

**Committee Handbook
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ARCHIVIST/HISTORIAN

The Weeders Archivist organizes, catalogs and maintains records of importance to The Weeders.

Three essentials: an interest in social history; organizational skills and familiarity with maintenance of historical materials; willingness to safely and securely house a box or accordion folder to hold multiple years of programs, minutes, garden documentation and any other relevant materials.

Ideally, the person who assumes this role enjoys stories and bringing both “ancient” and more recent club activities to life. A familiarity with basic narrative record keeping is critical as is knowing one’s way around the “finding aid” for the club’s records at the Historical Society of Pennsylvania (HSP). Membership at HSP is not required but if one wants to access records and is not a member there is a fee. Records, including photographs, in the collection may be copied; there are fees associated with this.

As more of our records are available online on the Weeder website, it is tempting to overlook the importance of maintaining a paper trail. Programs and minutes, including periodic reports from committees, need to be printed out, organized by year and deposited every ten years at HSP. The same goes for any other records such as garden documentation undertaken by the Garden History and Design Committee.

At the end of each program year, the Archivist is responsible for preparing report to be presented at the Annual Meeting. Both an electronic copy and hard copy should be given to the President and Recording Secretary.

AWARDS COMMITTEE & CHAIR JOB DESCRIPTION/TIMELINE

Chairing the Awards Committee falls under the responsibility of the Vice President. (See Vice President Job Description). The term is 2 years.

The Awards Committee makes recommendations to the Executive Committee and/or the membership for Weeders who qualify for the various Club and GCA awards.

GCA and Zone Awards

GCA Zone Awards: (proposal due 3 months before the Zone Meeting)

GCA Club Awards: (proposal due 2 months before the award is given)

GCA Awards to Non-Members (proposal due 3 months before the Zone Meeting)

Weeders Awards and Trophies

- The Cadwalader Award
- The Neophyte Bowl
- Sweepstakes Award
- The Horticultural Award
- The Floral Design Award
- The Photography Award
- Founders Cup
- Trusty Trowel Award
- Katherine L. Biddle Memorial Award
- Esther Lloyd Morton Award
- President's Commendation

Timeline for Awards:

Consult GCA Website for full list of awards and proposal process and deadlines.

Late spring

- Consult with the President to determine committee configuration.

Summer

- Attend "changeover meeting" with Club President to discuss duties and role of The First Vice President and Awards Committee Chair.
- Contact the GCA Zone V Awards Representative to introduce yourself. If she is holding an awards workshop, sign up to attend.
- All the information needed to process GCA awards is available on the GCA Website. Awards proposals are submitted online.

Fall or January

- Hold an Awards Committee meeting to discuss potential candidates for all categories of GCA and Weeders Awards and create a 'watch' list of members for future consideration.
- For convenience, in recent years this meeting has taken place directly after an Executive Committee meeting.
- Prepare meeting agenda and post meeting minutes for the committee.

January & February

- Committee members focus on researching potential recipients for the Biddle Award then report back to the committee with results. Details regarding each candidate are reviewed to determine to whom the award might be presented.
- Commence writing up the proposals, letters and citations for each candidate.

March

- Make an announcement to the members requesting suggestions for the Morton Award. Further announcements should be made at subsequent meetings and a reminder sent out in an e-blast to the membership in April.
- Hold a committee meeting.
- Make request to the Executive Committee for approval of Biddle Award and Trusty Trowel candidates.

April

- Send out Morton Award candidate submissions reminder via email to the membership.
- Include opportunity for suggestions for the Morton Award with the dues billing.

March - May

- Secure an artist and a calligrapher to do design work and written citation on the Morton Award book. Get the Morton Book back from the previous recipient. Coordinate the project.
- If awarding the GCA Medal of Merit, have the Treasurer write a check to the GCA to cover payment.
- Purchase appropriately sized frames for the various awards that require them.
- Arrange to retrieve clean and polished silver cups, bowls and trays from previous award winners.

May

- Contact The Weeders Flower Show Points Keeper and The Photography Points Keeper, who track all points for each entrant in both Weeders Flower Shows and outside Flower Shows for the year, as well as Photography Shows, to ascertain which members will receive The Weeders Club Awards pertaining to horticulture, floral design and photography.

- Contact the Print & Publications Chair and ask her to print up the awards to go into the frames.

June

- Prepare the awards for presentation at the June Annual Business Meeting. Present the awards along with The Weeders Points Keeper.
- After the meeting, take back the silver awards and take them to be engraved.
- Once engraved, return the awards to the winners.
- Contact the GCA Zone V Awards Representative to introduce the incoming Weeders Awards Chair.
- Arrange to have a “changeover meeting” with the incoming 1st Vice President/Awards Chair. Go through and hand over the committee file, along with any pertinent committee items; extra frames and silver bowls, box of Trusty Trowel pins, past committee files and information etc.
- Submit the expenses for reimbursement to the Treasurer.
- 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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

COMMUNITY AFFAIRS COMMITTEE

Ronald McDonald House Committee Chair Job Description

The Ronald McDonald Committee of The Weeders make flower arrangements, which are placed in the Ronald McDonald House at St. Christopher's Hospital for Children at 100 E. Erie Avenue, Philadelphia.

- The contact at the house is the Head of Volunteers, currently Lori-Ann Miller (215-291-0907) who is called by the chair in the early fall with the dates that have been selected so they can be put on The Weeders and Ronald McDonald House calendars.
- The workshops are held three times a year, usually October, January and April. At each workshop, not more than seven arrangements are made.
- Members who participate in workshops, which are held at the committee chair's home, make the arrangements.
- The ideal number of participants for the workshop is from four to seven. With coffee and chat-time, the workshops usually last about an hour and a half.
- The Chair is responsible for purchasing the floral materials, and for hosting the workshops. She has a budget and is reimbursed by the Treasurer.
- The containers for the arrangements are stored by the Chair and reused for each workshop.
- The Chair delivers the arrangements and picks up the containers from the previous visit.
- Photos of arrangements and/or workshops should be sent to the Website Administrator.
- 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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

Tips and Pearls

- Produce Junction is often a good source for plant material.
- It is helpful if workshop participants bring cuttings from their gardens to add to the plant material.

