve outdoor seasonal plantings in four planters (2 large, 2 small).

- The Chair coordinates with Potawatomie Garden Club for financial and volunteer support of the plantings. The contacts are Kelly Potts, Helen Hogan, and Joan Joseph.
 - The Chair presents a proposal for the frequency and cost of our support for approval.
 - Form group to obtain plant materials, plant, and monitor plantings during season. Planters are watered by LivingWell staff.
- Geneva Museum planter was located outside the museum at 113 S. 3rd Street in Geneva. During a recent storm, the pot was broken and a replacement has not been made. The Museum is undergoing some remodeling and a decision to replace it has not been made. At present, the Garden Club is not actively involved in a planting with the Museum.

Community Service Projects/ Japanese Garden

Japanese Garden chair facilitates the coordination with Friends of Fabyan and Fabyan Forest Preserve to preserve and restore the Japanese Garden. The Japanese Tea Garden is located in the Fabyan West Forest Preserve in Geneva, on Route 31, just north of Fabyan Parkway (1925 S. Batavia Ave). The garden was originally designed in 1909 by Japanese landscape architect Taro Otsuka as a private garden for George and Nelle Fabyan. The estate was acquired by the Kane County Forest Preserve District in 1939, and with the support of the Geneva Garden Club began restoration in 1976.

- Coordinate with Friends of Fabyan and Kane County Forest Preserve for the preservation and enhancement of the Teas Garden.
- Recommend to President to include budgetary funds to financially support restoration projects as need arises.

(Rev. 1/17/16)

GGC Community Service Projects/Arbor Day

Arbor Day chair facilitates the coordination for the planning and planting of trees in honor of Arbor Day. Due to the impact of the Emerald Ash borer, the Geneva Garden Club has been making significant contributions to both the Geneva Park District and the City of Geneva since May 2012 to reforest the public lands in Geneva. The tree plantings can be designated to be done in a different venue on public lands in Geneva, but as of late, that is where the need has been the greatest. It is at the discretion of the Arbor Day Chair to propose a change in policy. In the past, tree plantings have done at many of the schools in Geneva as well.

- Coordinate with President and Treasurer to determine level of contribution available for the upcoming year. Once budget is proposed and passed by the board, coordinate with recipient governing body to coordinate the presentation of the club's contribution and the timing of the planting.
- Coordinate with Publicity Chair to publicize donations and plantings for press release.
- Keep records of number of trees and location of plantings. Coordinate with Historian Chair to keep planting records.
- Contact person for Geneva Park District is Larry Gabriel.

(Rev. 8/23/15)

Community Service Projects/ Garden Club Park

Garden Club Park chair facilitates the coordination for the development and maintenance of Garden Club Park with the Park District and Garden Club members. Garden Club Park is located north of State Street west of the Fox River on River Lane in Geneva. The garden was re-landscaped in 2011-2012, with a substantial amount of the plant material being provided by contributions from members' own gardens. Garden Club Park Chair should continue to expand and enhance the park.

- Plant and maintain flower beds at Garden Club Park.
 - Coordinate with Communications Chair to create electronic sign-up for planting and clean-up dates for Assemblage Chair to send to the members.
 - Spring – “wake up the garden”: weed, mulch, prune, rake, and evaluate plant material to divide, replace, or plant new.
 - Summer – weed and deadhead.
 - Fall – “put the garden to bed”: weed, prune, rake, mulch.

- Coordinate with Park District for maintenance issues; including watering during drought conditions, edging beds, mulch. There is no water access at the park for hoses, although it is possible to take water from the river with watering cans. Schedule with the Park District to bring the water truck to the park when necessary. Park District has been very helpful and instrumental in providing support. Contact person is Larry Gabriel.

- Recommend to the President any budgetary funds required to financially support park plantings or maintenance for board approval.

- Plan new additions to the garden or communicate with a designer in the club to help make changes chair deems necessary for the beauty and maintenance of the garden.

