

JUDGING LIAISON/REPRESENTATIVE TO GCA

The Weeders GCA Judging Representative - serves as the Judge Liaison for the Flower Show Committee. Her responsibilities include:

- Upon receiving the list of assigned judges from the GCA Zone V Judging Representative, provide them with the necessary information regarding the shows. This should be done about one month before the show. Information to be included is:
 - Date of the show
 - Time
 - Place
 - Directions to the site
 - Flower Show schedule
 - Flower Show rules
 - Invitation to lunch, if lunch is to be served
- Confirming and communicating directly with the judges 1-2 weeks before the show and reporting RSVP's from judges to the Meeting Hostesses so they know who is staying for lunch on the day of the show. If necessary, she should arrange with the hostesses for "lunches to go".
- Buying, bringing and distributing the judges thank you gifts on the day of the show. Expenses incurred are reimbursed by the Treasurer as per the approved budget.
- The day of the show greeting the judges upon arrival at the Flower Show, thanking them for coming, introducing them to The Weeders Flower Show Chair and Vice Chair, offering them seating and coffee until they are to begin their job. Before they start, the Judging Representative or the Flower Show Chair explains any changes to the schedule, the rules or normal proceedings of the flower show.
- After the show, giving each judge a small thank you gift along with a thank you note as she/he has just given up an entire morning for our show. The gift may be a plant or anything that is small and appropriate, such as floral notecards, or floral cocktail napkins.
- This job requires about 4 hours per show.
- **Note:** in the case of Photography shows, another committee member may be charged with the responsibility for communications with and managing the judges in the run-up to and during a given show. Included would be the last seven bullets above.

We frequently have judges from the western part of Pennsylvania. If we have been assigned judges from the Pittsburgh or Erie clubs, they will need hospitality the evening before the show. They might prefer to stay in a hotel, but usually choose a club member's home – usually the Judging Representative with which there has been communication. Allow extra time for hosting a judge in your home.

At the end of each program year the Chair is responsible for preparing a year-end report of her activities 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.