

**Peterborough Garden Club Duties of Elected Officers and Committees
with PGC Descriptions ****

Contents

Elected Officers (Executive Board)

President.....Page 2

Co-President or Vice President- Welcome New Members DutiesPage 3

Vice President.....Page 4

Secretary.....Page 5

TreasurerPage 6

DirectorsPage 7

PGC Committees

Community GardensPage 8

Community ProjectsPage 9

ConservationPage 10

***HospitalityPage 11**

Hostess DutiesPage 12

Nominating Committee.....Page 7

Program Committee.....Page 13

Program Committee Representative.....Page 14

Publicity Committee.....Page 15

Website.....Page 16

Welcome Table Greeters' DutiesPage 17

Yearbook Committee.....Page 18 - 19

**All members, excluding Executive Board, will help hostess & greet at welcome table at Club meetings throughout the year- vote /passed at May Board Meeting 2012*

*** All PGC job descriptions and duties are general guidelines-we welcome new ideas*

**Peterborough Garden Club Duties of Elected Officers and Committees
with PGC Descriptions ****

Page 2

President (from NHFGC/Handbook/Article V/ Section 1.-Duties of Elected Officers)

- a. The president shall be the chief executive officer of the club
- b. The president shall preside at all regular meetings and, as chairman, shall preside at meetings of the board.
- c. The president is a member ex officio and without vote of all committees except the nominating committee.
- d. The president shall perform the usual duties of a president, maintaining contact with all standing committee chairmen and cooperating with the NHFC Inc.
- e. The president is responsible of the careful storage of all permanent archival material of the club as it is received from the Secretary, Treasurer, and Committee Chairmen.

President's PGC Duties:

1. Serves one year as President, one year as Past-President
2. Follow NHFGC /Section 1 guidelines above
3. Coordinate with VP, next year's yearbook quote and cover
4. June: Contact board meeting location (People's Bank, Main St P'boro); submit meeting dates for following year
5. One week before meetings: Email meeting/hostess reminders to Communications
6. Prepare Agendas for board and club meetings with Vice President
7. Discuss with VP specific committee chairs needed at board meeting
8. Email agendas to executive board before meeting
9. Field NHFGC email, report to club pertinent information
10. Email Lilac Letter to Communications Chair
11. Attend NHFGC Semi-Annual and Annual meetings
12. Is not required to serve as club meeting refreshment hostess

Board Meeting Attendees

1. Executive Board –
 - a. President, Vice President, Treasurer, Secretary, 3 Directors, Past-President
2. All Committee Chairs (or have a substitute attend and report, may not be an executive board member)

**Peterborough Garden Club Duties of Elected Officers and Committees
with PGC Descriptions ****

Page 3

**Co -President or Vice President- Welcome New Members
& Help Assimilate them into Club Activities**

1. Send Welcome email to new member (see form below); cc President
2. Hand out Yearbook to new member at next meeting with name tag
3. Discuss interests and committee possibilities to join
4. Inform committee chairs to contact new member
5. Call new member to remind and invite them to the next meeting

Sample: Welcome Letter to New Members, send by email after first meeting

Dear < new member>,

It was great to see you on Monday at the Peterborough Garden Club. I was so delighted that you are interested in joining the club. We always have fun getting together.

We usually meet the second Monday of the month, except for mid-winter, Jan Feb, and mid-summer, July & August.

Our next meeting will be Monday < add date> , 9:30am at the Historical Society. Arrive around 9:15am to chat before the business meeting. Remember to save time after the meeting... many of us gather for lunch.

I will have a yearbook and nametag for you at the next meeting. In the meantime, all our club information and upcoming events are at our website:

www.peterboroughgardenclub.org

Our membership list with phone numbers is only in the yearbook.

We will be organizing some field trips throughout the year. You will be notified when these are arranged.

I will be sending your email address to our Communications Chair, Maribeth Sullivan. You will receive your PGC meeting reminders and upcoming event notifications from her.

Great you are with us! Welcome to the Peterborough Garden Club

Best Regards,..... <Committee Reps name>

Any Questions please call: <Committee Reps name & phone number> or < President's name & phone

**Peterborough Garden Club Duties of Elected Officers and Committees
with PGC Descriptions ****

Page 4

Vice President (from NHFGC/Handbook/Article V/ Section 2.-Duties of Elected Officers)

- a. The Vice President shall fulfill the duties of the President in the absence of that officer.
- b. The Vice President shall serve as chairman of the program committee.*
- c. The Vice President shall represent the club in matters having to do with the NHFGC, Inc. when requested by the President to do so.