(Rev. 8/23/15)

Community Service Projects: Scholarship

- Sept./Oct. Review the current scholarship application and change dates for the upcoming year. Submit the scholarship application and flyer to the Communications Chair to post it on the Geneva Garden Club website.
- Oct./Nov. Send out emails to all schools. The contact list contains the names of guidance counselors at various local schools who will post our scholarship information to their students. Include attachments: 1. Scholarship application, 2. Scholarship flyer.
- Feb./Mar. Contact the publicity chair member and arrange for the scholarship information to be published in local papers, local magazines, and the Geneva Patch. We have used the Daily Herald, the Chronicle, and Eaglebrook Life magazine in the past.
- Mar./April Make contact with the schools if necessary by email or phone, answer any questions about the application, encourage counselors to advise students who might qualify. Applications have to be submitted in paper form to the scholarship chair's home address by the deadline. The scholarship chair will review all the applications that are received and be prepared to discuss and compare the applicants (in an anonymous format) at the April board meeting.
- April Recipient of the scholarship is chosen after discussion and a vote at the April board meeting. The winner is notified by phone and invited along with a guest to attend the May luncheon. Notify the other applicants who were not chosen by mail.
- May Introduce the scholarship recipient to the club at the May luncheon. Obtain the Student's school information, school ID, address, etc., where the scholarship money will be sent for the fall semester. Forward the student's school information to the club treasurer so that the scholarship money can be awarded to their account.

(Rev. February 2014)
End Community Service

Historian

Coordinate with the History Museum to facilitate the safe keeping of club records. Coordinate with officers and committee chairs to collect documentation and photos for preserving the Club's History.

Procedural Guidelines:

I. Review current items in the History Museum.

(Note: The Historian needs to make an appointment with the History Museum Curator so that all Geneva Club files, scrapbooks, etc. can be pulled from Archives prior to visit.)

II. Collect documentation from the appropriate officers and chairs throughout the year.

Suggested Documentation:

- A. Minutes.... Copy for the History Museum...Copy (CD or File) with current Secretary
- B. Fundraiser Information
 - 1. Garden Walks
 - 2. Bow and Bulbs
 - 3. Cookbooks
- C. Scholarship Data...list of Scholarship Recipients
- D. Any other Special Projects
 - 1. Geneva Garden Park
 - 2. Civic Plantings
 - 3. Arbor Day Plantings
- E. Awards Given to the Club during the year.
- F. Scrapbooks pertaining to the above
- G. Library Book of Honor Recipients

III. Review and Update files, etc. in the History Museum on a regular basis in order to preserve the Club's History.

End Historian

Hospitality Chair

Provide the list of hostesses for each scheduled meeting to Vice President for inclusion in the annual calendar/brochure. In April or May, have members sign-up for hostess duties for the upcoming year. Any open slots need to be filled, this assigned by Hospitality Chair. Each month the hostess committee should consist of one chair and 8 additional members. If a member is unable to fulfill their hostess responsibilities, it is their responsibility to find a replacement for that month or arrange with the Hostess Chair to drop off their contribution for the meeting.

Coordinate with hostess chair to facilitate refreshments each month. The Hospitality Chair sends out a letter each month to the upcoming month Hostess Committee Chair, outlining the duties of their committee and expectations. The Hostess Committee is responsible for the refreshments, including the making of the coffee and hot water, cleanup, washing coffee urns, and procuring lemons and cream. The Hostess committee also provides plates, napkins, eating utensils, a centerpiece for the serving table and any decorations they choose to bring. The Hospitality Chair provides the coffee, tea bags, sweeteners, cups, and table clothes for each meeting.

The Hospitality Chair greets members and guests as they arrive, providing a sign-in book and name tags at the welcome table. Also, coordinate with the Membership Chair for purposes of maintaining up to date name tags.

Ways and Means Committee: Monthly Meeting Raffle

Monthly Meeting Raffle has been added to enhance the meeting experience while providing additional funds to the club. The raffle has been termed 'Magnolia Money' to be used as 'special expenditures' for the members' benefit. These funds have been used to partially supplement costs associated with the annual May luncheon and other overruns in the monthly programs. Prizes may be provided from the monthly speaker, through donations from programs. Prized may be provided from the monthly speaker, through donations from the members or the Hostess Committee, or purchased by the Raffle Chair and approved of by the board. Raffle Chair must have approval prior to the current months general meeting.