Strafford Station Committee

The Strafford Station Committee maintains the station grounds of this historic 1876 Victorian railroad station that is part of the SEPTA local railroad service. The goal is to provide color and interest for all seasons to cheer weary commuters. The Strafford Station Committee meets weekly for an hour on Tuesdays to tend to the station grounds. The Chair organizes the workdays and communicates with SEPTA and the Strafford Neighborhood Organization on work that is being done and on any issues that arise.

Each year, the station committee plants additional perennials, shrubs and trees. Annuals are planted in seven containers that are located around the station entrances for additional color and interest. Restricted funds are available; check with the Treasurer.

Photos of workday activities should be sent to the Website Administrator to be added to the website.

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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

Gazebo Garden Committee

The Weeders took on the Gazebo Garden in Bryn Mawr as a joint project with another volunteer organization in 2012. The garden had been started in the early 1990s and by 2012 was full of spring bulbs left over from the Shipley Sprouts' entries in the Philadelphia Flower Show and lots of tough and pretty aggressive perennials. In the years since then, efforts have been made to cull the rampant spreaders, add more shrubs, use annuals for summer color and better maintain the garden during the growing season.

The Gazebo Garden Committee is comprised mainly of Lower Merion residents, but as it is a club project, all members are encouraged to participate whenever possible. The chair of the Gazebo Garden Committee organizes the committee members and other volunteers to work on maintaining, and constantly enhancing, this large garden in Bryn Mawr. Although the schedule could readily be altered, we meet on Monday mornings for 1-2 hours, start time depending on the weather; e.g., 10:00 in cooler months, moving to 8:30 during high summer.

By September, maintenance needs diminish, and weekly visits by two or three gardeners are all that's really necessary, typically until the end of that month. The garden is "put to bed" at the end of October or early November, on a Saturday morning by lots of Weeders and their family/friends, followed by a celebratory lunch at the chairperson's home (or at least this has been the custom so far).

Photos taken during workdays should be sent electronically to the Website Administrator for posting.

Any requests of the Township, e.g., for mulch, debris removal, etc., are emailed to Dave DeAngelis, with the Parks & Recreation Department. (ddeangelis@lowermerion.org). He can also be reached at 610-348-2825.

Expenses incurred are reimbursable.

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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

CONSERVATION/NATIONAL AFFAIRS & LEGISLATION COMMITTEE

The Conservation/National Affairs and Legislation (NAL) Club Chair is a vital link between the club and the GCA's Conservation and NAL Committees. She is encouraged to educate her club members on conservation and legislative issues of local, regional and/or national concern.

- The Conservation/NAL Club Chair (henceforth Conservation Chair) should carry out her work locally through education programs by arranging at least one club program a year with help from the Program Committee on a particular conservation subject and offering information about websites, books, articles, movies.
- The Conservation Chair will be asked to send information about club projects to the Zone Representative, which will be used in the Quarterly Compilation Report compiled by reports from the Conservation/NAL Committees' Vice Chairmen and Zone Representatives.
- The Conservation Chair may use the Zone Representative as a resource for identifying potential conservation project programs each year and should participate in meetings hosted by the Zone Representatives.
- The Conservation Chair should adopt a project each year or term, involving her committee.
- The Conservation Chair is also expected to attend the annual NAL Washington, DC Meeting in February as The Weeders Delegate who will then report back to the club.
- The Conservation Chair should become familiar with the GCA website and the reports and conservation material on the Conservation and NAL landing pages.

Conservation Awards:

- One member of the committee should be designated as Point Person in charge of Conservation Awards. She along with other members of the committee should review the list and websites of past Conservation Award recipients in order to ensure that we are still in sync with their goals and make recommendations to the Executive Committee for recipients for the current year.
- Pursuant to the decision of the Executive Committee, the Treasurer will issue checks in the designated amounts and send them to the Conservation Awards Point Person along with any restrictions on the gift. The Point Person is responsible for sending the check, along with a letter incorporating their goals and clearly stating any restrictions on the gift.
- When a new Conservation Awards Point Person takes over, she is responsible for confirming and/or changing The Weeders contact information with these non-

profits. It's important that the non-profits make a clear note of any change of name/address of The Weeders contact.

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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

EXECUTIVE COMMITTEE

The Executive Committee cooperates with and advises the President on all subjects pertaining to club activities. It serves as The Weeders Board of Directors and has the power to transact the general business of the club.

The Executive Committee is made up of the elected Officers with the addition of up to 4 additional members appointed by the President. These can include the immediate Past President, Finance Committee Chair, Program Chair, Nominating Chair, Horticulture Chair etc. Anyone can be invited to *attend* Executive Committee Meetings but only up to 4 additional members can be *appointed*.

Three Executive Committee Meetings should take place each year. Every attempt should be made to give notice of all regular and special Executive Committee meetings not less than two weeks in advance. Participation in Executive Committee meetings may be in person or via teleconference call. Call in numbers for conference calls should be provided with the notice of the meeting.

Vacancies: The Executive Committee shall fill its own vacancies. The member chosen to fill the vacancy shall serve for the remainder of the unexpired term.

FINANCE COMMITTEE

Finance Committee configuration: The Finance Committee is made up of the President, Treasurer, and members with significant financial experience. Committee chairs can be invited to attend meetings, as appropriate, to address agenda items.

