



# California Garden Clubs, Inc.

## A Chairman's Handbook

*Position Descriptions, Procedures & Guidelines*

2019-2021

**Chairman Coordinator**

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This handbook contains the basic procedures and guidelines for CGCI Chairmen. Each Chairman should review the pertinent page annually and update as needed.

To update any page go to [www.californiagardenclubs.com/Forms](http://www.californiagardenclubs.com/Forms) and select the Chairman's Handbook Update Form.

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# GUIDELINES FOR CGCI CHAIRMEN

CGCI offers many benefits and services through its numerous chairmen and officers. Chairmen are appointed by the President for their knowledge, interest and/or ability in a particular field and will provide material and assistance upon request. Many chairmen are available without charge for programs and workshops pertaining to their chairmanships.

## General

- All chairmen are members of the Board of Directors.
- Chairmen are appointed by the President and ratified at the Post Convention Meeting. A chairman has one vote on any issue at meetings regardless of the number of positions held.
- A chairman's primary goal is to serve as a resource and to educate members and the public about CGCI, its objectives, and the objectives of their chairmanship.
- If chairmanships overlap, those chairmen should work together and/or assist each other.
- Chairmen should:
  - Research the chairmanship.
  - Become familiar with the Bylaws, awards and other chairmanships.
  - Seek-out and collaborate with like-minded organizations to share ideas and cooperate in areas of mutual interest.
  - Collaborate with national and regional counterparts to obtain information.
  - Find out if there are corresponding district or club chairmen to whom information may be disseminated.
  - Present Certificates of Merit or Achievement to clubs, districts or individuals in recognition of outstanding work related to the chairmanship.
  - Frequently access the CGCI, Pacific Region and NGC websites to be current with information provided.
  - Share information with the members via reports and articles.
  - Request a page on the website to promote the chairmanship.
  - Encourage participation in the awards programs at state, regional and national levels.
  - Help judge award entries that are related to the chairmanship.
  - Use information in award entries to create a program, a summary or press release that would share the experience of these entries with other clubs for mutual benefit.
  - Review the chairmanship description in the yearbook and send proposed changes to the President and Yearbook, Manual & Roster chairman by July 1.
  - Review this Handbook and submit the update form (available on the website) as needed. If none exists work with the Chairmen Coordinator to create one. Obtain information from the previous chairman and share it with your successor.
  - Refer to the annual budget for budgeted expenses. Reimbursement Forms are available from the Financial Secretary.
  - Mentor an assistant to help during the current term and to develop as a possible successor.
- Some chairmen are responsible for judging books of evidence:
  - prepare lists of winners for the Awards Chairman.
  - deliver judged books of evidence to the Awards Chairman at the Winter Board Meeting.
- Chairmen are encouraged to submit newsworthy articles to *Golden Gardens eNews* and create educational pamphlets to be published by CGCI upon approval from the Board of Directors.
- Chairmen may be asked to conduct workshops.
- Send copies of letters and documents that pertain to CGCI to the President.
- Direct questions, concerns, problems to the Chairmen Coordinator.

## **Attendance at Board Meetings and Convention**

- Chairmen should attend all meetings: Fall Board (September), Winter Board (January/February), Pre-Convention, Convention and Organizational (June). When possible attend CGCI sponsored functions.
- Chairmen unable to attend a meeting should advise the President and ask to be excused.
- Chairmanships may be showcased by exhibiting at Convention. Prepare an exhibit which could also be loaned to clubs and districts for meetings, flower shows, etc. Request an Exhibit Room Space Form available from the Chairmen Coordinator or Exhibit Room Chairman.
- Expenses incurred in attending CGCI meetings are the personal responsibility of the chairman. They are tax deductible as allowed by law.

## **Chairmen Forums**

- The Chairmen Coordinator presides over Forums held at Board Meetings and the Convention.
- Forums are planned to give guidance and information, encourage an exchange of ideas and promote cooperation.
- Suggestions for topics of discussion are welcomed. Information about each Forum will be made available to the chairmen approximately two weeks prior to a meeting.

## **Reports**

- Chairmen are encouraged, but not required, to give oral reports limited to two minutes.
- Please inform the Chairmen Coordinator at least FOUR weeks before a Board Meeting/Convention that an oral report will be given so sufficient time can be allotted.
- If a report is given email copies, within 2-days of close of meeting, to the President, Chairmen Coordinator, Golden Gardens eNews Editor and a condensed (100 words maximum) report to the Recording Secretary for distribution with the minutes.
- When reporting chairmen should refer to themselves in the third person and use correct titles: Modesto Garden Club; Palomar District; California Garden Clubs, Inc.(CGCI); Pacific Region; National Garden Clubs, Inc. (NGC).

## **Golden Gardens eNews Articles**

- This is the official publication of CGCI.
- Articles by chairmen are welcome and encouraged.
- Articles submitted to the Editor should be concise and limited to 350 words or less.
- An article may be abridged for Golden Gardens eNews with reference to a full length version published elsewhere on the website.

## **Chairman Coordinator**

- The Chairmen Coordinator is appointed by the CGCI President.
- The role of this coordinator is to assist chairmen in understanding their roles and duties as members of the CGCI Board of Directors. The coordinator facilitates communication between chairmen and the Executive Committee.
- Duties include:
  - Maintain dialogue with the District Director (DD) Coordinator so that DDs and chairmen receive consistent information about board duties and activities, and to determine how chairmen can serve the needs of DDs and member clubs.
  - Seek and receive direction from the CGCI President regarding information to be given to chairmen (via newsletter and in meetings) and about reporting requirements at state meetings.
  - Review annually (and update as needed) Guidelines for State Chairmen and the Chairmen Coordinator chairman description in the CGCI Yearbook.
  - Prepare and distribute a newsletter to chairmen prior to all state meetings (board meetings and conventions; six meetings per term). The newsletter includes information about what will take place at each state meeting and what is expected from chairmen at the meeting, information and/or requests submitted by members of the Executive Committee, and information/articles submitted by any board member. During the 2007-2009 administration, a combined newsletter, *All On Board!*, was jointly prepared by the Chairmen Coordinator and the DD Coordinator for

distribution (primarily by email) to all board members. The newsletter is also posted on the CGCI website.

- Prepare and facilitate Chairmen’s Forums at all CGCI board meetings and conventions. At these meetings, guidance and information is provided to chairmen, and the exchange of information and ideas among chairmen is encouraged, and cooperation among chairmen is promoted. Input, including suggested topics and format, from chairmen is welcome.
- Provide direction about requirements for written and oral reports of the chairmen.
- Facilitate oral reporting of the chairmen during the board meeting and convention business meetings.
- Inform chairmen that their primary goal is to serve as resource and to educate members about CGCI and the objectives of their chairmanships.
- Encourage chairmen to research and promote their chairmanship (including submission of articles/information to *Golden Gardens* and/or the CGCI website).
- Ask chairmen to review and update the online Procedure Book.
- Suggest that chairmen obtain information from predecessor chairmen and share it with successor chairmen.
- Advise chairmen that they may have regional and national counterparts, as well as corresponding district and club chairmen, and encourage interaction among all.
- Encourage chairmen to participate in state, regional and national award programs (especially for awards relevant to their chairmanship), and remind that some chairmen are responsible for judging books of evidence.
- Suggest that chairmen present certificates of merit or achievement to clubs, districts, or individuals in recognition of outstanding work related to their chairmanship.
- Advise chairmen to review their chairmanship description in the CGCI Yearbook annually and submit proposed changes to the President and the Yearbook Chairman.
- Encourage chairmen to frequently access the CGCI, Pacific Region, and NGC websites to be knowledgeable about information provided, and to submit updates to the CGCI Webmaster to keep information regarding their chairmanship current and accurate.
- Suggest that chairmen showcase their chairmanships by preparing exhibits for conventions and other venues and/or by presenting programs or workshops.
- Ask chairmen to be familiar with CGCI bylaws, standing rules, and policies, and to refer to the CGCI budget regarding budgeted expenses for the chairmanship.
- Suggest that chairmen mentor an assistant – to help during the current term, and to develop as a possible successor chairman.
- Respond to questions of the chairmen on a timely basis.

### **Advisory Council Chairman**

- The Advisory Council, consisting of the former presidents of California Garden Clubs, Inc. and chaired by the immediate past president meets during each CGCI board meeting and convention. The purpose of the Advisory Council is to discuss policies and procedures of CGCI, advise and mentor the President-Elect and participate or advise on any other project or activity as assigned by the President.
- CGCI Bylaws – Article VII Section 1. Composition of the CGCI Board of Directors shall be: (e) members of the advisory council
- Article XV – Advisory Council – Former CGCI presidents shall comprise the advisory council, which shall meet at the call of the chairman or two members of the advisory council for the purpose of discussing policies and procedures. The immediate past president shall act as chairman. Four members shall constitute a quorum.

### **Amenities and Protocol Chairman**

- Amenities are necessary courtesies and civilities. Protocol is the code of correct formal procedure. This chairman ensures that both are observed, is responsible for seating arrangements at meetings and banquets and the sequence of persons in a receiving line.

### **Arbor Day Chairman**

- Arbor Day has been observed since 1872. This Chairman promotes the planting and care of trees in celebration of California Arbor Day (March 7 – commemorating Luther Burbank’s birthday) and National Arbor Day (the last Friday in April); serves as a clearinghouse of information about Arbor Day and can suggest special ceremonies for these occasions.
- Suggestions are:
  - A. Plant a tree in the community, a school, or park.
  - B. Invite people from the community to the event.
  - C. Honor someone special at the planting.
  - D. Involve school children/scouts to teach them about Arbor Day and trees.
  - E. Contact newspapers of the event for club publicity.
  - F. Make a scrapbook of annual Arbor Day events.

### **Arboreta & Botanic Gardens Chairman**

- Arboreta or botanical gardens are educational and/or scientific institutions having a collection of labeled growing plants, arranged systematically, with trained personnel to fulfill their purposes and objectives. This Chairman maintains an up-to-date list at the website of California gardens, public and private, which are open for viewing. Inform this Chairman about new gardens, corrections, etc.

### **Awards:**

#### **Awards Chairman**

- This chairman heads the Awards Committee and is responsible for administering the program. Any changes in, or discontinuation of, current awards, and introduction of new awards will be determined by the committee after consultation with the sponsor.
- See Appendix A

#### **Awards Finances Chairman**

- Records and maintains details of award sponsors; remits commitment letters and invoices to all sponsors annually.

#### **Awards Photography Chairman**

- Accepts entries and oversees judging of all photography awards.