- **Coordinates with the Hospitality and Hostess Committees**, as well as the Vice President(s) to provide prizes to be raffled at general club meetings.
- Generally, raffle occurs at each general meeting, Chair should verify with Board prior to meetings.
- Responsible for selling the raffle tickets at the meeting and maintaining a supply of raffle tickets.
- Responsible for collecting all raffle money and giving it to the treasurer as soon as possible after the general meeting.

Legislation

Supervise and propose changes to the by-laws as necessary, presenting proposed changes to the Board and club membership for approval. Communicate with the Board/President to make necessary changes to the By-Laws. Draft new proposed By-Laws, present to Board for discussion and approval. Five (5) members of the Board must be present to constitute a quorum for approval. If approved by the board, then the proposed By-Laws are presented to the membership at the next regular meeting for discussion and approval. 20% of current members of the voting body constitute a quorum. Passage of any change will require a 2/3 affirmative vote for adoption of those present. Coordinate with the Communications Chair to post the current By-Laws on the website. Coordinate with the Membership Chair to include the current By-Laws in the “welcome packet” provided for new members upon their induction into the club.

Ensure that the by-laws are compliant with Garden Club of Illinois policies and measures. Oversee that the by-laws are upheld.

Legislation chair will be responsible for the reporting and record keeping of all federal, state and local annual reports, such as but not limited to:

- IL NFP Corporate Annual Report: due by the 1st of February each calendar year and will be presented by Treasurer at the February/March Board Meeting.
- Annual Attorney General Form AG990-IL: due 3months – (November 30th) after the end of our fiscal year and will be presented by the treasurer upon completion but no later than the January board meeting. (Due to the board not meeting in December)
- Federal Form 990N: due and to be filed on line by the end of July each calendar year and must be presented by the treasurer no later than the August/September board meeting.
- Insurance: due by 15th of February each year. Paid receipt will be entered into record no later than the March Board meeting.

Legislation Chair will keep marked on a calendar the dates of when to expect the presentation of these documents at the appropriate board meetings. If she is not given these reports at the expected board meeting, chair has the duty to request the documents from the treasurer.

Legislation will be responsible for keeping copies and complete records of these filings in a binder and will keep possession of the binder while in office. The binder will be passed onto the succeeding Legislation Chair.

Continued...

Treasurer will submit all completed documents to Legislation Chair at the next board meeting immediately following the filing deadline or as soon as feasibly possible. Legislation Chair will advise president and board of any filing so as to become part of the minute records during a board meeting on the date nearest the filing deadline:

- IL NFP Corporate Annual Report: February or March Board meeting
- Annual Attorney General Form AG990-IL: ASAP or January Board meeting
- Federal Form 990N: August or September board meeting
- Insurance Paid Receipt: February or March Board meeting

End Legislation. (rev. 1/17/16)

Membership Chair

Responsible for keeping a current membership list, collecting dues, and issuing dues notices. Coordinate with the Garden Clubs of Illinois for purpose of renewing the charter annually. Present letters for membership application to the Board for approval; notify elected member, and present newly elected member to the membership at the General meeting. Contact potential new members with information of upcoming meetings.

Chair will keep an excel sheet of all member's names, address, email address, membership year, phone number. Each year as the members pay their dues I keep record (via excel sheet) that they paid by check/cash/PayPal and what month they paid.

As new perspective members come to meetings I give the perspective member's sponsor the New Membership Proposal form along with the Guidelines for Proposing a New Member. Once the perspective member has attended 2 or more meetings the sponsor fills out the New Membership Proposal form and gives to me to present to the board meeting for a vote. At the board meeting I read the perspective member's information and we vote on accepting this person. Once the member has been voted in, I call them to welcome them to the Geneva Garden Club and ask if they will be attending the next regular meeting as I will be introduce them to the club as a new member. I also let them know the amount of due money they will owe for the current year. At the regular meeting I present the new member with a new member's packet, which includes a Welcome letter from the President, copy of the By-Laws and the current year brochure. I also give them a small bunch of flowers as a welcome gift.

It is also my responsibility to give the new members name and address and email address to the Assemblage chair so she can update the new member on meeting information and share this information with the membership. **I also provide nametags to the Hospitality Chair for the membership**, and give information to the President and Vice Presidents.