The Finance Committee meets as needed to plan, review and make recommendations to the Executive Committee concerning budgetary items and other financial issues and works to ensure the long-term fiscal health of The Weeders. Along with the Treasurer, it can make recommendations for dues increases and allocation of funds for our civic conservation and environmental projects. It monitors policies for administrative expenses and assists the Treasurer in managing the financial operations and bank accounts of The Weeders.

The committee should meet in the fall and spring to coincide with Executive meetings. At the spring meeting the committee would give the Treasurer input for the upcoming budget.

The time commitment is meeting time and any necessary email communications.

Finance Committee Chair:

The Finance Committee Chair is a signatory on the General Operating Account and on the Vanguard account for other than signing checks.

She calls meetings as needed, reports at the Executive Committee meeting and works with the Treasurer and President on all filings, the budget and general financial issues.

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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

FLOWER SHOW and FLORAL DESIGN COMMITTEE

The Flower Show Chair together with her Vice Chair and their committee are responsible for overseeing, planning and making the necessary arrangements for The Weeders Club Flower Shows for the year. The committee creates the schedules for the shows each year; sets up and staffs the shows with clerks, passers, stagers, registrars and judges.

Responsibilities include:

- Making a schedule of classes for each flower show.
- Choosing a theme(s) for the shows.
- Selecting the dates and choosing a venue for the shows (work with the Program Committee).
- Choosing and organizing committee members.
- Scheduling meetings with the Flower Show Committee members.
- Providing show dates to The Weeders GCA Judging Representative (Judge Liaison) so judges can be assigned to the Flower Show.
- Maintaining, replenishing and storing all Club Flower Show supplies including tablecloths, vases, committee books, clipboards, registration cards etc.
- Making improvements to and/or upgrading supplies.
- Identifying improvements to the Flower Show in general.
- Overseeing the set up for the Flower Show (typically done the day before or morning of show) and the after-show cleanup (day of the show).
- Tracking each entrant's points for the year in Weeders Club Shows (for end of year awards purposes).
- Planning programs or workshops relevant to flower shows.
- The Treasurer provides the Chair with the yearly budget to cover supplies and workshops.

Committees and Positions:

Permanent/Official/Assigned Positions and responsibilities:

1. Chair – responsibilities outlined above and in the timeline for responsibilities below.
2. Vice Chair – assists the Chair
3. Show Points Keeper - Tracks the number of entries and number of 1st, 2nd, 3rd, Honorable Mention and Best in Show for each entrant.
4. The Weeders GCA Judging Representative serves as the Judge Liaison for the Flower Show Committee. She serves as the sole contact person to communicate with the GCA Zone V Judging Representative on behalf of the Weeders. Her responsibilities include:
 - Submitting The Weeders Flower Show dates to the GCA Zone V Judging Representative for judging assignments;

- Making any necessary arrangements for the assigned judges to come to our shows;
- Notifying the Zone Judging Chair of all Weeders show dates, copying the Flower Show Chair, Photography Chair, Program Chair and the President. Those same people should be copied on any communications about changes of date and confirmations to avoid any misunderstanding.
- Giving the necessary information to the judges who have been assigned to each Weeders flower show. This should be done about one month before the show. Information to be included is:
 - a. Date of the show
 - b. Time
 - c. Place
 - d. Directions to the site
 - e. Flower Show schedule
 - f. Flower Show rules
 - g. Invitation to lunch, if lunch is to be served
- Confirming and communicating directly with the judges 1-2 weeks before the show and soliciting/reports RSVP's from judges and letting the Meeting Hostesses 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 to 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.

Additional Positions and Responsibilities (these positions change with each show)

1. Committee Members – General responsibilities are to help make the show run smoothly and be available to help with any position that needs to be filled. Duties may include running miscellaneous errands, general set-up duties, helping entrants carry their entries into the show, double checking Entry Cards for entrant's names, class numbers, or any missing information, making sure the show area is tidy, boxes etc. are under tables and making sure all entries are passed, etc. Committee members may also be called on to

- fill in for another position that does not show up on the day of the show, such as a Stager, Clerk, etc.
2. Clerks – Clerks are responsible for following the judges, taking notes and writing down the judges’ comments for each entry as the judges direct, moving entries if directed by the judges’ or show chairs, placing the awards on winning entries, and noting the winning entries on the Clerks Sheets. After the judges are finished, the Clerk writes the judges’ comments on the back of the corresponding Entry Card and submits the award results to the show chair.

- Typically, about 4 clerks are needed for a show - 1 or 2 Clerks for artistic entries and 2-3 Clerks for the Horticulture Entries. Try to choose one person from the Flower Show Committee and one person from inside the club to increase participation in each show. Clerks may miss all or part of the meeting or program for that day as the judging takes place during this time and the Clerks are required to stay as long as the judges stay. When all of the Clerk’s duties have been performed, they may return to the meeting or program already in progress.
3. Stagers –Stagers work with the Passers to stage entries on the tables, so that they are easier to judge. This may require removing classes that have no entries, elevating entries on pots, risers or stands (whatever is provided by the committee), rearranging entries to be better seen (such as moving taller entries to the back), evenly spacing entries, making sure entries are facing best side forward and are properly wedged, etc. The Stager is the only person allowed to move entries once they have been passed on the tables (1-2 Stagers per size of show).
 4. Passers – Passers approve or “pass” entries in each class. Passers must scrutinize each entry for correct identification and plant name, condition of the specimen, appropriateness of entry to the class, following size guidelines, etc. (Passer Checklists are available). Typically, 4-7 Passers are needed depending on the size of the show. It is better to have too many Passers than too few, which could delay the start time of the show. Judges cannot be admitted until all entries are in place and passed. Passers pass the entries once they have been placed on the tables.
 5. Registrar – The Registrar registers all entries, writing entrants name and ID number on the Registration Chart, marking the # of entries in each class, and collects registration lists and ID# slips. After registration is complete, the Registrar tallies the total number of entries for each person and records the total on the Registration Chart. The Chair creates and supplies the Registration Chart. (1 Registrar per show).
 6. Set-Up Crew – The Set-up Crew must be able to help carry supplies to the show room from the Chair and Vice Chairs cars, to lift and setup folding tables, move chairs and arrange room layout, spread table cloths, lay out class cards, use green ribbon to divide up table surfaces to accommodate all of the classes, fill vases with water, setup grooming area, layout reference