#### **Awards Spreadsheets and Certificates Chairman**

- Receives and records information regarding award winners and produces certificates for presentation at the Awards Banquet

### **Backyard Habitat Chairman**

#### **Duties and Responsibilities:**

- Educate, inform, answer questions and provide materials related to this chairmanship. To promote the creation of natural spaces in home gardens to provide food, water, cover and a place for wildlife to thrive and raise their young. This chairman should partner with the National Wildlife Federation and North American Butterfly Association to obtain materials and work with them to achieve mutual goals.
- Attend and Report at all CGCI meetings, Submit 3 copies: CGCI President, Golden Gardens eNews Editor, and a condensed version of 100 words or less to Recording Secretary. Give Oral Report at Fall Board Meeting and Convention (2 minutes max.)
- Write articles for Golden Gardens eNews
- Provide copies of interesting articles for the District Directors File Box (25 count), plus one for State President, Chairman coordinator and distribution for other board members if desired
- This chairmanship has a budget of \$50.00. To receive payment fill out a reimbursement form (form on CGCI web-site) submit along with receipts before June 15. Include Budget Line Code number 1506 on request
- EXAMPLES:
  - Plant list for wildlife which provide cover, food, nesting sites, etc.

- Water sources for wildlife
- National Wildlife Federation will provide hand out materials [www.nwf.org/gardenforwildlife](http://www.nwf.org/gardenforwildlife)
- Judge books of evidence when awards are offered for conservation
- Provide A display in the Exhibit Room (During Convention) for Habitat Gardening (when requested)

### **Banner Order Chairman**

- This Chairman processes orders for CGCI visibility banners. The banner will be shipped directly from the manufacturer to the purchasing club or district. Directions for assembling the stand are available.

### **Blue Star Memorials Chairman**

- The Blue Star Memorials chairman is the contact for clubs/districts wishing to order or refurbish memorial markers. These markers honor veterans, those presently serving and those who will serve in the future. Upon request, a packet of forms explaining the program, along with a sample dedication program is mailed.
- This chairman should be willing to assist in planning dedications if requested, and attend the dedication to present the speech of "History of Blue Star Memorials." If unable to attend, one of the vice presidents or president of CGCI should be advised of inability to attend so there is representation from CGCI at the dedication. The names and addresses of the executive board should be given to the chairman of the dedication prior to the date chosen so that invitations can be mailed early. Advising the board of the selected date early by e-mail by this chairman is a good idea for each has a busy schedule.
- Encourage plantings as this is a beautification project. This chairman is responsible for judging B-2, Blue Star Memorial Site Beautification Award.

### **Board Meetings/Conventions Chairman**

- The coordinator for conventions and board meetings is the liaison between districts and CGCI and helps them to host the board meetings/conventions.
- Before the fall board meeting send a letter to all District Directors.
- Inform the members at meetings through your reports; where the up-coming meetings will be held, which district is hosting and ask for their assistance in finding locations for future meetings. Suggest that smaller districts go together to co-host meetings.
- Because experience proves the need for changing procedures for the state meetings it is wise to have meetings to update the procedure books. Invite chairmen of recent meetings and chairmen scheduled to chair up—coming meetings to attend. Usually asking them to arrive at a board meeting a day early will give time to meet and update the procedure.
- When a district does offer to host a meeting, take the offer to the next board meeting to be accepted by the board.
- Keep an updated list of meetings and events; take copies for members of the executive committee.
- At convention each year give a copy of the list of dates of meetings and events to the yearbook chairman.
- Encourage the setting of meeting dates as soon as possible. The dates are needed early by the president-elect in order for her to be able to send out invitations to the National President-elect and the Regional Director-elect.

### **Board Meeting & Convention Registrar**

- Receives registrations and prepares a spreadsheet for the event's Badges & Meal Tickets Chairman. Submits monies to the event treasurer.

### **Board of Trustees Chairman**

- The six members of the Board of Trustees serve six-year terms. The immediate Past President automatically becomes a member and one member is appointed by the President each term in an even-numbered year. The Chairman, elected by the Trustees, serves on the Budget & Finance Committee. The Board's duties are listed in the Bylaws, (Article XIV).

- This Board, with the Endowment Funds Chairman, constitutes the Endowment Funds Committee; with the Scholarship Chairman the Scholarship Committee; and with the Golden Legacy Society Chairman the Golden Legacy Society Committee.

### **Budget & Finance Chairman**

- This Committee, consisting of the Financial Secretary, serving as Chairman, First Vice-President/President-Elect, Treasurer, Chairman of the Board of Trustees and up to three persons appointed by the President, compiles the annual budget. The budget is a statement of estimated income and expenses of the organization for a one year period. Budgeted expenses will be paid upon presentation of an itemized Request for Payment Reimbursement Form, receipts attached, to the Financial Secretary. Expenditures in excess of \$25 over budget must be recommended by this Committee or Executive Committee before approval by the Board of Directors.
- Duties:
  - be familiar with last year's budget.
  - prepare a final budget to be presented at organizational meeting.
  - The president should provide you with a list of committees and chairman prior to convention.
  - Check with the membership chairman for the number of members (including affiliates and societies (to get the figure for expected dues (first item under Estimated Receipts.)
  - Check prior treasurer's reports for interest from savings, State Pins and Misc. and Yearbook sales for a ball park figure for these receipts.
  - Check with Parliamentarian or Secretary that Officer Expenditures have not been changed. Also applies to Budgeted chairmen, Directors, etc.
  - Expenditure cannot exceed receipts. You may have to consult with your committee or the President if it does not pencil out.
  - Date your final draft and present it to the members meeting. It is necessary to read it line-by-line just in case there is a question. Usually the President can answer the questions.
  - Your main expenses come with the typing and copying of the budget and for stamps and envelopes if the above is carried out. It exceeds the allotted amount very fast. You must keep receipts for copying and supplies to turn in to the Financial Secretary (usually once a year).
  - For all practical purposes your work is over with once the budget is approved. GOOD LUCK. Take needed supplies to make up budget for presentation.

### **Business Commendations & Discounts Chairman**

- CGCI is pleased to help clubs honor businesses that support their activities and objectives. A certificate and letter of thanks are available for businesses that are nominated and approved.
- Garden-related businesses are encouraged to become members of the Participating Sponsors Program. In return for granting a discount on sales made to garden club members who present a current membership card, CGCI will promote the participating business on the website.

### **Bylaws & Policy Chairman**

- This committee reviews and recommends bylaw, standing rule and policy changes. Suggestions for changes should be sent to this chairman before November.
- See Appendix B for details.

### **Calendar (Official) Chairman**

- This Chairman maintains the official calendar of all CGCI events and activities and will present the dates of meetings, schools, symposia, etc. for ratification. Always check the website calendar for current listings of events and clear any dates through this chairman to eliminate conflict and facilitate scheduling.

### **California Native Plants Chairman**

- California native plants have evolved over time to thrive in the conditions that prevail in the varied climates of the state. This Chairman will provide educational material and assistance to members promoting appreciation, protection and perpetuation of California native plants and new California cultivars; and will encourage the use of California native flora for landscaping public and private areas.
- This chairman maintains a list of endangered Californian plants or visit [ceres.ca.gov/thesaurus/endangeredplants.html](http://ceres.ca.gov/thesaurus/endangeredplants.html).
- Another resource is the California Native Plant Society, who include locations and rare and endangered species - [cnps.org](http://cnps.org)

### **California State Parks Chairman**

- Keeps members apprised of any changes in condition to California State Parks previously supported financially by CGCI, these include the Pygmy Forest in Van Damme State Park, Creosote Rings Preserve, Stagecoach Hill Azalea Reserve, etc.

### **California Consultants Council (CCC) Chairman**

- This chairman presides over the CCC, appoints officers as is necessary to conduct business and is an ex-officio member of each of the three consultant disciplines - environmental, gardening and landscape design.
- An eNewsletter, Council Thymes, is published three times per year, to subscribe go to the website and select California Consultants Council from the menu and complete the posted form.
- Dues are \$20 and should be submitted with a Dues form, available at the CCC website page.

### **Certificates Chairman**

- Clubs wishing to honor members who have given twenty (20) years or more service to NGC garden club(s) may request a Long-Service Certificate or custom certificate to recognize specific accomplishments or achievements; submit name of recipient, number of years served and date of presentation to chairman.

### **Civic Development Chairman**

- This chairman encourages members to help beautify and improve their communities. Inclusion of civic officials in the early planning stages of a project will help promote civic involvement. Clubs are encouraged to recognize individuals, developers and civic groups for efficient, attractive and good land use through the presentation of certificates or letters of recognition.
- Involvement can be as complex as participating in a major city development or as simple as beautification or rehabilitating of an unsightly, neglected city or neighborhood property.
- Suggested procedure for involvement:
  - Make your mayor or a city council member aware of your clubs interested in getting involved in city development projects.
  - Identify a location that could benefit from some fixing up by weeding and the planting of shrubs and flowers. Perhaps in a city park a library or a neglected roadside. Additionally, Notifying your local newspaper and putting a sign up on the plot you have rehabilitating with your clubs name on could get your club publicity and some new members.
- CGCI has the following monetary awards for your civic beautification efforts:
  - B-1 Civic Development Award is for civic beautification, roadside improvement, cleanup activities or other worthwhile community beautification projects by a club.
  - B-3 Civic Landscaping Award for landscaping an area in an area by a club or district.
  - B-4 Landscaping Design Advocate Award may be presented to gardens and / or districts for a program of awards that recognizes good land use and landscaping beautification with the community.
  - Check CGCI's yearbook for details of each award and book of evidence requirements.
  - Evaluation forms for each award may be downloaded from CGCI website that will also help you

### **Communications Director**

- The communications director shall oversee: (a) the creation and distribution of publications including, but not limited to, Golden Gardens e-News, Yearbook, Manual & Roster, press releases and brochures; and (b) the website. Publicity utilizes all tools of communication available, i.e., radio, television, internet, publications, magazines, newspapers, newsletters, etc.
- Website:
  - Maintains the website at CaliforniaGardenClubs.org
  - Designs and creates forms where necessary
  - Posts and updates all information as needed i.e. Golden Gardens eNews, current Board or Convention minutes and the Call to meetings, information pages
  - Administers the club/district websites and email addresses hosted by CGCI
  - Creates user profiles for club/district website administrators
  - Assists/instructs new users when necessary
  - Updates the User Guidelines
  - Creates email addresses at @cagardenclubs.org upon request
- Website policy as defined in Standing Rule #60:
  - Definition: The website shall be the internet portal for official information and general information relevant to the mission and goals of CGCI.
  - There may be a communications coordinator, who shall work with the webmaster and the hired website provider. Money for technical assistance shall be in the budget.
- Website Links:
  - The website may post links to CGCI district websites, the website of NGC including regions thereof, CGCI affiliates, associate plant societies and clubs that are CGCI members in good standing.
  - Links to horticulture, design and environmental organizations that are not members or affiliates of CGCI are not accepted unless approved by the executive committee.
  - It shall be the policy of CGCI not to accept commercial links except those of businesses that are official members of the CGCI participating sponsors program or other official CGCI business partnership program.
- The website may contain, but is not limited to:
  - General Information, items of benefit to garden club members as well as non-members: e.g. calendar of events, educational schools, membership.
  - Official CGCI information, convention and board of directors meeting information including minutes and annual financial statements; Articles of Incorporation; bylaws and standing rules. Any other information the president shall deem necessary.
- Endorsements - Only endorsements approved by the board of directors shall be posted.