In addition, when a member of the club is ill I send them a get-well card on behalf of the club. If need be send flowers on behalf of the club due to death of member or close family member (spouse or child)

Publicity Chair

Arrange publicity for club's news and upcoming fundraisers events to the public. To include but not limited to:

1. The Garden Walk
2. Annual Scholarship
3. Bow/Bulb/Plant or other sales that the club may have from time to time.
4. Events that the club participates in i.e. Gardenology
5. Awards given to the club as well as any of our members
6. Philanthropic events that we have contributed to the community or a member or our club.
 - A. Coordinate the information with applicable Chair or Executive Officer to obtain accurate information regarding press releases.
 - B. Ads should be placed in any media the publicity chair has access to including but not limited to the internet sites i.e. Patch, Herald on Line, print advertising i.e. Chronicle, Tribune, Garden Glories, etc.
 - C. Keep publicity contacts list up to date. Make any necessary additions/deletions.
 - D. Communicate with the Communications Chair with applicable information on events, awards, fundraisers to be included on the website.
 - E. Keep records of years events and where they were advertised.
 - F. Seek any new advertising venues possible.
 - G. Report back at Board and General Meetings on active promotions
 - H. Coordinates with Communication Chair on Facebook, Twitter, or other social medias.

Continued - (Rev. 2/21/16)

CONTACTS FOR PUBLICATIONS*

PUBLICATION	CONTACT INFO
Geneva Chamber of Commerce	Laura Rush – lrush@genevachamber.com
Beacon	beaconourtowns@scn1.com
Chicago Tribune	renna@tribune.com
Daily Herald	ssarkauskas@dailyherald.com
Daily Herald	tricity@dailyherald.com
Daily Herald	sklovstad@dailyherald.com
Eaglebrook & Mill Creek Newsletters	Nancy Ballantyne nancy@n2pub.com
Elburn Herald	Info @elburnherald.com
Fox Valley Magazine – On line	Angela Carlson – acarlson@nexxuspublishing.com 847-715-8294
Fox Valley Mom	ann@foxvalleymom.com
Garden Glories	Mary Burke – Dist2mb@aol.com
Geneva Republican	otg@mysuburbanlife.com
Geneva Patch	rickn@patch.com
Patch	Publicity chair can set up their own account on line and add the event themselves as well.
Chicagoland Gardening Magazine Calendar of Events – Info at least 3 months in advance	Debbie Notaro – Debbie@mysecretgardenonswl.com
Glancer Magazine	Lindy Kleivo – editorial@glancermagazine.com
Kane County Chronicle	kgresey@shawmedia.com
Kane County Chronicle	Brenda Schory – Reporter bschory@shawmedia.com
Kane County Magazines	Lee Nelson – Leenelson77@yahoo.com
Neighbors of Geneva	info@emeraldmarketing.com
Planitkane.com	jwinder@shawsuburban.com
Planitkane.com	Publicity chair can set up their own account on line and add the event themselves as well.
Suburban Life	kbeese@mysuburbanlife.com
Tribune Local Geneva	triblocal@communitydatanews.com
Your Neighborhood	webadmin@gstv.com
Freelance Writer -	Alexa Laguiler Alaguilar80@yahoo.com
Freelance Writer	Annie Alleman anniealleman@yahoo.com
Freelance Writer	Sarah Vetter sarvetproductions@hotmail.com

*Publicity Chair is responsible for keeping this list of contacts up to date and making any additions or deletions during their term.

List compiled 3/11/14 by Debbie Notaro, Publicity Chair 2013-14. Saved as GGCpublicitylist2014
End Publicity Chair 2/22/16

Ways and Means Chair(s)

Oversee all fund raising activities of the club. Will include but not limited to: Plant Sale, Garden Walk, etc. Due to the scope of some of the fund raisers, i.e. Plant Sale, a Special Committee Chair(s) may be appointed to facilitate the event.

In addition to the above duties the Ways and Means Chair(s) is challenged to suggest and implement new, innovative ideas for future fund raising.

Determine fund raising activities for the year. Chair will coordinate with other committees to coincide with member's ability to participate. May assign subcommittees to facilitate each fund raising activity, as necessary. The monthly Raffle Chair, Plant Sale and Garden Walk Chairs are normally assigned by the President.