- books etc. Typically, we need 6 people (Chair and Vice Chair + 4 people) or more if available to speed setup process.
7. Cleanup Crew – Members of the Cleanup Crew must be able to lift and collapse tables, remove and fold tablecloths, empty vases and place them back in boxes, gather supplies, help carry supplies to Chair or Vice Chair's cars, move chairs and help tidy up the space and leave it as we found it.
 8. Greeter – Responsible for greeting members who are entering the Flower Show and explaining the process if necessary. She assigns each entrant an ID#, makes sure that Entry Cards and Entry Lists are filled out, and directs members to the grooming table.

Timeline of Events:

(These responsibilities should be divided by the Chair and distributed/shared with the Vice Chair and Committee members where applicable).

March through June of the year before:

1. If this is your first year as Chair:
 - Get committee supplies, binders, vases books, etc. from the previous Chair. Find a place to store them (typically divide them with the Vice Chair).
 - Choose Vice Chair – First look for someone on the committee. If no one on the committee is available, look to other committees. The President may be able to suggest a well-qualified Vice Chair. Keep in mind that you want someone who is reliable, organized, has the time to devote to the committee and is someone you can work with.
2. Meet with the Vice Chair – Discuss your plans for next year, any improvements to be made, the schedule, show themes, dates of shows, committee members, what worked and didn't work the past year, programs/workshops, and budget.
3. Choose Committee Members – don't assume that all the current committee members will be returning again. Start with last year's committee members and try to add new members. Contact possible new members via email or phone.
4. Be sure to choose a Show Points Keeper and find out from the Awards Chair who is serving as Awards Points Chair.
5. Start work on Flower Show class schedule for next year. The schedule should be written by you, your Vice Chair and the whole committee.
6. Meet with the Flower Show Committee and meet with any other relevant committee chairs such as the Program Committee and Horticulture Committee and attend those committee meetings to plan for next year.
7. The Chair and Vice Chair estimate expenses for the upcoming year and respond to the Treasurer's request for that information.
8. Confirm with the Treasurer the amount allotted to the committee after the spring Executive Committee meeting.

June through August:

1. In June, contact the President and Print & Publications Committee to find out when they will require the schedule.
2. In July, submit the final Flower Show Schedule to the Print & Publications Committee on or before the deadline.
3. Ready, sort and organize supplies and information.
4. Clean, iron (if necessary) and fold tablecloths.
5. Make a list of missing or additional supplies to be purchased.
6. Clean vases.
7. Buy supplies and upgrades.
8. Make any crafts or building projects.

1 Month before the Flower Show:

1. Confirm with the Judge Liaison that judges are set for the flower show and are available to come.
2. Make an announcement at The Weeders Meeting one month before the show to remind them that the next meeting is a Flower Show. Point out some exciting classes and make any other announcements regarding the show at this time.

2-3 Weeks before the Flower Show:

1. Confirm with the GCA Judging Representative (Judge Liaison) that judges' gifts have been purchased.
2. Confirm with Meeting Chair and hostesses the time for entry into venue for setup and the number and size of tables needed.
3. Assign tasks to committee members if not done already
4. Arrange for helpers for setup.
5. Print Class Cards for the tables and extra copies of show schedule for the judges and registrar.
6. Confirm that tablecloths are clean.
7. Organize supplies.
8. Work with Corresponding Secretary to develop an email to send to the members of the club reminding them of the upcoming show. Ask the President to help solicit entries for specific classes and attach a copy of the schedule. Consider sending examples of photos or flower arrangements in the style of the upcoming classes for the show (i.e., if there is a modern arrangement class, send a brief description of what a modern arrangement is as well as a photo or two of some modern arrangements).

Day Before the Flower Show:

1. Prepare registration sheet
2. Setup tables, tablecloths, Class Cards, vases, etc.
3. Confirm Passers, Registrar, Stagers, Clerks, etc.
4. Bring supplies and books.

Day of Flower Show:

1. Bring anything you forgot to bring to setup.
2. Make sure helpers are doing assigned tasks.
3. The Judge Liaison greets and instructs the judges. Inform them of any changes to the schedule such as changed, moved, added or deleted classes.
4. Get award results from clerks.
5. Announce results at meeting/lunch or send out email to the group. Send results to Recording Secretary and Website Administrator.
6. Clean up.
7. Record points/awards tally for Show Points Keeper (keep document and send to Awards Points Keeper after the show).
8. Wash tablecloths so they are ready for next show.

End of year (end of May/early June):

1. After last flower show of the year of the last year of your term, gather all supplies, vases and other committee materials, information, documents, etc. and turn them over to the chair for next year's committee.
2. After last flower show of the year send Flower Show Points totals to Awards Points Keeper. Individuals who enter outside shows should be reminded to submit their entries and results to the Awards Points Keeper after each show they enter.
3. At the end of your term as chair, you are expected to serve in an advisory capacity for the new chair and you may be called on to supply information and opinions or attend any relevant meetings. After your "retirement" you may, if you so choose, remain on the Flower Show Committee.
4. 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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

Other/Miscellaneous:

1. The Club Flower Show Chair is also required throughout the year to make announcements at Weeders meetings about upcoming workshops, flower shows, etc. as necessary.
2. The Chair and Vice Chair should try to keep Weeders informed about up and coming outside flower shows and arrangement demonstrations via email or announcements at Weeders meetings. To find out about other shows, contact GCA, talk to other garden club members, talk to current Weeders President for dates of other shows (she gets the schedules in the mail), and, of course, don't forget the PHS Philadelphia Flower Show.