### **Courtesy Resolutions Chairman**

- Creates courtesy resolution to be presented before the close of Conventions.

### **District Director Coordinator**

- The District Director Coordinator is the liaison between CGCI officers, chairmen, and District Directors. Previous experience as a District Director is not mandatory, but is strongly recommended. The coordinator should have a good knowledge of CGCI bylaws, standing rules, policy, and procedure, and be gracious and diplomatic in all considerations with the members of CGCI.
- The Coordinator works closely with the President to ensure open communication between directors, chairmen and the Executive Committee; facilitates networking between directors and assists them in the work they do pertaining to the Board of Directors. The Coordinator is available to answer questions concerning CGCI programs and guides directors to the proper CGCI officer or chairman; conducts the Directors Forums held at Fall and Winter Board Meetings and at the Convention and addresses concerns and needs of the directors. Suggestions for topics of discussion at the Forum are welcome.
- Summary of Responsibilities

- Prepare and send a newsletter to the District Directors, CGCI President and Vice-Presidents before each board meeting and convention.
- Plan and preside over the Director's Forums, held at fall and winter CGCI board meetings, and if a forum is requested, at the CGCI convention.
- Encourage District Directors to have their district clubs participate in and support as fully as possible CGCI, Pacific Region, and National Garden Club programs and projects.
- Introduce District Directors when they present their oral reports at board meetings and convention.
- Serve as an intermediary for Directors seeking answers to district problems.
- Answer all correspondence and telephone calls promptly and tactfully.

### **Educational Schools Finances Chairman**

- The chairman coordinates the CGCI grant program that helps sponsors defray the costs of Environmental Studies Schools, Gardening Study Schools, and Landscape Design Schools, and monitors the financial outcome of each course. CGCI Policy specifies the grant amounts available, and CGCI Standing Rule #30 specifies the reporting procedure to be followed by schools chairmen.

### **Endowment Funds Chairman**

- The Board of Directors has established two endowment funds: CGCI Scholarship Endowment Fund and CGCI Endowment Fund; the Board of Trustees serves as the Endowment Fund Committee with responsibility and authority to administer and manage both assets under general guidelines established by the Board of Directors.
- PURPOSE
  - To promote the endowments and encourage participation
  - To keep information about the Endowments transparent
  - To keep in communication with Principal Financial.
- GOALS
  - To grow the endowments to assure the financial stability of CGCI
  - To increase scholarship giving
  - To generate income for the General Fund
- PROCEDURE
  - To meet three times a year at the CGCI Board meetings
  - Endowment Committee members are the members of the Board of Trustees
  - To function with a Chair and Secretary
  - To report at all CGCI Board meetings and conventions.
  - Personal thank you letter from the Chair and an official IRS letter from the Secretary. to donors.
  - Keep yearbook information current.
- FINANCES
  - There is an Endowment Promotion Fund for use for things such as a flier yet to be developed.
  - There are two endowments in place at Principal Financial; the CGCI Scholarship Endowment and the CGCI Endowment
  - Monies collected for the Endowments during the fiscal year are deposited with the CGCI Treasurer.
  - Use the 3 part deposit form. The white copy accompanies the check and is sent to the CGCI Treasurer
  - The yellow copy is sent to the Financial Secretary
  - The pink copy is kept for the Chairs files
  - Monies collected for the Endowments are paid into the Endowments annually by the CGCI Treasurer.
- REFERENCES
  - Endowment Committee info is found in the Yearbook.

- Endowment Charters are on file with the Endowment Committee Chair and Principal Financial. Contact persons at Principal Financial are: Justin Frisco 800-458-1214 ext 120 or Kurt Cacconi 800-458-1214 ext 103

### **Environmental Studies Schools Chairman**

- Administers the NGC Environmental Studies Schools, serving as liaison between the local school chairman and NGC chairman, and maintains student and consultant records. The Environmental Studies School is a series of four (4) courses which may be sponsored by clubs, districts or CGCI. Club members may become accredited NGC Environmental Consultants upon successfully completing all four courses. Objectives are to promote the conservation of natural resources and environmental awareness. The public is welcome to attend any course.
- Procedures- Order the current *Environmental Studies School Handbook*. According to *The National Gardener*- Spring 2013, there are updates as of July 2013.
- Attend all State Meetings to get to know others (especially the District Directors) to promote this school.
- Give a two minute report about the school at all CGCI State Meetings and prepare a brochure for the District Directors Mailboxes.
- Once a club or district has agreed to a school make sure you get the dates of the school checked with the 1<sup>st</sup> Vice President of CGCI to make sure the dates are available.
- Follow the procedures in the NGC *Environmental Studies School Handbook*.
- You will be the Vice Chairman at the Consultants Council Committee. (This is brand new)
- AT CONVENTION- PREPARE AN EXHIBIT ABOUT ENVIRONMENT STUDIES SCHOOL FOR THE EXHIBIT ROOM.

### **Facebook Administrator**

- CGCI's page on Facebook is maintained by this Chairman. Any person may visit the page at [facebook.com/californiagardenclubsinc](https://www.facebook.com/californiagardenclubsinc)
- The Chairman updates the page daily or as needed with information (including photos) on club, district, CGCI, Pacific Region and NGC programs, projects and events.

### **Financial Advisor**

- This Chairman advises on financial matters as required and serves as a member of the Budget and Finance committee

### **Flower Show Team:**

#### **Flower Show Schools Chairman**

- The Chairman heads the Flower Show Committee and is responsible for the FSS Program and for adherence to NGC requirements for symposia. The Flower Show Committee, instructors and judges are required to comply with The Handbook for Flower Shows and the Flower Shows Manual (for instructors), with any additions and corrections published in The National Gardener.
- Promote flower show schools throughout the State of California
- Coordinate date of FSS with CGCI Official Calendar Chairman. Avoid conflict with state, district, regional and national events
- Request ratification of the school dates at the immediate CGCI board meeting.
- Maintain the records of the Student Judges until they become NGC accredited Flower Show Judges.
- Assist the Local FSS (Flower Show School) chairman with the following::
  - Appoint registrar, Treasurer and other chairman as defined in the Manual
  - Prepare a budget
  - Present budget to CGCI Educational Schools Finance Chairman
  - with request for \$500.00 Grant. if needed.
  - Invite Instructors
  - Negotiate fee with instructors
  - Locate a suitable location.
- Attend each course of the school to be certain NGC requirements are followed.
- Send school summary, roster and other required forms to NGC

- Request Schedule Directives for students who have completed all four courses.
- Send directive to NGC for passing grade and return to Students.
- Register the number of students taking the Hand Book examination.
- Arrange a location for the H. B. exam.
- Appoint a Proctor for the H.B. exam
- Send H. B. roster to NGC
- Send “Accredited Judge’s Certificate” application to NGC.
- Send names of new accredited Judges to CGCI Credentials Chairman.
- All reports, rosters, summary etc. must be on NGC forms using the correct color of paper.

### **Floral Design Education Chairman**

- Encourages interest in floral design by promoting the art of good design through examples and education. Contact this Chairman for information about the NGC Design Study Units, a series of four programs to be used by member groups to teach floral arrangement basics.
- Promotion of NGC Design Study Units - available for purchase from [headquarters@gardenclubs.org](mailto:headquarters@gardenclubs.org) Chairman must obtain their own copy of all Study Units (are not supplied by CGCI) Garden Clubs or Design Organizations are encouraged to contact you to Teach Design Classes, give Programs or Demonstrations.
- Attend all CGCI Board meetings
- Attend as many Symposiums and Flower Show Schools as possible.

### **Flower Show Judges Credentials Chairman**

- Keeps the permanent record of each accredited judge and their status, monitors renewal of good standing for schools and symposia and authorizes attendance for audit or credit. When application is made this Chairman initiates NGC certification for Life, Master and Emeritus status.

### **Flower Show Schedules Chairman**

- Reviews flower show schedules and offers suggestions for improvement. Sending a draft to this chairman for review is optional, it may be reviewed locally by an accredited flower show judge. The Handbook for Flower Shows states what information is required in the schedule.

### **Flower Show Symposia Chairman**

- Coordinates an annual symposium so that judges may continue their studies on new horticultural developments and trends in design. Any club member may attend the lectures upon payment of registration, but only NGC accredited flower show judges may take symposia for credit.

### **Flower Show Awards Chairman**

- Coordinates and oversees all awards related to flower shows, registers the shows and selects the evaluating judges if the sponsor wishes to enter for an award. For eligibility the show must be registered sixty (60) or more days in advance; submit date, theme, location and list of judges (names, addresses, status). Award application forms will automatically be sent to qualifying shows.
- **Chairman Time Line**
  1. Receive flower show registration from show chairman. Respond, requesting any additional information, as needed (often the number of members in club has been omitted).
  2. If the show will be evaluated (encourage this, even if the club doesn't plan to try for an award; they'll get valuable feedback from the evaluating judges), inform three of the judges they have been selected to evaluate the show. Keep a list of evaluators, so you avoid asking the same people repeatedly; give everyone a chance (although some judges are better than others at sending in their reports within a week as requested).
  3. Once evaluations have been received, calculate the overall and averaged score and notify the show Chairman whether the show is eligible for an NGC or CGCI Award, depending on the score (95+, NGC; 90-94, CGCI).
  4. Convene Judging Panel (Dec 1 due date to you to receive Books of Evidence going to NGC, to be sent first to CGCI Awards Chairman; plan to judge by Dec. 7 or so). CGCI Awards Books of Evidence due to you by Jan. 10. Include Show Evaluating Panels evaluation forms with the B of E for NGC Awards, retaining copies for your records.