Vice President's PGC Duties:

1. Serve one year term as Vice President, with the understanding to serve the next consecutive year as President (if agreed)
2. Follow NHFGC/ Section 2 guidelines above
3. Member of the Executive Board; Attend all board meetings
4. Director to organize or delegate Community Projects / Fundraisers
5. Committee Chair Liaison instead of Program Chair; will serve on Program and Yearbook committee as Executive Board Representative
6. Before each board meeting: Contact all committee chairs

March to April

7. Confirm committee chair positions for the following year's yearbook
8. Stay informed with Yearbook Committee, attend meetings when possible or contact Yearbook Chair

**amended job description proposal presented at May 2012 PGC board meeting /vote passed*

**Peterborough Garden Club Duties of Elected Officers and Committees
with PGC Descriptions ****

Page 5

Secretary (from NHFGC/Handbook/Article V/ Section 3.-Duties of Elected Officers)

- a. The Secretary shall keep minutes of meetings of the club and the board.
- b. The Secretary shall issue all calls to meetings and perform any other duties pertaining to the office of secretary, including the following
 - 1.1 read and file correspondence having brought its content to the attention of the President
 - 2.2 write letters and reports as directed by the President
 - 3.3 maintain and organize club records
 - 4.4 transmit club records to the President at the annual meeting in June.

Secretary PGC Duties

- 1. Serve 2 year term, but not limited to
- 2. Follow NHFGC/ Section 3 guidelines above
- 3. Executive Board Member
- 4. Must arrange a substitute prior to absence at a meeting; notify President
- 5. Board Minutes; Read at following board meeting; submit to President
- 6. Club Minutes; Read at following club meeting; submit to President
- 7. Annual Meeting- read minutes from previous year's Annual Meeting; take minutes; submit for reading at next year's Annual Meeting

**Peterborough Garden Club Duties of Elected Officers and Committees
with PGC Descriptions ****

Page 6

Treasurer (from NHFGC/Handbook/Article V/ Section 4.-Duties of Elected Officers)

The Treasurer shall perform the usual function of the office, including the following:

- a.a present an audited financial account of the club at the September meeting
- b.b pay bills as authorized by the President and/or the board
- c.c collect all dues and other income, keeping records of all monies
- d.d keep an up-to-date list of the names, addresses, telephone numbers, and dates of admission of members
- e.e. by July 31 of each year, present the Year Book Chairman with a list of paid-up members and their current addresses for the preparation of the yearbook.
- f.f furnish to the Treasurer of the NHFGC, Inc., when requested, the names of members of various classes and advise this organization of changes in memberships.
- g.g upon receipt from Standing Committee and Special Committee Chairman of estimates of expenses expected in the coming year, shall use these figures in preparing a budget; and shall present this budget to the Board for approval at the regular meeting just prior to the annual meeting of the club.
- h.h. present an annual report to the membership at the annual meeting in June.

Treasurer's PGC Duties

Serve a 2 year term, but not limited to

- 1. Follow NHFGC/ Section 4 guidelines above
- 2. Budget Committee Chair
 - a. April Board & Club Mtg –Post Budget
 - b. May Mtg-Vote
- 3. Collect Committee Budgets by April 1
- 4. Maintain post office box; collect mail
Address: PGC, PO Box 651, Peterborough, NH 0345

❖ **Membership Tasks**

- 5. Collect new membership forms and dues check
- 6. Place new member application in Membership Book
 - a. If book at home: bring to each meeting; put on Welcome Table
 - b. If book kept in closet in His Soc; put on Welcome Table
- 7. Update membership list
- 8. Make Name Tag
- 9. Email new member name, address, phone, email to:
 - a. President
 - b. Communication Chair
 - c. Yearbook Chair

<i>Fiscal Year: June 1 – May 31</i>

**Peterborough Garden Club Duties of Elected Officers and Committees
with PGC Descriptions ****

Page 7

PGC Directors are the Nominating Committee*

Nominating Committee(from NHFGC/Handbook/Article V/ Section 5.-Duties of Elected Officers)

- a.a The elected chairman of the nominating committee, shall choose two other active members and shall, with this committee, have responsibility for presenting to the board at its March meeting a slate of officers, directors, and a nominating committee chairman.
- b.b.It shall be the duty of the nominating committee to provide all nominees, before their acceptance of nomination, with a copy of these by-laws for their information regarding the structure and organization of the club.
- c.c. No name shall be placed nomination without the consent of the nominee to serve, if elected.
- d.d.After being accepted by the board the slate shall be presented to the membership at the April meeting, at which time nominations may also be made from the floor.
- e.e the slate in final form shall be read at the May meeting, when it shall be voted upon by the active members present.

