



## New Member Quick-Start Guide to Understand GGC

### Club Structure:

The Mission Statement of Geneva Garden Club, Inc.: To promote the beautification of the community, contribute to the preservation of the natural environment and participate in fostering related philanthropic endeavors in the fields of education, horticulture and wildlife. Geneva Garden Club encourages gardening for the enrichment of the lives of our members and community.

- The Geneva Garden Club is a 501(c)3, which is a Federal Tax status for a not-for-profit organization. The Club is also incorporated with the State of Illinois and is registered with the State's Attorney's Office as a Charitable Organization. The official name of the club is: Geneva Garden Club, Inc. Our club is covered by Liability and Directors & Officers Insurance. Our website: [www.genevagardenclub.com](http://www.genevagardenclub.com)
- Our annual dues are \$45.00 and must be paid by April 1st each year. This includes (2) two garden walk tickets when available.
- Members are encouraged and invited to participate in any number of fundraisers, activities, or any of our committees as often as they would like. The club is an active member of the community and part of the responsibility of being a member of the Geneva Garden Club is to join in our efforts to fulfill our mission and to meet our financial goals. Often, we need artists, bookkeepers, or other members with special talents to help our Committee Chairs. Please offer your service whenever possible.
- Regular Business Meetings: Our fiscal year runs from September 1st to August 31st and regular monthly meetings are held on the first Tuesday of the months of September thru May. These meetings begin with a luncheon at 11:30-12:00. The business meetings officially begin at noon. Most months, immediately following the business meeting, an invited speaker is scheduled.
- The Officer positions are elected posts. The President, Vice President(s), Treasurer and Secretary hold two year terms. Members must be on the board as a Standing Chair or Officer for at least two years before becoming eligible to be the President and 1 year for the other offices. In Jan/Feb of each year a special nominating committee is formed to find members to fill the open Officer positions. The election is held in April and the officer(s) are installed by May.
- The Standing Chairs are responsible for their specific committees. These posts are held by invitation of the President. All members interested in holding one of these positions should inform the President of their interest in doing so. When one of the Committee Chair positions is vacated, the President will inform the membership of the opportunity to serve and or invite someone to fill the position.

**Standing Committees:** Our website has detailed descriptions of the Officers, Standing Chairs and our By- laws:

**Hospitality:** The Chair of the Hospitality Committee acquires volunteers or will assign members to a sub-committee each month. She sends out reminders and instructions to the Sub-Chair and other committee members.

This Sub-Chair and committee is responsible for providing the 8 regular meeting luncheons each month. They are responsible for deciding what the theme will be each month, setting up the meeting tables, providing lunch and clean up. All members are required to serve on this committee at the rate of approximately once a year. If a member of the committee is unable to attend the meeting they may send their contribution in the form of money to assist their fellow committee members. Also, once a member is signed up or assigned to a monthly committee and they are not able to be in attendance that member is solely responsible for finding a substitution for themselves. A Sign-up Genius is circulated for this activity.

**Always on Tuesday:** The club does not meet regularly during the summer months. Every Tuesday, from June to August, a member may offer her garden to our membership for an informal visit. There are gardens scheduled each week during the summer. Members who wish to visit these gardens can do so on the assigned day and time. Occasionally, we will substitute a week with a field trip instead of a member's garden. Refreshments are usually provided. A Sign-up Genius is circulated for members to offer their gardens to the club for viewing. The Chair of Always on Tuesday organizes these outings.

**Assemblage:** The Assemblage Chair is the liaison for information from the board of officers and the standing chairs to the general membership. She will always be protective of your time and your privacy. Assemblage will send out reminders about an upcoming meeting several days in advance, the minutes from the last meeting, notices and important information on a variety of subjects. Please keep in mind that we try to keep all club correspondence to a minimum. The information you receive from this chair is official club business and should be read.

**Communications:** The Communication Chair is the 'webmaster' for our club. She is charged with the maintenance of our website, and the person who updates all information about the club on the website. She also is charged with creating our volunteer 'Sign up Genius' program.

- Pay special attention to the "Sign-up Genius". Sign-up Genius is an electronic method to sign up for the various events, fundraisers etc. when the Chairs responsible need assistance running those functions.
- In addition, volunteer sign-ups sheets are circulated at the monthly meetings.