5. Throughout the year, you will prepare Flower Show Awards Chairman reports for Fall and Winter Board meetings and for Convention. There *is* a sample in this book. If you will be unable to attend any *meeting*, obtain permission from the President in advance. Reports can be emailed in this case. For your 100 word report to the Recording Secretary, you may be asked to send this in the body of an email instead of an attachment. The President, Recording Secretary and Golden Gardens each are to get a copy of the report. Copies for president and G.G. may be longer than 100 words. If you are attending the meetings, you will be asked to *give* your report orally. Practice giving *it* so you are comfortable doing so.
6. Request for payment. Use the form provided (or an updated one) to submit; include receipts copies). Use code #1519 when submitting bills. \$50 is budgeted for this.

### **Flower Show Judges Council Liaison**

- Liaises between CGCI and the seven (7) Judges Councils in California and presides over all combined meetings of these councils which are held at symposia and the Convention.

### **Garden Therapy Chairman**

- Garden Therapy is for physically challenged people of all ages and disabilities. There are two types: 1) Active therapy - garden-related activity projects conducted with the participation of the physically-challenged. 2) Sedentary therapy - service projects conducted for those unable to participate (visits, gifts, reading, etc.)
- This position is appointed by the incoming President of CGCI and is for a period of two years. The Chairman is currently continuing the collection of names and locations of public places in CA that cater to handicapped persons.
- Duties:
  - Carry through on any approved project currently in progress that the president wishes to continue. The Chairman is currently continuing the collection of names and locations of public places in CA that cater to handicapped persons.
  - Attend one Board Meeting in the spring and one in the fall and the state conventions.
  - Write a report for each Board Meeting and give a 2-minute oral report at the Chairmen's Forums. Make duplicate copies for District Directors, President and Executive Board.
  - Write a 100 word report and e-mail to Board secretary before the Board Meetings.
  - Secure and maintain an award for the winning Book of Evidence. Presently this is a \$50.00 award given by the Orange County District through 2113. Yearbook, page 104.
  - Promote participation in the Awards Programs provided through CGCI, Pacific Region and NGC.
  - Become familiar with garden therapy projects of the clubs and gather information on Projects and programs to pass along to other clubs.
  - Encourage clubs to become active in garden therapy by giving information to the District Directors at the Board Meetings and by communicating by email through the coordinator of the Directors.
  - Write articles for CGCI publications.
  - Written two-minute report for Board Meeting Chairmen's Forum
  - Written 100-word report to Board Secretary
  - Request for Reimbursement payment. Currently \$50.00 per year.

### **Gardening Study Schools Chairman**

- Gardening Study Schools (GSS) are one of the educational programs offered by National Garden Clubs, Inc. (NGC). The program was established in May, 1977. It is a series of four courses (and varied refresher events) designed to help gardeners/members become accomplished horticulturists. CGCI is beginning its 21<sup>st</sup> series of this educational program in 2009.
- See Appendix C for details

### **Golden Gardens eNews Editor**

- The official publication of CGCI shall be *Golden Gardens eNews*, which shall be delivered electronically. The publication's objective shall be to publish information concerning CGCI and its activities and articles of interest for a balanced publication.

- The Golden Gardens eNews editor shall
  - supervise publication of *Golden Gardens eNews*,
  - be chairman of the *Golden Gardens eNews* Committee and
  - report to the board of directors at all board meetings and conventions.
- **Angels Fund Chairman**
  - Collect funds from donors honoring a friend or colleague as an Angel; contributions are \$25 each, with recognition in *Golden Gardens eNews*.
- **Circulation Chairman**
  - Distribute the publication and maintain the database of subscribers, updating as needed.

### **Golden Legacy Society Chairman**

- The Society is administered by this Chairman and the Board of Trustees who comprise the Golden Legacy Society Committee. Information will be sent upon request.

### **Group Tax Exemption Program Chairman**

- This Chairman keeps the files, including initial applications and annual renewal forms submitted by clubs and districts who wish, and who are eligible, to be members of the Nonprofit Group Tax Exemption Program and also coordinates the Nonprofit Group Tax Exemption required renewal reporting to the IRS and California FTB.
- This chairman IS NOT RESPONSIBLE for the annual electronic information forms which clubs and districts must submit to the IRS and FTB, any reports to the California Attorney General's Registry of Charitable Trusts, nor to the California Board of Equalization. Information, instructions and sample forms are available in the GTEP handbook available on the website.

### **Home Grown Chairman**

- Home Grown Chairman is appointed by the CGCI President to serve during that President's term.
- The Home Grown Chairman is a member of the CGCI Board of Directors, and is required to attend all CGCI Board and Convention Meetings, and follow the guidelines for chairmen contained in the CGCI *Yearbook, Manual, Roster*, as well as support the objectives of CGCI, Regional, and National Garden Club, Inc.
- This Chairman shall be responsible for judging any Award Entries sent to this Chairman.
- This Chairman should be creative in having the Home Grown concept better understood and practiced by members of CGCI and the public.
  - Suggestions: posting information regarding the importance of Home Grown produce so as to have current information in the hands of Garden Club Members. This Chairman may create and offer Awards at Conventions, and Board Meetings as approved by the President and/or proper officials.

### **Honor Books Chairman**

- The Honor Book records memorials, contributions and recognition of outstanding service. This Honor Book has evolved from the Green, Gold and Copeland Fund Honor Books, all are displayed at the annual meeting.
- Chairman collects donations and sends acknowledgement cards to donors and/or honorees
- The Honor Book also funds the following awards - Smokey Bear/Woodsy Owl Poster Contest, Lifetime Service Award and the Community Impact Award.

### **Horticulture Committee Chairman**

- Horticulture: The art or science of growing, flowers, fruits, vegetables, trees and shrubs, particularly in gardens and orchards. It is this chairman's purpose to encourage the accomplishment of the primary objective of CGCI: to create, promote and further an interest in horticulture and amateur gardening; and to assist clubs in their goal of helping members learn more about plants and how to grow them.
- This chairman will write articles on the subject of horticulture for Golden Gardens and the CGCI website.

### **Hotel Contracts Chairman**

- Chairman Duties: The hotel contracts coordinator works with the president and the event chairman during contract negotiations to review contracts before they are signed. Items such as the number of rooms and meals to guarantee, complimentary provisions from hotel, audio-visual rental costs etc. are reviewed to make sure contracts are complete, accurate and favorable in terms to CGCI.
- See Appendix D for details

### **Invasive Plants Chairman**

- Disseminates information about non-native/invasive plants which threaten California's native plant communities and upset the natural balance of local ecosystems.

### **Landscape Design Schools Chairman**

- The Landscape Design Schools (LDS) is one of the four educational programs offered by the National Garden Clubs, Inc. (NGC). The program was established on October 7, 1958, in order to develop in its membership a greater appreciation of the environment, both natural and manmade, "to advance the fine art of gardening, landscape design, and the study of horticulture". Four sequenced courses comprise a series. CGCI completed Series 25 in 2011.
- The State Landscape Design Schools Chair is appointed by the CGCI president, and is responsible for the administration of the Landscape Design Schools within the state, and is the liaison between students, consultants, as well as the Local School Chair (within the state) as well as the NGC LDS Chair and NGC Headquarters. It is recommended that the Chair must be an accredited Landscape Design Consultant. The Chair is responsible for directing the LD school within the state and for accurate accrediting of students and Consultants.
- Responsibility:
  - It is the State Chair's responsibility to see that the educational program complies with the requirements outlined in the NGC LDS Operations Guide, Revised 2007. The State LDS Chair is responsible for the implementation of the school in a punctual manner, allowing sufficient time for planning, processing materials, and publicity for the events. The Guide includes the procedures to be performed by the State Chair and the local LDS Chair. The Guide also contains copies of the forms used for the school and courses, which may be copied as needed. The forms are also available on the NGC website and will provide better quality documents than those copied from the Guide).
- Record Maintenance: The State LDS Chair is responsible for the accuracy and safety of all Student/Consultant Accrediting Records and regular maintenance of Accredited Instructors files. The State LDS Chair is responsible for all records of those who reside in the state and for correct accreditation of out-of-state individuals who have attended approved events within the state.
- Storage of Permanent State Records: To insure against possible loss, a copy of such records (listed below) should be kept at a site approved by CGCI and should be updated regularly. For each course and optional program, the State LDS Chair will maintain permanent copies of:
  - Event Announcement for Publication (LDS 1)
  - Course Information Form (LDS 2)
  - Request for Optional Program (LDS 3)
  - Brochures, study materials, exam questions and answers
  - Rosters (LDS 5-8)
  - Tally of Instructor Evaluation and Course Evaluation forms (LDS 13)
  - Instructor Records
  - Financial Statements

### **Legislation/Government Chairman**

- This chairman will bring major issues affecting CGCI objectives to the attention of the membership. No action will be taken by the organization. Individual members must act on their own when pursuing an issue.

### **Liability Insurance Chairman:**

- Premiums are remitted to this Chairman, who completes all transactions with the insurance agent in accordance with the state master policy including the processing of applications, annual premium payments and requests for additional insured certificates. The chairman will notify groups of premiums due.
- Member clubs and associate plant societies may purchase this coverage if they so desire. Affiliates are not eligible.
- Refer to the website for current rates and forms

### **Life Membership Chairman**

- This chairmanship is responsible for California Garden Clubs, Inc., Pacific Region and National Garden Club life memberships. Life memberships may be purchased as an honorarium or individuals may purchase their own. Application forms are available from the CGCI website, district directors, club residents or the current chairman. These donations support the scholarship program in each organization mentioned above and are fully tax deductible, except for NGC, which is partially deductible. (Explained below). Send completed all applications and checks to current chairman.
- California Garden Clubs, Inc., Life Memberships: The donation is \$100.00 and individuals receive a Life Membership Certificate. Make checks payable to California Garden Clubs, Inc. (Clubs are not relieved from paying state dues for a life member).
- Pacific Region Life Memberships: The donation is \$40.00. This includes the newly designed pin. Make checks payable to Pacific Region.
- National Garden Clubs Life Membership: The donation is \$200.00 and entitles individuals to a lifetime subscription to the National Gardener magazine. (The included \$81.00 subscription fee is NOT tax deductible). This contribution is divided equally between NGC Scholarship Fund and the NGC Permanent Home and Endowment Fund. Make checks payable to National Garden Clubs.
- See Appendix E for details

### **Member Award of Distinction Chairman**

- The chairman publicizes the award, the proceeds of which benefit the CGCI Educational Publications Fund. When an application is received the chairman should mail the award fee check to the CGCI Treasurer, using the proper form and line code, and notify the CGCI Financial Secretary. The award certificate is prepared using the award template, and the seal is attached. Then the certificate, folder, and award pin are mailed to the presenter, who should also be notified [by email if possible] that the award package has been mailed.

