

The National Garden Week 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 is a resource for clubs and districts looking for ideas, information or speakers on National Garden Week. Oral and written reports should offer ideas on how to celebrate National Garden Week and encourage clubs and districts to apply for the CGCI and NGC National Garden Week awards. Each year NGC designates the first full week in June as National Garden Week.

Procedures

- Maintain a list of information, websites, speakers, and groups that might provide speakers.
- 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.

- Document ideas and activities.
- Encourage clubs to submit for an award.

Suggestions

- Use CGCI meetings and *Golden Gardens* as an opportunity to educate
- To celebrate the event clubs and districts can be encouraged to:
 - Download the official proclamation and poster from the NGC website (www.gardenclub.org click on “events”)
 - 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
 - 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, 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 a horticulture fair
 - Publicize the event through newspapers, radio and TV, club newsletters, and club/district/CGCI websites