Nominating Committee PGC Duties*-

All 3 Directors will be the Nominating Committee

April

- 1. Call all current officers and invite them to renew their position (do not assume all officers will renew automatically)
- 2. Call member to invite them to be a nominee

May

- 3. Introduce all nominees at May board meeting for election
- 4. Announce slate of officers at May Program meeting
- 5. Induct new/returning slate of officers at June Annual Meeting

**Nominating committee description amended June Board Meeting 2010*

**Peterborough Garden Club Duties of Elected Officers and Committees
with PGC Descriptions ****

Page 8

Community Garden Chair

(This committee is supported by many members of the club)

Attend all board meetings, or send a substitute

1. Recruit members to manage the various community projects
2. Supervise the representatives coordinating community gardens
 - a. Peterborough Historical Society Garden
 - b. Peterborough Library Garden
 - c. Elizabeth Yates McGreal Wildflower Garden at Shieling Forest
 - d. Kelly's Garden at MCH, supported by Mary McCormack Fund
3. **Submit next year's budget to Treasurer by April 1**

Community Garden Representative

1. Manage the maintenance of one community garden
2. Recruit members to help
3. If purchases are made, submit receipts to Community Garden chair
4. **Submit next year's budget to Community Garden chair by April 1**

Community Projects Committee Description

Community Projects Chair

(This committee is expected to be supported by many members of the club)

Attend all board meetings, or send a substitute
Sub member of Yearbook Committee

1. Recruit members to manage the assorted community projects
2. Supervise the representatives coordinating community projects
 - a. Plant Sale
 - b. Holiday Stroll
 - c. Holiday House Decorations Raffle
3. **Submit next year's budget to Treasurer by April 1**

Community Projects Representative

1. Coordinate one community project
2. Set the date and time; Report to Community Projects Chair for Yearbook
3. Recruit members to help
4. Contact Publicity to send article to paper , posters & sandwich board set up appropriately before the day
5. Save receipts for purchases, submit to Community Projects Chair
6. Follow up with a Thank You card (if needed)

Conservation Committee Description

Conservation Chair

Attend all board meetings, or send a substitute

Sub member of Program Committee

1. Briefly (2min) share conservation tips and news at each meeting (**optional**)
2. Propose subscription to Harris Center Conservation booklet & NH Forests

March- May

3. Develop 2 conservation programs with Program Committee
4. Follow Program Representative Duty Description, page 7

Note: Conservation Programs : Ask guest to include a brief comment on how their program coordinates in conservation/recycling/ sustainable living/gardening etc...

**Peterborough Garden Club Duties of Elected Officers and Committees
with PGC Descriptions ****

Page 11

Hospitality Chair

May

- 1. Check paper supplies in PGC closet**
 - a. Hot cups, cold cups, small plates, napkin, sugar packets

Early June

- 2. Bring to annual meeting hostess and welcome table greeter sign-up sheet for entire year**
 - a. Hostess needs 3 persons each meeting, 4 persons for Dec & June Mtg
- 3. Phone members to complete list, or assign members to a duty**
- 4. Hand in to Yearbook Chair, completed sign up by mid- June**

Sept/Oct/Nov/Dec....Mar/Apr/May/June

- 5. Delegate to or share calls with a helper if needed**
- 6. Contact hostesses and greeters two weeks before each meeting**

Note: All members, excluding Executive Board, are expected to help as a hostess at Club meetings throughout the year.*

**amended job description proposal presented and passed approval at May 2012 PGC board meeting; to be implemented in 2012 -2013*