### **Membership Chairman – (See separate document for detailed procedures)**

- This chairman maintains an updated roster of garden clubs, affiliates and APS, collects dues, promotes membership growth and provides information on all facets of membership.

### **Memorial Gardens, Groves & Plantings Chairman**

- A memorial garden commemorates and preserves the memory of a person(s), an event or historical date. It may be located on public grounds such as hospitals, libraries, parks, etc. or private grounds that are open to the public. Memorial gardens may be sponsored by a club, a group of clubs or a district and are registered with NGC; to list a memorial garden an application form may be obtained from this Chairman or the website. A list of all memorial plantings and their locations is maintained by this chairman and is available at the website.

### **Minutes Review Chairman**

- Heads the committee which reviews the minutes of Board Meetings and Conventions.

### **National Garden Week Chairman**

- Each year National Garden Clubs Inc (NGC) designates the first full week in June as National Garden Week. The CGCI chairman's primary responsibility is to promote the observance of the week by providing

information and suggestions to clubs and districts and to encourage clubs and districts to apply for the CGCI and NGC National Garden Week awards.

- To **celebrate the event** clubs and districts are encouraged to:
  - Ask local government or Chamber of Commerce to proclaim National Garden Week
  - Sponsor/host flower show or garden tour
  - Conduct memorial tree planting
  - Set up educational, floral design and/or horticultural display at a local venue such as...a library, community center, bank, garden center, hospital, nursing/retirement home
  - Have an information table at a local garden center, grocery store or other public, high traffic location
  - Download the official proclamation and poster from the NGC website ([www.gardenclub.org](http://www.gardenclub.org) click on “events” main button)
  - Host a “new/prospective” member tea
  - Publicize your May or June meeting as celebrating National Garden Week
  - Sponsor “clean-up/recycling” day at local park or school or in collaboration with other organization(s) a larger area in the community
  - Take photos of member gardens or floral designs and submit to local newspaper highlighting your club and the special week
  - Involve youth through poster contests, recycling or clean-up projects.
  - Conduct horticulture fair.
  - Publicize the event through newspapers, radio and TV, club newsletters, and club/district/CGCI websites.
- **Awards:** CGCI (#PR-4) and NGC (#53): Awards are for the best overall promotion of National Garden Week. Entries should show how community was made aware of the celebration, i.e. posters, flyers, newspaper articles. NGC award deadline is December 1; CGCI award deadline is February 1. (NOTE: If you are submitting entries for both awards you must create TWO books of evidence – one for NGC and one for CGCI.)

### **NGC Liaison/NGC President’s Project Chairman**

- NGC headquarters is located at 4401 Magnolia Avenue, St. Louis, MO 63110-3492. The headquarters building and the gardens are financed by the Permanent Home & Endowment Fund. Telephone: 800-550-6007; FAX: 314-776-5108; and on the internet at [gardenclub.org](http://gardenclub.org). This Chairman interprets and promotes NGC programs and projects to members and is available to assist clubs with their applications/participation in these programs.

### **Natural Resources Chairman**

- Conservation of California’s natural resources includes a variety of topics of general interest including rare and endangered plants and animals with their natural habits, water supply, air quality, pollution, etc. The primary focus of this chairmanship is providing educational material and assistance on how individual members can help protect California’s natural resources for future generations.

### **New Cultivars Chairman**

- Horticultural information on new plant introductions and their uses, of interest to California gardeners, will be shared through educational material. This Chairman also encourages the use of new cultivars for landscaping, conservation and enhancing the gardens and natural beauty of California.
- Duties of the Cultivar Chairman
- Attend the Fall and Winter Board meetings and the State Convention. Attend all Chairman meetings at these boards and conventions
- Introduce new cultivars for each year at the meetings in 2-3 minute report
- Provide written copy of oral report as outlined in Chairman Guidelines
- If you give out handouts, you must have 28 copies for the DDs mailbox
- Articles for Golden Gardens eNews are welcome

## **Nominating Committee Chairman**

### Guidelines for the Nominating Committee

- See Bylaws, Article VI, Sec. 2. This committee is charged with obtaining the best qualified candidate for each executive office of CGCI and should recommend the individuals it considers the most competent. Written recommendations for qualified candidates are invited and should be sent to this Chairman, or other committee member, for consideration before the Fall Board Meeting of an even-numbered year; for eligibility requirements see Bylaws (Article VI, Sec. 1b).
- See Appendix F for details.

## **Operation Wildflower Chairman**

- “Operations Wildflower” is a National Garden Club effort dedicated to the beautification of our road-sides and other approved sites, and to the education of the public in the appreciation, preservation and propagation of our native wildflowers and grasses.
- The chairman arranges a CGCI state Wildflower Conference once each two year term for these educational purposes. The importance and beauty of growing and landscaping with wildflowers has become very popular throughout the entire country. Wildflowers require less water and care, and bloom in a diversity of beautiful colors.
- The goals of NGC are:
  - Each State Federation holds a Wildflower Workshop or Conference.
  - Clubs and State Federations apply for the Operation Wildflower Awards.
  - Stresses planting of wildflowers in member gardens.

## **Pacific Region Projects Chairman**

- This Chairman interprets and promotes Pacific Region Special programs and projects to members and is available to assist clubs with their applications/participation in these programs.

## **Penny Pines Chairman**

- The Penny Pines chairman works with contributions and inquiries from the garden clubs within the twenty six (26) districts. The chairman’s responsibility is to answer questions, to advise, promote Penny Pines, and most importantly, keep records of contributions and submit a contributions report every two months to the editor of Golden Gardens.
- Send contribution reports to Golden Garden eNews editor as accumulated.
- An annual report of contributions must be given to the CGCI President and Secretary, the Golden Gardens Editor, and each district director. A copy of the report must be saved with the Penny Pines files.
- Since the quarterly reports from the Forest Service, USDA, Vallejo, CA are usually incomplete, the Penny Pines Chairman needs to receive from each club a record of the club’s donations. The record must include the club and district names, the date of donation, and the number of plantations donated.
- Awards
  - The chairman determines recipients of the Penny Pines award based on contributions.
- Annual Convention
  - The Penny Pines Chairman must invite the Forest Service to send a representative to the annual convention. The invitation must include the date, time, and place of the Awards luncheon. Chairman may prepare Penny Pines display in the exhibit room
- Purchasing Plantations
  - Remind the clubs that plantations Cost \$68.00 each, so checks should be made out for \$68.00, or multiples thereof. Partial plantations cannot be purchases. Checks must be payable to USDA-Forest Service. Preferably check should be mailed directly to the Forest of choice. But, they also may be mailed to the Regional Coordinator given below:
  - Brenda Kendrix, Regional Penny Pines Coordinator, SDA Forest Service, 1323 Club Drive, Vallejo, CA 94592
  - Direct any inquiries concerning certificates which are lost or not received to Ms. Kendrix.

- Memory and Honor Notes
  - Note card stating “In Memory of \_\_\_\_\_” or “In Honor of \_\_\_\_\_” are provided by the state Penny Pines Chairman at no cost. These cards may be used by a club or an individual when donating plantations to recognize very special persons. These cards are in addition to the formal certificates issued by the Forest Service. They are especially useful what it is desired to provide recognition before the Forest service certificate arrives.
- Addendum, April 2001
  - Penny Pines Plantations are given, usually one (1) or two (2) plantations a year, from the moneys collected at the Annual Convention. These are usually, but do not have to be, given for a CGCI Board Member. They are often given “In Memory of \_\_\_\_\_” or “In Honor of \_\_\_\_\_” the Board member.

### **Permanent Files Chairman**

- The permanent files contain the historical books and records of CGCI. These records are temporarily located at the chairman’s residence and are under the supervision and control of the President and this Chairman.

### **Post Office Box Chairman**

- This chairman monitors the permanent mailing address of CGCI, collecting and distributing mail received. P.O. Box 75, Graton, CA 95444-0075.

### **President’s Project Chairman**

- Oversees and coordinates the fundraising effort. Checks received are sent to the CGCI treasurer once recorded and acknowledged.

### **Project Mission Blue Chairman**

- Coordinates and oversees the 5-year fundraising project to support the efforts of Golden Gate National Park Conservancy in stabilizing the habitat of the Mission Blue butterfly.

### **Publicity Chairman**

- Assist member organizations with the tools of communication available.
- Provide information on CGCI activities as appropriate. Publicity should include Who, What, When, Why, Where & How. Always mention NGC, Pacific Region, CGCI, the name of the district and club.
- Write articles for *Golden Gardens eNews* to keep district and club publicity chairs informed of the latest rulings from NGC and CGCI regarding awards entries for publicity.

### **Rare Plant Treasure Hunt**

- In conjunction with the California Native Plant Society, volunteers will be trained to discover and document rare plants throughout the state. Seeds will be collected for storage and preservation.

### **Reforestation & Restoration**

- Contributions support USDA Forest Service special infrastructure projects that will help in reforestation and restoration following devastation from fire and insect infestation in the National Forests situated within California.
- This chairman works with the Forest Service to identify appropriate projects, receives all contributions from clubs, districts and individuals, and sends acknowledgements

### **Sales Chairman**

- This Chairman is responsible for the inventory and sale of official pins with the CGCI emblem. Pins include: Club President, Past Club President, District Director, Past District Director, Life Member and gavel guard. Other items for sale include pins, charms, key chains and books - Inspirations; How to be a Blue Ribbon President; Installation Ideas Vol. III; etc. An order form is available at the website. This chairman keeps up to date inventory of all items. It is suggested that this chairman lists all items for sale in *Golden Gardens* periodically.