3. Always keep your Vice Chair involved in and informed of your plans and decisions throughout the year. If corresponding via email be sure to always cc: each other on all emails sent regarding the Club Flower Show.

Source:

Melissa Bullitt 2008 (original document)

Patricia Doolittle 2015 (revised document)

Nancy Holmes 2019 (updated & reformatted)

FOUNDERS FUND REPRESENTATIVE TO GCA

The Founders Fund Club Chair is the important link between the GCA Founders Fund Committee and her club. She encourages her club to submit a Founders Fund project and present it as an attainable goal. The Founders Fund Club Chair presents the Founders Fund finalists to her club members and manages the club's voting during a January, February or March Club Meeting. The President records the results of the club's vote on the Founders Fund landing page.

If applicable, she reports on the status of her club's Founders Fund grant winning project to the Founders Fund Committee. To propose a project for the Founders Fund grant, the Chair must read the [Procedures for Proposing a Project](#) resource on the GCA Founders Fund Committee webpage. gcamerica.org/members/foundersfund.

When the Founders Fund projects have been published, the Website Administrator should be so informed so she can post a notice on our home page encouraging members to visit the Founders Fund Webpage.

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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

GARDEN HISTORY AND DESIGN COMMITTEE

The Garden History and Design (GH&D) Committee identifies and documents the written, graphic and photographic records of significant gardens belonging to both Weeders and others in the area and submits them to the Smithsonian Institution for permanent recording.

The GH&D Chair encourages exciting garden history and design program opportunities for her club such as garden tours of documented or prospective gardens, workshops, speakers or lectures. The GH&D Chair keeps her GH&D Committee Zone Representative informed of the clubs' progress and asks for help and advice as needed. She keeps her club informed of the committee's work.

With her club President, the Chair forms a committee of skilled members to document gardens in their communities for the Archives of American Gardens (AAG). She looks for potential gardens to document and may keep records of area gardens written up in local newspapers and magazines or contact local landscape design professionals to request photos or ask for suggested gardens. The chair, with other committee members is responsible for organizing and sending garden documentation materials to the-GCA GH&D Zone Representative once documentation is complete for submission to the GCA Collection at AAG.

The GH&D Chair will read and become familiar with resources on the GH&D Committee landing page and on the Smithsonian's websites to educate her club and promote the study of landscape design and garden history through exciting programs and lectures. (There is a Google Maps Site Planning Tool on the GCA GH&D page: <https://www.gcamerica.org/members/committees-ghd#resourceid=4768>)

Confer with the Archivist/Historian about materials to be archived and with the Website Administrator about photos and other materials to be put on the website.

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GCA BULLETIN REPRESENTATIVE

The Weeders Representative for the GCA Bulletin acts as liaison to the GCA to publicize news and activities of The Weeders. The GCA Bulletin comes out four times a year.

The submission form can be found on the GCA website.

The deadlines for the issues are:

- August 1-Fall
- November 1-Winter
- February 1-Spring
- May 1-Summer

The Bulletin has refined its format and there are themes for each issue:

- Fall-Gardens
- Winter-Conservation
- Spring-Art/Design
- Summer- Annual Meeting/Awards

The editors will pick and choose from submissions sent by all garden clubs and remake them into an article.

It is important to keep sending articles for almost each issue. Many will be in the Zone News section.

Confer with the Archivist/Historian about materials to be archived.

All information, including photo sizes, and the submission form are on the GCA website. Link: gcamerica.org/members/bulletin

The GCA Bulletin Chair is always on hand for encouragement. Some computer skills related to “drag and drop” photo knowledge are required.

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GOVERNANCE/NOMINATING COMMITTEE

Typical responsibilities assigned to the Governance Committee include:

- Overseeing all aspects of the organization's functions on behalf of the Executive Committee.
- Making recommendations to the board on governance policies, practices and procedures related to nonprofit organizations.
- Monitoring compliance with nonprofit governance regulations and, accordingly, providing prudent and timely guidance to the Executive Committee.
- The Governance Committee also serves as the Nominating Committee.

The Governance/Nominating Committee is made up of five (5) to seven (7) members appointed by the President and includes:

- A Chair
- The President
- The immediate Past President,
- The Vice President,
- The Admissions Chair

Each year the Nominating/Governance Committee [henceforth Governance Committee] must submit to the membership its nominations for the officers and two members of the Admissions Committee to be elected that year, at least two weeks before the date of the Annual Meeting. Suggestions for all the offices may be made by any member, in writing to the chair of the Governance Committee, at least three months before the date of the Annual Meeting. The election of the President, Vice Presidents, and Treasurer is by membership vote at the Annual Meeting every second year. The election of the Secretaries shall also be by membership vote at the Annual Meeting, every second year, when there is no election of the other offices. The term of all offices is for two years.

Other duties of the Governance Committee include:

- Periodic review of the By-Laws and proposed amendments.
- Review of Committee Structure and procedures.

The committee may meet from time to time throughout the year.

Governance/Nominating Chair

The Governance Chair should call periodic committee meetings throughout the year to review club operations and other governance needs.

Before calling a committee meeting to discuss nominations, the chair should meet with the current President. It is important to have a plan for filling not only Offices but major committee chair positions as well and succession planning should be

considered. It is never too early to start this process. If the Presidency is turning over, then the Vice-President should be included in discussions.

