

Procedure Book

Arboreta/Botanic & Memorial Gardens Chairman

Line Code 1503

The Arboreta/Botanic Chairman is:

- A voting member of the CGCI Board of Directors (Board)
- Expected to attend all Board and Convention meetings
 - Fall Board Meeting
 - Winter Board Meeting (often virtual)
 - Pre-Convention Board (immediately preceding the Convention)
 - Convention
 - Organizational Meeting in election years (often the morning following the installation)
- Non-attendance must be excused by sending a request to the President.
- Each chairmanship has a budget allowance, identified by a line code, found on the website. Stay within the designated budget. If necessary to exceed the budget allowance, the proposed expense and rationale must be submitted to the Budget and Finance Chairman for approval, or the expense may not be reimbursed. Budgeted expenses may be reimbursed using the [Request for Payment or Reimbursement form](#), also found on the website.

Overview / History – This chairman maintains a list for the website of public and private California gardens that are available for viewing. Arboreta and botanical gardens are educational and/or scientific institutions having a collection of labeled growing plants, arranged systematically, with trained personnel to fulfill its purposes and objectives.

Procedures

- Present a 2-minute oral report at all CGCI meetings during chairman reports.
- Submit a written report to the Recording Secretary within five days after the meeting.
- Prepare a table-top exhibit for meetings. Chairmen are notified when display space is available.
- Write an article for *Golden Gardens* at least once per term.

- Maintain a list of information, websites, speakers, and groups that might provide programs.
- Document ideas and activities in a file for future chairmen.
- Encourage applications for awards.

Suggestions

- Use the CGCI meetings and *Golden Gardens* as an educational opportunity.
- Visit and encourage members to visit arboreta and botanic gardens.