## **Scholarship Chairman**

- CGCI scholarships are funded by the Scholarship/Life Membership Fund and are awarded to college juniors, seniors and graduate students with noted accomplishments and/or students who plan careers in botany, conservation, entomology, floriculture, forestry, horticulture, landscape architecture, plant biology and/or plant genetics, urban planning, or research in allied fields.
- The Scholarship Committee, comprised of the Scholarship Chairman and the Board of Trustees, selects the winning applicants based on scholarship, character, aptitude, ability to succeed and the financial need of the student. The number of scholarships and amount of money are determined annually.
- This Chairman also promotes NGC and Pacific Region scholarships for which the Scholarship Committee selects applicants to be submitted for consideration.
- Obtain the updated applications for National Garden Club and Pacific Region Scholarships for posting to the CGCI website.
- Update the California Garden Club Scholarship application and send to the Communications Director for the CGCI website.
- Begin to publicize scholarship opportunities with the major agriculture schools (UC Davis, Cal Poly Pomona, Cal Poly San Luis Obispo). If possible, meet with these administrators. (September)
- Begin to collect scholarship information from all the CGCI affiliated organizations. To establish a tradition of clubs reporting to the CGCI Scholarship chairman, a major effort must be done at the State convention, because many of the club presidents attend. Follow ups and reminders must be done by March of the scholarship year. A listing of scholarships on the CGCI website is our goal every year. (May/June of previous year)
- Encourage your club scholarship chairmen. Answer any questions they might have, and obtain information on how each program is administered. Unfortunately, many clubs do not select a scholarship committee chairman until late in the year. (October)
- Receive and process scholarship applications. Request further information from the applicant(s), if necessary. Make sure there are no mistakes that can be amended in time, before sending the applications to the CGCI Board of Directors, either by email or snail mail. A simple evaluation form should be sent with each packet. (January)
- At Winter Board, lead the Scholarship Committee meeting, and select the two CGCI Scholarship winners. The Scholarship Committee recommends who is to apply for the two National Garden Club Scholarships and the one Pacific Region Scholarship. (February)

## **Sempervirens Funds Chairman**

- This chairman encourages and promotes gifts and memorials towards payment for a grove of redwood trees in the Big Basin Redwoods State Park, located in the Santa Cruz Mountains. This is a continuing conservation project which will help protect these redwood forests in perpetuity, for the education and enjoyment of all; to date ten groves have been purchased. Donations are encouraged for either the purchase of a mature tree or as a contribution to the project.

## **Shrubs/Trees Chairman**

- This chairman promotes the use of shrubs and trees in the landscape.

## **Three-Year Calendar Chairman**

- Calendars are \$5 each. Clubs and districts may take them on consignment or they may be purchased at CGCI meetings; for individual mailings contact this chairman. Sales for the 2014-2016 calendars will support Project Mission Blue and the Anza-Borrego Desert State Park project.

## **Timekeeper**

- This chairman times oral reports given at meetings.

## **Tours Chairman**

- The incoming President may wish to arrange a fundraising tour to benefit CGCI projects and programs. This chairman works with a travel agency to arrange all aspects of the selected tour.

### **Vermiculture/Vermicomposting Chairman**

- Raising certain varieties of worms (vermiculture) to transform organic waste into a nutrient-rich soil amendment (vermicomposting). Those wishing to start a worm farm should contact this Chairman for information.

### **Water Conservation Chairman**

- The chairman will focus on sustainable water quality and conservation and environmental water issues.

### **Website Chairman**

- The Webmaster maintains the CGCI website, issues email addresses and user access to eligible clubs and districts. (See Communications Director)

### **Wildlife Chairman**

- Promotes the conservation of wildlife, including birds and insects through education and the exchange and dissemination of data.

### **Yearbook, Manual & Roster Editor**

- The Yearbook, Manual & Roster is an official publication of CGCI. It provides information on the organization and operation of CGCI which is updated annually. Complimentary copies are distributed to the Board of Directors and to club, affiliate and APS presidents. This chairman is responsible for the design, creation, editing, printing and distribution of the annual publication.

### **Youth Activities Team Chairman**

Junior Gardeners-Preschool- grade 6

Intermediate Gardeners-Grades 7-9

High School Gardeners-Grades 10-12 (Grades 9-12 in 4 year schools)

- This chairman's responsibilities are to assist garden clubs and/or districts in sponsoring your garden clubs and to encourage the youth leaders to provide balanced programs in horticulture, conservation, leadership, participation in flower shows and awards. Districts are encouraged to appoint a Youth Activities Coordinator (YAC) and assist in dissemination of information and material.
- The chairman submits new groups for ratification at board meetings or convention. Each ratified youth group must submit an annual registration form, these and applications for membership are available from this chairman or the CGCI website.

### **Youth Administrative Assistant**

- Maintains an updated list of youth groups and ensures NGC youth group dues are paid in a timely manner and tracks the annual reporting forms

### **Girl Scout Liaison**

- This chairman liaises between the Girl Scouts of America and CGCI. In cooperation with the Girl Scouts a CGCI patch has been developed for Girl Scouts to earn and add to their collection.

### **Poetry/Essay Contest Chairman**

- This chairman promotes youth award entries in the CGCI, Pacific Region and NGC poetry and essay contests.

### **Smokey Bear/Woodsy Owl Poster Contest Chairman**

- This Chairman promotes, coordinates and administers the Smokey Bear (fire prevention) and Woodsy Owl (environmental) poster contest in California; state winners are forwarded for Pacific Region and NGC competition. Entries must be sent to this Chairman no later than January 10. See the website for contest details.
- Works with the USDA Forest Service in promoting the Preservation and Conservation of the many national forests in the state of California. This contest is for children in grades 1 to 5 in our public schools, charter schools, home school chapters, scouts, 4H, Boys and Girls Clubs and other organizations. Children are encouraged to enter their posters to be judged and may be one of the 20 winners- 1st, 2nd, 3rd, or Honorable Mention for that year.
- Information is sent to this chairman from the National Smokey Bear Chairman in late summer, or the CGCI President will give it to you at the convention.

- Distribute this information at the fall board meeting to all clubs.
- Encourage clubs and local chairman to complete the *Local Chairman Report Form*. This will help you with the report you must submit later. You may want to do this at the District Directors meeting. This gives them an opportunity to ask you any questions they may have about participating.
- Email pertinent information from National to CGCI webmaster for posting to the CGCI website.
- Garden clubs submit their winning posters to this chairman in January (specific deadline is in the information provided by the National Garden Club Smokey Bear Chairman) of the following year. (This chairman keeps a list of posters submitted on an Excel spreadsheet.
- This chairman **selects a group of judges to select the winners of the CGCI contest**. This may be done at the winter board meeting if the time line allows.
  - After the winners for CGCI are selected, take a photo of each first place winning poster.
- **The first place winning posters are sent on to the Pacific Region Poster Chairman for competition** in the Pacific Region Poster Contest (the deadline is in the information packet from National). Include your *State Chairman Report Form*.
- As soon as the registration form for the CGCI convention has been composed, (I would contact the chairman and request one) **send a letter to each child with the winning entry advising them of winning and inviting them to the Youth Recognition Luncheon**.
  - Include a registration form for the luncheon. This child and one guest have their lunch paid by CGCI.
  - Any other family members may attend but must pay the regular price of their meal.
  - A registration form must be filled out for each winner and family member attending the luncheon. Encourage the family to return their registration form or forms to you, not the convention register.
- **This chairman also sends a letter to the District Directors and clubs of all 20 winners, announcing that they have a winning entry**. If the child is unable to attend the CGCI Youth Luncheon the clubs and districts are then encouraged to do something special for the child within the club or district.
- **A written invitation must be sent to the USD Forest Service Representative**, inviting her to the Youth Luncheon at the CGCI Convention each year to present the certificates. Include a registration form. Her lunch is paid for by CGCI.
- A list of all the contest winners must be mailed or emailed to the USDA Forest Service Representative for the certificates that are provided by the Forest Service.
  - These certificates must be signed by the Smokey Bear Chairman and current CGCI President (this is done at the convention).
- A written invitation is also sent to the CGCI President
- **Complete and mail a CGCI Request for Payment or Reimbursement Form** (available on the CGCI website), requesting a check for \$25 for each of the First Place winners in each grade. This money comes from the Honor Book fund.
- A Smokey Bear character in costume is provided by the Forest Service. **Ask the Forest Service Representative for a contact name and phone number**. Make arrangements for Smokey to attend the youth luncheon.
- **Compile a list of winners and their family members that will be attending the luncheon**.
  - This list will be needed by the CGCI Amenities Chairman who will contact you prior to the convention.
  - **The registration forms need to then be mailed to the CGCI Convention Registrar** along with any monies received from family members attending the luncheon (This chairman makes and keeps a photo copy of each registration form). Make sure they have marked what they would like for lunch if there is an option.
  - The Amenities Chairman will want to know how many tables to reserve for the winners and families. She may also ask you to make place cards for the tables.
- Greet children attending the luncheon and guide Forestry representative to a location to change into costume. Smokey cannot get dressed in a restroom. Most conventions have a mud room that he can use.

After lunch award the poster winners with certificates. Distribute posters to children that are in attendance. All other posters should be placed in large bags provided for each district director.

### **Zip Code Club Finder Services Chairman**

- A locator page at the website will help people find clubs located in zip codes closest to their own.
- To be included in this optional, free benefit of membership clubs and districts are required to visit the website to complete and submit the Zip Code Listing Approval Form; allow TWO (2) weeks for processing. Completed form automatically goes to the chairman who updates the master Zip Code database.

## Appendix A

### Awards Chairman:

- The chairman will oversee and/or coordinate the following:
  - Prepare typed Blue Ribbon Certificates for each winning club, to be signed by state president and awards chairman.
  - Process all necessary certificates and have them signed by state president.
  - Follow up, when necessary, with designated chairmen for winner's names.
  - When winners of trophies to be engraved have been determined, arrange for engraving and bill proper donors. Purchase award for "Man and Woman of the Year".
  - Secure names of those receiving AWARDS OF MERIT from the state president along with recipients' meritorious achievements. Have all certificates signed by president.
  - Coordinate cash awards with awards finance chairman.
  - Make necessary arrangements with convention exhibit room chairman for sufficient exhibit room space for all award books of evidence.
  - Notify all designated chairmen that it is their responsibility to bring all award entries to convention for exhibition purposes. Each award chairman notifies chairman with awards to send winning book by date specified in yearbook.
  - Arrange for table space immediately below awards banquet table for placement of Awards.
  - In some years the convention awards book is prepared. Printing costs paid by CGCI unless donor can be found. Award books are given to those attending convention awards banquet.
  - Participate in the presentation of awards at designated meals and at the awards banquet. Award donors participate in presentation of their awards periodically. Prepare the script for all award presentations.
  - Decorate or have decorated by local convention persons, District Directors boxes for blue ribbon certificates, a listing of awards won by his/her garden clubs and a convention award book for each of his/her clubs.
  - Arrange for award stickers to be placed on winning entries in exhibit room. Designated chairmen can perform this duty as they are familiar with books of evidence. Stickers can be applied following presentation of said awards. Arrange with exhibit room chairman convenient time for chairman to enter exhibit room. Award sticks-1<sup>st</sup> blue, 2<sup>nd</sup> red, 3<sup>rd</sup> yellow, 4<sup>th</sup> or HM white.
  - Prepare a list of all awards winners following the order as given under awards in the state yearbook.