Coordinate with Publicity and Communications Chairs to promote fundraising in all media, including website.

W&M Chair will report to Board and members the financial results of each fund raiser.

Past fund raisers include:

Bulb Sale, Bow Sale, Plant Sale, Garden Walk, notecards, gloves, and cookbook.

During each of these events the chair(s) is responsible for selections, quantities, supplier, securing venues, ready items for sale, cash boxes, collect funds, pass funds to treasurer, promoting, clean up for all sales and fund raisers.

Monthly raffle will have a chair to procure items for raffle.

Garden Walk Chair

Garden Walk Chair(s) plans, coordinates and executes the biennial event with the support of the membership. Additional subcommittee chairs may be assigned by the chair to facilitate the club's major fundraiser. Garden Walk Chair oversees/organizes all Sub Committee Chairs/activities/functions as necessary to fulfill this position.

- Chair:
1. Solicits and searches for gardens to be displayed.
 2. Decides on the name and theme of the walk
 3. Solicits members to commit to Sub Committee Chair positions necessary to produce garden walk.
 - **Chair - Co Chair** if desired and recommended

SUBCHAIRS:

 - **Ticket Chair(s)** (Price tickets/keeps accounting/10/10 corporate ticket sales/distribution/sales locations/distribution, etc.) - Most likely Treasurer
 - **Publicity Chair(s)** (Advertising, Print, Social Media, etc.)
 - **Garden Chairs/Co chairs** (One chair for each garden and luncheon/boutique)
 - **Marketing Chair(s)** (Designs and produces Brochures/Tickets/Flyers/Posters, etc.)
 - **Secretary Chair(s)** (Types name tags/neighbor cards/10/10 gift cards/correspondence/Insurance/permits etc.)
 - **Literature Chair** (Creating the hosting garden descriptions for the brochure/tickets supplied by homeowners/gardeners)
 4. Ensures necessary permits/insurance/permission if necessary from City/Park District/Police has(have) been secured
 5. Creates agendas for meetings, assigns tasks and ensures all items are being addressed by sub committee chairs
 6. Keeps records/accounting of progress of committees/distributes all information to all sub committee chairs for distribution to sub committee members
 7. Calls planning meetings of the sub committee chairs to ensure all tasks are being addressed and carried out
 8. Calls prop distribution meeting to give out all necessary –moneys/

tickets/signs/surveys etc. are given to garden chairs a few days before walk

Continued

9. Secures alternative indoor site if necessary for Luncheon/Boutique etc.
10. Reports to board and at general meetings on progress of walk
11. Solicits on behalf of Sub Committee Chairs for additional membership support in filling positions necessary to carry out the two days activities and ensures that all new members are adopted by a Sub Committee Chair to be a member of their team
12. Responsible for budget and presenting it to the board
13. Gives final approval for all expenditures/artwork/etc.
14. Responsible for ensuring that all Garden Chairs turn in money, signs/stakes/extra tickets/etc. after the walk.
15. Solicits or gains support/permission from President and board for new/innovative ideas/expenditures.
16. And about a million other decisions that come up during the process

End Garden Walk Chair(s) (Rev. 2/21/16)

Ways and Means Committee: Monthly Meeting Raffle

Monthly Meeting Raffle has been added to enhance the meeting experience while providing additional funds to the club. The raffle has been termed 'Magnolia Money' to be used as 'special expenditures' for the members' benefit. These funds have been used to partially supplement costs associated with the annual May luncheon and other overruns in the monthly programs. Prizes may be provided from the monthly speaker, through donations from programs. Prized may be provided from the monthly speaker, through donations from the members or the Hostess Committee, or purchased by the Raffle Chair and approved of by the board. Raffle Chair must have approval prior to the current months general meeting.

- **Coordinates with the Hospitality and Hostess Committees**, as well as the Vice President(s) to provide prizes to be raffled at general club meetings.
- Generally, raffle occurs at each general meeting, Chair should verify with Board prior to meetings.
- Responsible for selling the raffle tickets at the meeting and maintaining a supply of raffle tickets.
- Responsible for collecting all raffle money and giving it to the treasurer as soon as possible after the general meeting.