**Peterborough Garden Club Duties of Elected Officers and Committees
with PGC Descriptions ****

Page 12

Hostess Duties

Once each year

1. Hostesses supply and server refreshments.
2. All members share hostess and greeters' duties. If you did not sign up for a meeting to help at the Annual June meeting, you will be assigned a date. Please let Hospitality Chair know if you are not able to attend any Monday meetings.
 - a. If you are not able to help on your assigned date- you are responsible to call a substitute to cover or switch dates
 - b. If you missed the sign-up please contact the Yearbook chair before July.
3. Typically, the first hostess listed in yearbook will call others to initiate organizing refreshments. Some supplies are in the PGC closet in the Historical Soc kitchen.
 - a. If you have not heard from anyone a week before the meeting- call
 - b. Divide up tasks below
4. Plan to bring:
 - a. Check paper supplies in closet or bring hot cups /small plates and napkins
 - b. Centerpiece-could be garden flowers, potted plant, unique ideas-keep it simple & have fun.
 - c. Coffee, cream/milk,(sugar packets in closet)
 - d. Punch, Cider or cool drink –seasonal
 - e. A few simple snacks (ideas: cheese/crackers, fruit plate, veggie and dip, cookies, sweet bread, tea biscuits..... small fare, not much is eaten usually.
5. Arrive by 9:05am
6. Set up on large oval wooden table (table cloths in PGC closet)
7. Use coffee makers in kitchen
8. Clean up- always feel free to ask for extra help
 - a. All garbage bins are emptied, put bags in back of the kitchen
 - b. Coffee maker cleaned
 - c. No dishes left in sink
 - d. No food left in refrigerator- take all extra food/ beverage home

Welcome Table Greeters' Duties – see page 17

Program Committee Description

Program Chair

Attend all board meetings

Sub member of Yearbook Committee/attend Yearbook meetings

1. Coordinator/ Liaison for club meeting location (one month before program: contact Historical Society-use Historical Society rental agreement setup form, to confirm chair /table setup, approx. numbers attending etc..)
2. Oversee Program Committee Representatives- Discuss and appropriate budget for programs with committee reps
3. Discuss taking presenter to lunch (optional)
4. Attend Yearbook meetings, submit Presenter Bios to Yearbook
5. Submit Program Contracts to Treasurer
6. **April 1** :submit proposed budget to Treasurer

Early March-Late April:

7. Contact Yearbook Chair-set club meeting dates for next year, submit dates to Historical Society
8. Call Program Committee Representatives together
Coordinate 3 committee members to cover each category

2 programs in Conservation-can include not required HarrisCenter visit
2 programs in Horticulture- includes one field trip
2 Floral Design-includes not limited to, one workshop during club meeting

9. Assign months for 6 programs:
Sept, Oct, Nov, Dec (Holiday Party), Mar, Apr, May
Note: often big presenters in Sept (kick-off season), Nov and/or May to encourage public to attend and invite new members

May

10. Submit completed programs contracts with Bios to Program Chair

**Peterborough Garden Club Duties of Elected Officers and Committees
with PGC Descriptions ****

Page 14

Program Committee Representative's Duty

1. Attend all Program committee meetings March, April & May
2. Contact presenter one month before program date
3. Day of Program: Meet and greet; Introduce Presenter
4. After Meeting: Send thank you note

March

5. Contact presenters/ Invite a guest speaker for assigned month

Early April-Late April

6. Send contract; Receive back signed contract and Bio

May

7. Submit bios to Program Chair for yearbook
8. Send final contract to treasurer

One Month before Assigned Program Date

9. Contact guest, confirm date; directions; time; setup needs
10. Send room setup needs to Program Chair

After Program

11. Send thank you note to presenter

Note: Conservation Programs : Ask guest to include a brief comment on how their program coordinates in conservation/recycling/ sustainable living/gardening etc...

Publicity Committee Description

Chair

Send one email each month: Sept, Oct, Nov, Dec & Mar, Apr, May, June

1. Attend Board Meetings or send a substitute
2. Send event announcement to newspaper one week before meeting/event
3. CC (copy) of the announcement to President
4. Follow up in a few days with a phone call to the editor
5. Check if posters need to be made & distributed to meeting before publicized event
6. Delegate poster design (ask for help ☺ if needed)
7. **Submit budget to Treasurer by April 1**

Publicity Committee Representative

8. Help Publicity Chair as needed
9. Place sandwich board up in front of Historical Society Wednesday before Monday meeting
10. Take down board after meeting/ store in safe place
11. Distribute posters at meeting- hand to each person individually