## Appendix B

### Bylaws & Policy Chairman

- Meet with your committee at each Board Meeting and Convention.
- Invite the CGCI President to your meeting and consult with him/her if there is something of importance that you feel she/he needs to be aware of.
- Invite the CGCI Parliamentarian to your meeting as that person serves as an Advisor to the Bylaws and Policy Committee.
- Send a proposed agenda to committee members of specific items to discuss/review (including the date, time and location of the committee meeting scheduled obtained from the Board or Convention Chairman). This includes any new and old proposals still being worked on.
- Include a copy of agenda to the CGCI President, Vice Presidents, Parliamentarian and Recording Secretary as a courtesy of what the Executive Committee may expect to be coming their way.
- Standing Rules can be presented at any meeting and will take effect immediately upon approval.
- Any proposed Bylaw change must be in writing.
- When presenting a proposed Bylaw amendment to the Committee for review:
- Have it written out exactly the way it now reads including Article, Sec. and Page number that is in the current CGCI yearbook.
- Followed by the proposed change, by striking or adding.
- How it will then read with the proposed change.
- And the rationale for the change.
- This same format is followed when mailing with the CALL to Winter Board and Convention.
- After each meeting, do a re-cap to the committee members and the same people on the Executive Committee noted above so they are aware of what occurred at your committee meeting and what Bylaws changes will be presented at the Winter Board.
- In order to be mailed with the Call to winter board, proposed bylaw changes should be received by November 1. This only gives you the Fall Board Meeting and then anything new that comes in, is done by email.
- The suggested Bylaw changes are to be discussed and a final report from the committee, including rationale, is then to be sent to CGCI Corresponding Secretary to be included in the CALL to the Winter Board Meeting (DEADLINE: November 15). Ask recipients of the CALL to bring their copy of proposed Bylaw changes with them to Winter Board for voting on proposed changes.
- The proposed Bylaw changes shall be presented at the Winter Board Meeting. Make 50 complete sets for any Board Member who forgot to bring their copy.
- A final copy of the approved Bylaws changes from Winter Board is then made and is sent to the Corresponding Secretary to be included in the CALL to Convention so attendees including Delegates are aware of what has been approved at Winter Board (DEADLINE: March 1). Ask recipients of the CALL (plus Delegates) to bring their copy of proposed Bylaw changes with them to Convention for voting on proposed changes.
- The Bylaws and Policy Committee Chairman shall present the final report at the Annual Meeting (Convention) for adoption. Make 100 copies of complete sets of all proposed Bylaw changes for those who forgot to bring them.
- When presenting a Bylaw for voting by Board Members, followed by Delegates at Convention, check with the President ahead to see if she/he wants you to read the complete Bylaw or just how it is to read after the proposed change. After each Bylaw is read including the rationale, then “on behalf of the Bylaws and Policy Committee, Madame President, I move to adopt.” NOTE: It is extremely helpful if you work with the President and create a written script for each proposed Bylaw change so both you and the President know exactly the words to say and when.
- Notify CGCI Yearbook Chairman of both Standing Rule changes and approved Bylaw changes after Convention for inclusion in the following year’s yearbook and update each with dates amended.
- Confirm with the Recording Secretary’s minutes to make sure everyone is in agreement with the way it read when approved. Keep good notes on your worksheets as you go along and track any amendments made from the floor that are approved that change the proposed bylaw.

- Request a copy of the Bylaws and Standing Rules section of the next CGCI yearbook for proofreading and review it completely. Work with Yearbook chairman to make corrections needed before yearbook is printed.
- This chairman should own a current edition of Robert's Rules of Order Newly Revised.
- Be familiar with the CGCI Bylaws and Standing Rules as well as Policy. Make certain there are no contradictions between the two. The reason that the Policy Section was created was to have somewhere for the procedures to go that were taken out of the Bylaws at the close of a five year Overall Bylaw and Standing Rule Study. The Outside Advisor to that Committee instructed them that procedures that might need changing quickly need not be included in the Bylaws.
- If possible, look back through the older State Yearbooks to see how the Bylaws and Standing Rules read at that time.
- Remember that Bylaw changes need to be approved by the CGCI Board of Directors before they are voted on by the Convention Body. Standing Rules may be presented and approved by the Board of Directors at any Board of Director's Meeting, and need not go to the Convention Body.
- Subjects that might need to be changed quickly, or are ever changing, should go into Standing Rules.

## Appendix C

### Gardening Study Schools Chairman

- A State Gardening Study Schools Chairman is appointed by the CGCI president, and is responsible for the administration of Gardening Study Schools (in accordance with the NGC GSS Handbook, Revised 2005 - procedures performed by the State Chairman and the local chairman are contained in this handbook as well as the forms used for the courses which may be copied as needed.) within the state, and is the liaison between students, consultants, and school chairmen within the state and the NGC GSS chairmen and NGC Headquarters. Chairman must be an accredited Gardening Consultant, Master Consultant, or Emeritus Consultant.
- Gardening Study Schools may be sponsored by a member club, groups of clubs, district, council or the state, but the State Gardening Study Schools Chairman is responsible for the program, regardless of the sponsoring group and acts as general overseer. The State GSS Chairman will work cooperatively with the Local Chairman to accomplish the steps necessary to conduct a course.
- Duties of the State GSS Chairman to register a Gardening Study Schools Course:
  - Request and obtain approval from CGCI for a new series of Gardening Study Schools (this may go to the Recording Secretary or to the Vice President with responsibility for the CGCI master calendar).
  - Ascertain that all courses conform to NGC standards.
  - Each course must include at least 10 hours of instruction.
  - All subjects and hours must be covered as described in the Handbook. Any modification must be approved by the NGC GSS Chairman.
  - As of 10/2009, there are no time restrictions between courses; courses may be given back to back. (Historically, no more than two courses were recommended to be given in one calendar year for any one series; and four months were to elapse between dates of the courses).
  - Register courses with appropriate NGC Accrediting Chairman. At least three (3) months prior to the scheduled date of the course, send the following to the NGC Accrediting Chairman:
    - Four (4) completed, signed Registration Forms (Form 05-1) received from the Local Chairman.
    - Check for \$5.00 registration fee, made payable to NGC.
    - Two (2) copies of Instructor's Credentials (Form 05-6) for each first-time instructor. If approved, the NGC Accrediting Chairman retains one copy and returns the other copy for the State GSS Chairman's file.
  - Send a copy of the exam for each required subject with answer sheets, at least three (3) weeks prior to the course, to the NGC Accrediting Chairman for approval. Keep one copy on file for duplication.
  - Notify Local Chairman when registration has been approved by the NGC Accrediting Chairman and when exams have been approved by the NGC Accrediting Chairman and may be duplicated.
- Duties of the State GSS Chairman to accredit a Gardening Study Schools Course:
  - Receive accrediting materials from Local Chairman no later than four (4) weeks after the conclusion of the course.
  - Prepare Gardening Consultant Certificate Applications (Form 05-10) and/or Refresher Certificate Applications (Form 05-11) as needed to be submitted with accreditation materials.
  - Submit materials to the NGC Accrediting Chairman for course accreditation no more than five (5) weeks after the conclusion of the course:
    - Four (4) completed, signed copies of Student Roster (Forms 05-2, 05-2a, 05-2b).
    - Four (4) completed, signed copies of Refresher Roster (Forms 05-3, 05-3a) if needed.
    - Four (4) completed, signed copies of Course Summary (Form 05-4).
  - Check, made payable to NGC, for testing students and refreshing consultants - \$5.00 per tested student and \$5.00 per Consultant refreshing for credit.
  - Three (3) completed, signed copies of Gardening Consultant Certificate Applications (Form 05-10) and/or Refresher Certificate Applications (Form 05-11) as needed. A current label from *The National Gardener* (at least a three-year subscription) or NGC Life Member number must be attached to each application for Consultant or Refresher certificate.
- Further duties of the State GSS Chairman:

- Promote, encourage, and attend Gardening Study Schools and Refresher Events within California. Advise Consultants of regional and national convention refresher opportunities and refresher opportunities in nearby states.
- Maintain records for each student/Consultant within the state, noting courses attended with dates and exam grades, and dates of refreshers taken for credit. (Forms 05-8 and 05-9)
- Upon receipt of Certificate cards (Consultant, Refresher, Master, or Emeritus), distribute to Consultants with congratulatory note.
- Send refresher reminders to Consultants at least once per two-year term (Form 05-12) – do this annually, if possible. Monitor Consultant lapse dates, and send refresher reminders to Consultants in the year that they would lapse (advising them of refresher opportunities that year and that they can request an extension prior to their lapse date). With the launch of the NGC online GSS Course I in June, 2009, Consultants eligible to refresh may do so once each year by taking the online course; there is no longer any legitimate reason for a Consultant who wants to maintain their Gardening Consultant status to lapse unless they just do not want to continue on with the program.
- If an extension is needed for a student or Consultant, apply to the NGC GSS Chairman. (Form 05-14)
- Forward records of out-of-state students to the appropriate State GSS Chairman.
- Follow *The National Gardener* and maintain contact with regional and national GSS chairmen to be aware of NGC GSS requirements and changes.
- Refer to and observe Guidelines for State Chairmen in the CGCI Yearbook – helpful in understanding the chairman’s duties in general.
- Maintain membership (pay dues) in the CGCI Gardening Consultants Council. Per Council bylaws, the GSS Chairman is an officer of the Council.
- Present the GSS report at each meeting of the Gardening Consultants Council (these meetings are held three times a year – at CGCI conventions and board meetings).
- Present a chairman’s report, encouraging new series and promoting upcoming courses and events, (to board members) at CGCI conventions and board meetings.
- Submit articles about the program and Dateline information about scheduled school dates to *Golden Gardens*.
- Work with CGCI Webmaster to make certain that information about the program posted on the CGCI website is current and accurate.
- Respond to inquiries from Consultants, students, prospective students, local school chairmen, regional and national chairmen, prospective school series sponsors and others on a timely basis. Incoming inquiries may be routed through the CGCI website.
- Provide an updated list of consultants annually for the CGCI Yearbook Chairman, including certification expiration date, with a copy to the Gardening Consultants Council Chairman.
- Maintain a record in a theme binder for each completed series. Include the following for each course: brochure, registration forms, roster sheets, summary sheets, budget, and financial report after each course is completed.
- The record file is to be passed on to the succeeding State GSS Chairman. If no chairman is appointed, the file shall be held by the state president, or other designee.