**Community Service:** The Community Service Chair is responsible for all the civic beautification projects in Geneva. She coordinates work days for the Knuckle and Garden Club Park. This Chair plans and designs containers for the Geneva History Museum, CASA and Living Well. She also purchases the plant material for each area. This Chair is allowed a Sub-Chair(s): Sign-up Geniuses are circulated for the volunteer opportunities below:

- Geneva Garden Club Park: Sub-Chair: Our park is on River St., just north of Riverside Banquets. It is our responsibility to tend this garden all year; Spring cleaning, weeding throughout the Summer, and cleanup in the Fall. The sub-chair is responsible to coordinate all work days and supplies necessary to maintain the area.
- Geneva Public Library: Garden Club members volunteer to provide seasonal plants or floral arrangements to decorate the check-out desk at the Library. Each month a different member brings an arrangement to the library on the first day of the month and picks it up on the last day of the month.
- CASA: (Court Appointed Special Advocates for Children) We fill their containers with seasonal plants in the meditation garden behind the court house between 3 & 4th Streets, in an effort to bring comfort to the families. We share this responsibility with Pottawatomie Garden Club.
- History Museum: The Museum is located at 113 S. 3<sup>rd</sup> St. It is part of our responsibility to fill their container.
- Living Well: This is a cancer support center located at Route 38 and Williamsburg. We share container filling services with Pottawatomie Garden Club.

- **Knuckles:** The Knuckles are the planted areas on the corners along State and James Streets, between 1<sup>st</sup> and 4th Streets. This is part of the Geneva Beautification effort. Each Knuckle is tended by an individual or group. Our Knuckle is currently at 3<sup>rd</sup> and State, in front of State Street Jewelers.

**Ways and Means:** The Chair(s) of this committee are responsible for all our fundraising efforts. Listed below are a few of the opportunities for you to volunteer. A Sign-up Genius is circulated when necessary for the plant sale, luncheon, Garden Walk or other fundraisers. The combination of all our fundraisers provide us with the necessary capital to fulfill our goals and mission statement.

- **CPK Fundraiser:** About once a quarter, we have a fundraiser at California Pizza Kitchen in the Geneva Commons. Ways and Means Chair(s) picks a date and distributes a flyer. This flyer should be taken to CPK and presented to a server. GGC receives 20% of the total bill, including drinks. Encourage your friends, family, strangers, and attend the fundraiser on the selected date.
- **Plant Sale – Fancy Plants and Not so Plain Janes:** This is a pre-order and day of plant sale held once per year. This sale is open to the public as well as offered to our membership.
- **Garden Walk:** Garden Walks are typically held in odd-numbered years. The Garden Walk Chair(s) choose 5 gardens throughout the city to be open to the public for two days in June of odd-numbered years. There are many opportunities available to all our members to help with this most necessary fundraiser.
- **Luncheon:** The luncheon is held each May. It is a fundraiser open to our members and the public. There are a multitude of ways to help make this drive successful.

**Scholarship:** Geneva Garden Club grants a scholarship each year to a student within the 60134-zip code. Their field of study must be in the fields of earth sciences, horticulture, recycling etc. This Chair distributes information to area schools, newspapers, etc. so that members of our community are aware of the scholarship.

**Membership:** The Chair(s) of Membership is charged with all the responsibilities of record keeping of the members. She also ensures that our members pay their dues, sends out cards on behalf of the club to members, and flowers on special occasions etc. This committee is also responsible for the Annual Program and the member directory.

**Historian(s):** This Chair(s) is responsible for keeping all the history related to the Garden Club. Records are housed at the Geneva History Museum. The Chair(s) will occasionally give short presentations on some aspect of our history.

**Publicity:** The Publicity Chair will place ads in assorted social, print or other media announcing our activities, fundraisers or achievements.

**Legislation:** This Chair is responsible to keep our Corporate documents and to ensure we are in compliance with the current by laws.

**Awards:** Each year the Garden Clubs of Illinois and the National Garden Club grant awards to worthy garden clubs throughout the state. This chair is responsible for the submission of all the documentation required to the awarding entity.

## Special Committees:

Special committees are created by the President to allow for circumstances, situations or awards that do not occur on a regular monthly basis and therefore do not call for a Standing Chair and/or committee.

- Big Sister Committee: This committee was formed to bring new members into the fold quickly, make our new members feel at home and introduce them to other members by including our new members on committees such as Hospitality as soon as possible.
- Geneva Garden Club Gratitude Award: This award is given out to a long standing active member that has given of her time and talents in an extraordinary manner. A special committee is formed by the current Chairs of the Membership, Historian and Hospitality committees. These Chairs meet in February/March each year to select the recipient. The award is typically presented at the April or May meeting.
- Nominating Committee: This Committee consists of three active members. At least one board member and at least one general member. The Nominating Committee is activated for the purpose of seeking, among our qualified members, those who are willing to serve as an officer and subsequently nominated for the positions left open by term limits or upon one or more Executive Board members that would like to retire from their positions. The President, Vice Presidents and Secretary have two-year term that run concurrently. The Treasurer is also a two-year term, however, is elected in a year opposite the other officers.

We hope this gives all our new and current members a good overview of the Geneva Garden Club's structure, the breakdown of the regular and special committees and of the terms we use to describe our functions. Below is a list of all the Standing Chairs and Officers so all members know who to contact if you would like to volunteer for a project or function.

If you have any questions, please feel free to contact any of us on the board. You will find all our contact information in the Geneva Garden Club, Board Members & Program Calendar brochure distributed by the September meeting.

Respectfully submitted,

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