

## **CHRISTMAS MEETING**

### **Christmas Meeting Chair**

Coordinates the venue, meeting Hostesses and activities.

### **Sale Chair**

She and her Committee oversee the pricing, display and checkout of the Christmas Sale which consists of items and services provided by The Weeders and sold after the Christmas Tray Top Arrangements are made. Prior to the sale, she should request a cash advance from the Treasurer. Following the sale, she reconciles the proceeds and works with the Treasurer in collecting I.O.U.'s. The proceeds of all sales will be earmarked for community outreach/scholarship.

### **Wreath Making Workshop**

The Wreath-Making Workshop uses Weeders greens brought to the meeting. The Chair of this event provides all other materials (ribbon, frame, instructions and moral support for success). There is a fee determined by the chair.

### **Christmas Tray Top Arrangements**

Traditionally, at the December meeting, The Weeders arrange greens in small containers to be distributed to homebound or hospital patients. The Tray Top Arrangement Chair is responsible for determining where the arrangements will go once assembled. She should first reach out to the facility that received them last year. If the prior year facility cannot accommodate the arrangements, a new recipient must be identified.

Small containers are collected and prepared for use, filled with water and are distributed among the tables set up for the meeting.

Members are requested to bring greens for use in filling the containers. Poppy seed-heads can be sprayed gold and silver and other small floral accessories can be added to the assortment of available materials.

The completed arrangements are carefully packed in shallow boxes or trays for transporting to the facility to receive the arrangements.

At the end of each program year the Christmas Meeting Chair is responsible for preparing a year-end report of the activities of the committee to be presented at the Annual Meeting. This should be provided to both the President and the Recording Secretary 1) electronically in advance of the meeting and 2) brought to the meeting as a hard copy. A hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copies of other materials to be archived.

After the Annual Meeting each year and before July 1, the Chair should confirm with all those listed on her committee to be sure they want to remain active. She should take this opportunity to add to the committee as appropriate. The list of committee members, as it is to be printed in the Program Book, should be forwarded by the Chair to the President, who will approve it and forward it to Print and Publications.