The Governance Chair should call a meeting in January to start the Nominating process. She provides committee members with the list of offices to be filled and follows up on recommendations by the committee repeating the process until all positions have been filled. The Admissions positions are for a 3-year term. Two of the six members of Admissions rotate off each year and must be replaced. The Chair makes the calls to those being asked to serve on The Admissions Committee, being reminded to retain at least one person on the committee who has been a member for several years who can serve as Chair.

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
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HORTICULTURE COMMITTEE

The Horticulture Committee Chair provides general encouragement of horticultural activities, including broadening plant knowledge, encouraging plant propagation, and enhancing garden maintenance skills. This is accomplished through a variety of workshops and also the selection of challenge plants to coordinate with the upcoming flower shows for that year. Occasional introductions of plants during a regular meeting may also be provided (particularly when seasonably appropriate).

The Horticulture Chair meets with her committee in the spring to plan events, workshops and challenge plants. She confers with the Program Chair for dates of horticulture events.

Workshop types may include plant propagation methods, pruning skills, garden maintenance methods, or an in-depth focus on a particular type of plant (e.g. bulbs, ferns, succulents, etc.).

Field Trips may be arranged by her committee for visits to local nurseries and horticultural attractions, including members gardens.

The Horticultural Chair advises the Flower Show Committee on horticultural categories, as well as ensuring an appropriate category for the challenge plants selected. Photos of hort. exhibits in Club Flower Show can be forwarded to the Website Administrator as appropriate.

The Horticulture Committee works closely with the Program and Flower Show Committees to coordinate activities.

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Ideas:

Include in Hort. Report at most Weeders meetings:

- Timely Tips – what to do in the garden now; pests to watch for
- Show and Tell -- favorite plant or tool to recommend
- Encourage doing new things:
 - Grow a plant you've never grown before
 - Learn about a new plant genus
 - Try a new maintenance method

- Interesting plant combinations

Workshops to teach basic as well as specialized skills:

- Propagation
- How to garden and/or maintain a lawn without chemicals
- How to build, maintain and use a compost pile
- Pruning
- Bonsai; topiary; terrariums; wreaths; dried flowers; roses; lilies; fruits; vegetables; herbs; alpiners; perennial borders; living succulent wreaths; window boxes and containers; orchids; Hydrangeas; outstanding annuals; garden photography; building and maintaining a garden pool; conifers; trough gardens; fluorescent light gardening

Plant Sale:

- An occasional event where Weeders bring seedlings and divisions from their gardens to sell to each other.

Field Trips and Outings:

- Weeders gardens open for browsing.
- Greenhouse visits.
- Buying trips – i.e. Lancaster County
- Better-known gardens such as Rodale, PA Hospital Physic Garden,
- Educational trips, for example:
 - Nursery visits to learn about planting, growing, digging, and migrant labor issues
 - Hawk Mountain – fall migration
 - Pine Barrens – microenvironment and specific plants
 - Phillips Mushroom Farm

JUDGING LIAISON/REPRESENTATIVE TO GCA

The Weeders GCA Judging Representative serves as the Judge Liaison for the Flower Show Committee. She serves as the sole contact person to communicate with the GCA Zone V Judging Representative on behalf of the Weeders. Her responsibilities include:

- Submitting The Weeders Flower Show dates to the GCA Zone V Judging Representative for judging assignments;
- Making any necessary arrangements for the assigned judges to come to our shows;
- Notifying the Zone Judging Chair of all Weeders show dates, copying the Flower Show Chair, Photography Chair, Program Chair and the President. Those same people should be copied on any communications about changes of date and confirmations to avoid any misunderstanding.
- Giving the necessary information to the judges who have been assigned to each Weeders flower show. This should be done about one month before the show. Information to be included is:
 1. Date of the show
 2. Time
 3. Place
 4. Directions to the site
 5. Flower Show schedule
 6. Flower Show rules
 7. Invitation to lunch, if lunch is to be served
- Confirming and communicating directly with the judges 1-2 weeks before the show and soliciting/reports RSVP's from judges and letting-the Meeting Hostesses 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 reimbursable by the Treasurer as per the approved budget.
- The day of the show greeting the judges upon arrival to 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.

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.

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MEMBERSHIP COMMITTEE

Admissions Committee

The Admissions Committee falls under Membership and consists of 6 members each with a three (3) year term. Two members rotate off each year and the membership elects two new members each year as recommended by the Governance Committee.

Duties of the Admissions Committee

The Admissions Committee, under the direction of the Admissions Chair, is responsible for shepherding a proposed new members' application through the admissions process and ensures that the new member feels welcome and becomes involved in The Weeders activities as soon as possible.

The Admissions Committee should play a role in encouraging sponsorship of new members, particularly in a year where not many new members are brought forward.

Procedure for proposing new members

Weeders are encouraged to bring new members into our Club. A member who suggests someone as a candidate for admission to The Weeders will serve as the Proposer.

1. The Proposer, who is the primary sponsor, will accompany the candidate to at least two Weeders meetings or combination of meetings, other events (i.e. Potluck) and/or workshops to allow her to meet members and see the club at work.
2. The Proposer should give the candidate a copy of the brochure "What It Means to Be a Weeder," going over material with her, insuring she understands expectations that go with membership.
3. The Proposer notifies the Admissions Chair of the potential candidate. A member of the Admissions Committee will contact the Proposer that she may proceed.
4. The Proposer obtains written letters of support from a Secunder and three additional Supporters (a total of five letters), and presents these letters to the Admissions Chair, with a copy to the President. Email is considered a written communication for By-Law compliance.
5. If no objections are made, the candidates name and proposing letters will be sent to the membership by email. Following a four week period* and there have been no objections, membership is confirmed and The Admissions Chair informs the President, who notifies the Proposer.
6. The President will call the new member and her Proposer (now the Sponsor) to welcome the new member and encourage her to come to the next meeting.
7. The President will write a letter of welcome and make certain the new member receives a GCA Welcome Kit, Weeders magnet, binder, inserts, and