## Appendix D

### Hotel Contracts Chairman

- As soon as a meeting is ratified, discuss with president concerning sending the event chairman the "Hotel Contracts History" spreadsheet and a rough tentative schedule including number of meeting rooms needed and for how many people as well as number of sleeping room nights recommended based on historical use. Determine if this is to be sent to the event chairman by the president or by Hotel Contracts Chairman. Each president will have a different style and or ideas of how to work with the specific event chairman.
- The next step will be a short form proposal from the hotel. Discuss with president and determine the best proposal. Then event chair asks for a more detailed proposal. Upon receipt review with the following in mind:
  - Name and address and signor of the contract must be the president not the event chairman.
  - Check dates of room guarantee with the dates ratified.
  - Make sure there are rooms available the night before the meeting for early arrivals, then the number of rooms per night should be what the president approved earlier.
  - Confirm that there is an 80% attrition clause (85% at worst) without penalty on the room guarantee. Smaller hotels and casino's may not even have a minimum guarantee.
  - There should be a clause to included 2 or 3 nights before and after the event and the event rate and that these rooms should be included in the room guarantee.
  - Try to get complimentary parking or if they demand a charge negotiate the rate a low as possible.
  - There should be a complimentary room given for each 40 or 50 room nights.
  - Also try for a complimentary suite for the president as the district must pay for the presidents room so it is best if it is complimentary. If not try to get a suite at the price of a regular room.
  - Need podium and mic at head table and another on the floor for speakers.
  - President will determine other Audio Visual needs based on programs and workshops and how many power point presentations are needed. Try to find the power point projector and lap top from someone in the district rather than from the AN firm. That way you should only need to rent a screen and AN cart for the lap top.
  - Need risers for the head table and make sure to have handicap rails for the stairs going up to the head table. Try to have the head table large enough for 14 but set up for 12 to accommodate lap tops, pull along carts, etc.
  - If possible set up workshops in class room format to allow attendees room for bags and paper to take notes.
  - Business meeting are best set up with rounds of 10 with only 6 or 7 chairs (Crescent Rounds) so no one has back to head table and screens. If this is not possible (but most hotels prefer it) then go the theater style.
  - Check food and beverage minimums and meal prices for reasonableness.
  - Ask for as many handicap rooms as possible, some must have roll in showers.
  - Check ADA requirements section on contract.
  - Check indemnity clauses and make sure we are not responsible for negligence of hotel.
  - Check to see if there is airport shuttle service available or alternate means or transportation.
  - Check for the deadline for hotel registration try for 14 days, some may require 21 but that is difficult depending on when the call will actually be sent.
  - Try to get commitment for lunches under \$30.00 and dinner under \$40.00 inclusive or tax and service fees. Another option is to review current banquet pricing and if reasonable ask for a guarantee of current year pricing at time of event. Quite a few hotels will not have a problem with this, and remember if they are hard to work with on this issue they\ will probably be hard to work with AFTER the contract is signed.
  - Set up a bar for receptions, any charge should be waived with receipts of \$250.00.
  - There will be a Catering Contract (hotel have different names for it) just prior to the actual meeting that will enumerate all meeting rooms, AN and meals. If the hotel is asking for any payment up front make sure it is not until after this contract is available. Offer to pay food and

beverage minimum amount as we normally exceed that easily. This Contract must be reviewed and signed by the president. It CAN NOT be signed by the event chairman.

- Once contract is signed follow up to make sure the hotel deposit is paid and failure to pay it on time may cause problems.
- Hotel Contracts chairman is also responsible to monitor all hotel deposits to make sure the district pays back the deposit paid by CGCI Treasurer and give you report that shows all deposits so you can see which ones are still outstanding. Remember the deposit can be paid 2 years in advance so there can be several pending at once.

## Appendix E

### Life Membership Chairman

#### Life Membership Procedures

- Process all CGCI, PR, and NGC Life Membership applications and keep records up to date, including changes of address and deaths.
- Prepare a list of new CGCI life member names for ratification at board meetings and conventions.
- Have applications for all three organizations readily available at all meetings and conventions.
- Prepare exhibits for board meetings and convention as requested.
- Determine the winners of the G-12 and G-13 Awards and send the information to the awards chairman by February 1. (See awards book to determine winners.)

#### Procedure for CGCI:

- Receive completed applications and checks and record information on a worksheet and enter into computer database.
- Prepare a certificate and letter of welcome. Letter to be personalized to include the Name of recipient and the name of donor (club, district or individual.) Mail to Individual or to donor for surprise presentation.
- Send list of new member's names, addresses and districts to Golden Gardens eNews editor bi-monthly by stated deadline. Submit information to CGCI Yearbook Editor as requested.
- Send checks and white cash receipt to treasurer and yellow receipt to Financial Secretary by the 25<sup>th</sup> of each month. Keep pink copy in receipt file.

#### Procedure for PR and NGC:

- Receive applications and record on worksheet and enter into computer database.
- Forward application check to PR or NGC Life Membership Chairman.
- Report new members to Golden Gardens and Yearbook editors as above.
- Report change of address and deaths to each LM Chairman.

#### Maintaining and Updating Records:

- All names and addresses are currently maintained and updated in a computer database and written in records binder. Printing a hard copy should be done periodically. In an effort to determine whether long-time members (especially those that became members before June, 1997) are still among the living and are still wishing to receive Golden Gardens, a response questionnaire should be published every few years.

#### Reports:

- In addition to bimonthly reports listed above, reports are requested for board meetings and conventions.
- Board and convention reports require a full length report for the President and the Golden Gardens Circulation Chairman. Recording Secretary requires a 100 word report for the minutes and the list of names to be ratified.

#### Calendar:

- June: Prepare convention reports. Prepare to make an oral presentation, which may be requested to honor new CGCI, PR, or NGC Life Members at board meetings and conventions. Golden Gardens Finance Chairman may request, for billing purposes, the number of CGCI Life Members. This information is best received from the Golden Gardens Circulation Chairman, as not all Life Members receive Golden Gardens. (Some couples receive only one copy and some indicate they no longer read the magazine.)
- September: Prepare fall board reports.
- January: Prepare winter board reports. Determine the winners of the G-12 and G-13 award and send the information to the Awards Chairman by the deadline.

#### Miscellaneous:

- Although a computer database list is kept for easy access, it is felt that hard copies must also be kept of all members in the event that the next Life Member Chairman does not have access to a computer. In addition, this "paper trail" has proved to be invaluable in the past.
- It is very advisable to place in each District Director file, a copy of the three (3) applications so the director may make copies to distribute to each of their club presidents.

#### Materials & Supplies Needed

- Computer disc and hard copies with all current names.
- Supply of applications for CGCI, RP, and NGC.
- Supply of certifications, gold seals and 6"X9" mailing envelopes.
- Supply of stamps
- CGCI logo business stationary for letters of welcome. Legal envelopes.
- Binders for worksheets, current applications, past applications and deceased member applications.
- Supply of cash receipts.
- Current CGCI yearbook and roster.

## Appendix F

### Nominating Committee Chairman

- The nominating Committee of seven members, each of whom shall have served on the board of directors, and be present at the convention, is elected by ballot at the convention in odd number years.
- The Nominating committee shall meet prior to adjournment of the Annual Meeting at the call of the Parliamentarian to elect its own chairman.
- The By-laws of California Garden Clubs, Inc., should be carefully studied by all members of the Nominating Committee.
- The Chairman shall notify each Committee Member of any Committee Meeting.
- The only person from whom the Committee may seek council concerning their instructions is the State Parliamentarian.
- Any discussions within the Nominating Committee shall be *kept confidential*. Committee members should carefully refrain from making statements or contacts that might be misconstrued.
- At the first (odd number year) Fall Board Meeting the Committee shall notify all board members of vacancies of office. Such notice also to be published in the Nov-Dec issue of Golden Gardens. Letters can also go to District Directors at the Board Meetings.
- Usually the Committee Chairman contacts potential candidates who have been chosen by the entire committee, but in some instances many delegate this duty to another committee member.
- It is courtesy to ask present officers if they will consent to serve in another office, if eligible. By-laws Art. V1, Sec. 2.
- The Nominating Committee should meet at the first Fall Board Meeting to make a list of possible candidates. Chairman to send letters and personnel questionnaires to everyone being considered for possible interview at a future committee meeting. All candidates should be interviewed. Get their approval in writing.
- Notify candidates of time and place for interview before the meeting. Send notes or you might put notes in their registration packets before the registration. Allow about 15 minutes per interview. If meeting during the Board Meeting, ask the President if the Committee may be excused. Ask Board Meeting Chairman for a meeting room if needed. A good time to meet is during District Director reports. Have someone call you before Chairman Reports begin. You might also have breakfast together in a separate room.
- Suggestion: Make a worksheet for each committee member with each office listed. Grade each person interviewed from 1-10 for each office candidate might serve.
- Try to have officers from different parts of the state.
- There is no rule to bar members of the Committee from being named as a candidate, provided they have the necessary qualifications for the office.
- All recommendations shall be filed with the Chairman on or before December 1<sup>st</sup> of even numbered year, preceding election year. These recommendations to serve for information only.
- Differences of opinion within the Committee as to candidates to be recommended should be decided by written ballot. A quorum for voting is five (5) members of the committee.
- Consent in writing of all candidates is advisable before their names are placed in nomination.
- Send letters of regret to everyone not being nominated.
- After the deadline and the Nominating Committee has voted on the slate of Nominees, type up the slate of officers starting with the President. List names, address, district and garden club and of course the office. Have all members of the Nominating Committee sign the sheet. Mail a copy to the State President at least two weeks before Winter Board. Have a copy of this list along with a copy of districts and people ineligible to serve on the Nominating Committee the next term of office. Turn this information over to the President after you give your report at Convention.
- It is also the responsibility of the committee to keep two (2) current lists of all members who have served one (1) term and two (2) terms on the Nominating Committee. After checking with the Parliamentarian, a copy shall be given to the President before the opening of the Annual Meeting.
- Nominating Committee Chairman is to give a report of not more than 3 minutes at each Board Meeting and Convention.

