

## **PRINT AND PUBLICATIONS CHAIR**

The chief responsibility of this position is the preparation of all parts of the Program Book for printing and distribution prior to the beginning of the year, starting in September. By early summer the President has reviewed and approved the Program, Flower Show Schedule, and all other updated sections. Until the new database is up and running, P&P will maintain the membership spreadsheet and keep the Membership List up to date for printing.

Program Book sections to be printed include Membership List, Officers & Committees, Program and Flower Show. Important GCA and PCGCA dates are also included. Currently, other relevant information is provided on the Club's website ([www.theweeder.org](http://www.theweeder.org)). The above-mentioned sections are printed in booklet form and mailed to the membership by the middle of August and should be finalized and ready to print no later than mid-August. She is responsible for getting bids for printing the Program Book. Printing typically takes about three days. Historically we have used Professional Duplicating in Bryn Mawr, and most recently Hayden Printing in Ardmore. The chairs print envelopes and two or three members stamp and mail. The Treasurer will notify her each year of her budget. Submit expenses for reimbursement.

Before the order for printing of the Program Book can be placed, committee chairs of Program, Flower Show, Photography, Horticulture and Governance must proof and approve the section for which each is responsible. All dates must be carefully crosschecked. Contact information for members should be carefully proofread by the appropriate person. (GCA Administrator, Email manager) When the President has received all final and approved files from the committee chairs, she adds her approval and instructs the Print and Publications Chair to place the printing order. The order must include instructions for printing as well as for drilling the booklets for three ring binders.

Provide digital copies to:

- The President (in both Word and PDF format)
- The Weeders Website Administrator

The only other regular mailing is the dues bill/slate, which is typically done in April/May.

If requested by the President or the Awards Chair, the Print and Publications Committee will create:

- "Weeders Lady" (Weeders logo) certificates for the June meeting awardees.
- Temporary name badges for new members.
- Labels for various mailings including the Fertilizer Fund Solicitation and the PCGA Joint Meeting.

At the end of each program year the 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.