- an online questionnaire to be returned to the President, including all contact information necessary including name, spouse's name, address, phone number, cell number, and email. The Sponsor is responsible for contacting the new member to accompany her to the next available meeting, and Sponsor, Secunder and Supporters will support the new member for at least a year in Weeders activities.
8. The new member is introduced to The Weeders membership, at the first opportunity by the Admissions Chair.
 9. A simple gathering of Weeders should be planned to invite the candidate, proposing team members, and other key Weeders, so that aspect of Weeders membership can be fully explained. (See duties of Membership Chair.) This meeting should be casual and not overwhelm the new member and may include more than one new member if appropriate. Information will include the expectation that new Weeder will serve at club flower shows as available, and join one of the major committees (Conservation, Floral Design/Flower Show, Horticulture). She will be informed about other committee opportunities, such as community projects, and encouraged to join more than one committee and as many activities as possible.
 10. 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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

*The four-week period may be waived at the discretion of the President, to allow the new member to attend a meeting in advance of the full four-week period.

Duties of Sponsors and Supporters

The Admissions Committee should monitor new members to be certain sponsors are providing enough support. The duties of a Sponsor should include:

1. Arranging for the new member to be accompanied to meetings and events for at least a year. If the Sponsor and other supporters cannot be in attendance, one of them should find someone who can take on this responsibility.
2. Planning to accompany the new member or finding someone who is going to a PCGCA meeting, a workday at Strafford Station or the Gazebo Garden if geographically appropriate, Weeder workshops, Magnolia Tribute Garden workday, etc., as each new Weeder should be exposed to these aspects of club service and enjoyment.
3. In the event of delinquency of dues, the Sponsor may be asked to intervene.

Classes of Membership

There are two classes of membership: Active and Sustaining.

The number of Sustaining Members shall not exceed 20% of the number of Active Members, except on a temporary basis.

Any member who has been an active Weeder for a minimum of 10 years is eligible to apply to the Executive Committee for Sustaining Membership, with preference to be given to those members who have been most active and valuable to the club.

Sustaining Members have all privileges. They are charged the full dues, have a vote but are not required to hostess meetings. They do not hold offices or chair committees. Should a sustaining member revert to active membership, she must write a letter to the President requesting that change. The President will present the request to the Executive Committee at its next meeting for approval.

Dropped Membership:

A Weeder may be dropped from the membership after two (2) years of non-payment of dues. The Treasurer notifies the President of such a situation. The President sends a letter informing the delinquent member that she is being dropped from the club. She may be given the option of paying the outstanding dues and late fees for both years for which she is delinquent, which would allow her to retain her membership. If she is dropped, her name is then removed from all appropriate lists.

Dual Membership

If a Weeder is a member of more than one GCA Club, she must choose which club is the Primary Club. Only the Primary Club pays the GCA Head Tax for her. Dues are adjusted accordingly.

Reinstatement procedure:

An active member who has left in good standing (dues paid, etc.) may be reinstated by attending two Weeders meetings or activities with an active Weeder who will serve as Sponsor. She will write a "letter" requesting reinstatement addressed to the Executive Committee. The Executive Committee and Admissions Committee will vote to reinstate the member. Dues will be prorated for the current year with no penalty for years as a non-member. The Sponsor will review expectations of membership and take responsibility for the reinstated member.

Hospitality Committee

The Hospitality Chair shall be responsible for New Member initiatives and to foster camaraderie within The Weeders membership. She acts as a mentor for New Members. This may include special activities such as New Member Luncheons or Teas where the new members can learn about the activities and expectations of The Weeders.

- Organize a welcome lunch/brunch and/or a tea for new members and their proposers.
- Guest list should include Weeders members of less than 3 years or new since the last welcome activity.
- Organize orientation talks by club officers and leadership to ensure new members are aware of the benefits and responsibilities/expectations of being a member and to educate them on opportunities and activities to become involved.
- Encourage them to join at least 2 committees and to attend workshops & field trips.
- At least once a year, hold a short question and answer session for new members (after a regular meeting or separately) to ensure they understand the inner workings of The Weeders organization (i.e. explain projects, GCA/PCGCA relationship, how to enter a flower show/photography show, etc.)
- Develop other ideas to engage new members as the occasion arises, such as workshops to encourage flower show entries for both horticulture and flower arranging.
- Ensure that Sponsors of new members are providing mentoring to encourage and guide them.
- 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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

PCGCA DELEGATES

Each of the 10 clubs in the Philadelphia Area selects 2 delegates and its President to represent the club at meetings. These representatives make up the “Board” of PCGCA – One of the club delegates is responsible for Fertilizer Fund reporting etc. The other Delegate is a general delegate. The responsibility of all delegates is to educate club members on all business of the PCGCA. At any meeting, if voting members from The Weeders cannot be present, they can designate their club’s vote to another member by notifying the PCGCA Chair.

The Fertilizer Fund Delegate’s responsibility is to track and encourage donations, and to report progress to her club. Other PCGCA delegates should assist her. One of The Weeders Representatives must attend the PCGCA special meeting each spring when the grant awards are determined. When the grant awards have been determined the Website Administrator should be so informed so she can post a notice encouraging members to check the PCGCA Website.

PCGCA delegates should arrange to have invitations to The PCGCA Joint Meeting in November and Fertilizer Fund Annual Appeal notices should be mailed or delivered to one of them so they can address the envelopes and bring them to the September meeting. (Labels can be requested from Print and Publications for this task). Delegates should make sure to announce that members should take their own invitations home with them to save postage. At the end of the meeting, the delegates must take home and mail all unclaimed invitations. (Expenses can be reimbursed from the PCGCA line item in The Weeders Budget.).