**Peterborough Garden Club Duties of Elected Officers and Committees
with PGC Descriptions ****

Page 16

Website

All Year

1. Maintain PGC website and update when needed

July- Sept-After Yearbook is Complete

2. Update program descriptions
3. Update calendar

By April 1

4. Submit budget to Treasurer by April 1

Welcome Table Greeters' Duties

Once each year

1. All members share hostess and greeters' duties. If you did not sign up for a month, you will be assigned a date. Please let Hospitality Chair know if you are not able to attend any Monday meetings.
 - a. If you are not able to help on your assigned date- you are responsible to call a substitute to cover or switch dates
2. Call other welcome greeter to confirm attendance.
3. Set up Welcome Table (table provided- all supplies in PGC closet in kitchen)
 - a. Use table cloth from PGC closet (optional)
 - b. Name tag basket, with temporary name tags and pen
 - c. Guest book
 - d. Membership book
 - e. New Membership forms
4. Welcome members and guests
5. Hand – out name tags
6. Give guests a temporary name tag
7. Guests sign book
8. Collect name tags
9. Membership book taken home by Treasurer or put in closet

Hostess Duties – see page 11

**Peterborough Garden Club Duties of Elected Officers and Committees
with PGC Descriptions ****

Yearbook Committee Description- guidelines only

Active: March & June & Aug & Sept; Yearbook Mailed before Sept Meeting

Yearbook Chair	Membership Chair
Yearbook Interior Designer	Program Chair
Yearbook Cover Designer	Hospitality Chair
Yearbook Proofreader 1	President (or VP)
Yearbook Proofreader 2	

Yearbook Chair Description

1. Attend all board meetings or send a substitute (not an executive board member)
2. **Collect updates to yearbook throughout the year for next year's printing, or select a substitute** (ie: take notes on new members, new phone numbers, email, any strategic improvements from PGC Board etc)

March

3. **March: Organize meeting** to divide up yearbook update tasks for next year's printing. (Include all members from list above: Yearbook Interior & Cover Designers, President & Chairs)
4. **Submit Yearbook budget to Treasurer at March PGC board meeting**

June

5. **After PGC Annual June Meeting:** Organize meeting to finalize yearbook updates – Goal to have all updates finalized, by the end of the week after Annual June Meeting which is to be deadline to enter new or update changes to Membership List.

July

6. **1st Monday in July** – PROOF WEEK- Collect Proofs from Interior & Cover Designers; PROOFREADER 1 & 2 proof yearbook interior & cover (1 week)
7. **2nd Monday in July** - BOOK TO PRINTER - Supervise Final Yearbook Interior & Cover sent to printers by Cover Designer on Monday
8. **2nd & 3rd Week in July -TWO PROOF/ PRINT WEEKS** at printers; Print membership + 10-15 extra
Who will check printed proofs before final print run_____?
9. Collect printed address labels, mailers & postage from Membership Chair
10. **4th Monday in July** - Pick up printed yearbook from printers, (Savron Graphics, Jaffrey, NH 532-7726)
11. **4th Week in July**– ASSEMBLE MAILERS WEEK- label all yearbooks

August

12. **1st Monday in August** -Mail yearbooks to membership to arrive before Sept club mtg
13. Extras Books–give to Membership Chair
14. Send Yearbook to NHFGC Awards Chair

Yearbook Committee Description cont:

Yearbook Interior Designer:

1. Update all interior pages; double check content page numbers coordinate
2. **1st Monday in July** - Send proof to Yearbook Chair or designated proofreaders for approval, UPDATE edits from proofreaders
3. **2nd Monday in July** - Send Final Interior to Yearbook Cover Designer for printing / Cc: Yearbook Chair & President

Needs Updated submissions from President & Other Chairs by _____

Yearbook Cover Designer:

1. Designs Cover with President
2. Update dates & information for Front & Back Cover
3. **1st Monday in July** - Sends Cover Proof to Yearbook Chair & President for approval
4. **2nd Monday in July- Submit Final Yearbook to Printers , Print membership number + 10 extra** Cc: Yearbook Chair & Yearbook Interior Designer & President
5. **Contacts Yearbook Chair to inform when to pick up printed yearbook**

President & Other Chairs' Yearbook Tasks:

1. President - submit 2-3 quotes; Cover design; Updates from NGC & NHFGC Boards & Regional Events for following year; PGC Workshops
2. Hospitality Chair – Refreshment Hostess / Welcome Table Hostess Lists - any vacancies will be assigned by President
3. Program Chair - Submit Program dates & descriptions
4. Membership Chair – end of **2nd week in June deadline for new members to be printed in yearbook**
 - a) **June** - Submit to Yearbook Interior: complete Membership List – (include address telephone, email, active, associate, honorary, prefers call, lifetime membership status, master gardener, NGC master flower show judge);
 - b) **July**- Submit to Yearbook Chair: print two sets of membership address labels, print one set of return address labels, purchase manila envelope mailers & postage stamps/USPS media mail