The Magnolia Tribute Garden, part of Independence National Historical Park, was dedicated in 1959, after years of work by Marion Rosengarten (The Weeders) and her sister Dorothy Falcon Platt (Garden Club of Philadelphia), who wanted to honor the country’s founding fathers. When the PCGCA was established in 1965, the group assumed maintenance of the garden. The President of each club is contacted to provide volunteers at one workday each year. The delegates assist the President in making sure that several Weeders do participate in the assigned workday.

The Physic Garden is the historic Herb Healing Garden at Pennsylvania Hospital, the oldest hospital in the nation. The Pennsylvania Hospital Physic Garden Coordinator prepares a schedule of available work dates for clubs to volunteer. Each fall at a PCGCA meeting this list is made available to club Presidents, who choose a time and seek volunteers from their clubs. Lunch is often provided, and parking is complimentary.

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PHOTOGRAPHY COMMITTEE

Photography Chair Responsibilities:

- Attend flower show planning meetings (if applicable). If no Photography Committee exists, enlist Flower Show Committee members to help with Photography Show schedule writing, show dates, show setup, clerking, etc., or contact members who have entered the Photography Show who are curious about how the show works.
- Attend all Program Committee meetings or any relevant flower show class schedule planning meetings to help schedule dates that work for the Photography Show, ensure that the proper meeting location is selected for a Photography Show, and to find out what the Flower Show theme is to use as the theme for the classes in the Photography Show. (Traditionally we follow the same theme that is selected for the flower shows for the year.)
- Work with the Photography Committee to write the Photography Show Schedule and rules for the following year and submit them to the Flower Show and the Program Committee Chairs for approval. Once approved, submit the schedule and rules to the Website Administrator.
- Work with the Club President, Flower Show and Program Committee Chairs to set the number of and the date/dates of the Photography Show/s and locations for the coming year, in conjunction with the Club GCA Judging Representative/Liaison. The Club GCA Judging Representative (only) will coordinate with the GCA Zone V Judges Representative.
- The location should have ample space to setup the show (usually on 2, 6' tables). Best practice is to setup the show in the morning, have the show judged and then leave the show up till The Weeders meeting for viewing. (Venues should be selected with ample space for the show, should allow early morning access, will allow us to use the space for the whole day, will allow us to have space and facilities for lunch, and will allow our photos to remain setup all day till the evening Weeders meeting.) If necessary, the show may need to be setup and taken down then setup again on another day/ location for viewing at the next Weeders meeting. This is not an ideal scenario and should be avoided if at all possible. The Chair and her committee are responsible for all the setups and takedowns, the storage and the transportation of all the photo show materials, and for getting photos returned to the entrants after the show. Entrants can take their entries home after the meeting, or coordinate pick up with the chair (such as picking them up at the next Weeders meeting). If entrants want photos returned, they should supply a self-addressed envelope with return postage.
- Once a photo show date is determined, see that The Weeders Club President and/or Flower Show Chair sends all the Flower Show and Photo Show dates to The Weeders GCA Judging Representative who in turn sends it to the Zone V Judging Representative in the spring/early summer as requested to get our preferred dates. (We may need to change our original date if judging panels are not available, or if there are too many other shows on the same day).

Occasionally, we share a show date/venue with another club. If this occurs, you the Chair will need to coordinate with the other Photo Show Chair to determine who will bring what for the judges' lunch and how to setup/share the space. Also, whose show will be judged first in the morning and who's show will be judged after lunch.

- Coordinate with the GCA Zone V Judges Representative to find out the final date of the show and who the assigned judges are. Set up/stage the show (including getting clerks, sending judges' letters, making/supplying judges' lunches and gifts, etc.)
- Make/supply the lunch for the judges and the gifts for the judges on the day of the show. This should come out of the photography budget for the year.
- Store and transport the necessary staging materials (frames, stands, display boards, tables, tablecloths, ribbons, etc.)
- Contact/work with the Flower Show Chair to obtain necessary staging materials as needed. Typically- tablecloths, class-dividing ribbons, place awards, best in show awards, etc.
- Print Entry Cards from the GCA website, write and print Class Cards for the show, and Clerking Forms for the Clerks to use.
- Estimate a Photography budget for the coming year. Note- it will need to be adjusted if there are workshops or other photo speakers, or new staging materials are necessary. Submit budget to the Treasurer for approval by the President and Executive Committee.
- Announce upcoming show at several Weeders meetings, as well as to The Weeders list to remind members of upcoming shows and deadlines.
- Collect The Weeders club entries for the show/s at meetings or in the mail or meet members in person for delivery. Answer Weeders' questions relevant to entries
- Because we supply the frames and have to setup the show, the Photography Chair typically also passes the entries that she receives (make sure they have followed the rules, the photo size is correct, that they have followed entry requirements, and that photos are in the right class, etc.)
- Typically, the Photography Chair writes the Entry Cards for each entry received make sure the plant material is identified by the entrants and group the entries by class.
- Create a master tally list of how many entries per person, as well as what classes each person has entered, and how many entries there are for each class. Record the awards for each person on the tally list and send report to Point's Keeper after show.
- Place each entry in a matte board frame.
- Show up for, and setup/stage the Photography Show/s at the designated location/s- clerk if necessary or appoint clerks for the show. Make sure entry cards are placed, classes are labeled, supply all clerking forms and awards, setup the show to the best advantage in terms of use of space, and make sure there is adequate lighting to show off each photo to its best advantage. Make sure the show runs smoothly. Make sure you greet the judges and that the Judges are provided with water/coffee/tea and lunch.

- Help with comment writing and award placement. Record all awards won (use clerking sheets to help).
- Re-display the judged Photography Show entries at Weeders meetings (if they occur outside of Weeders meetings or flower shows and have to be taken down and set-up again).
- Communicate the results of the show to the entrants and Weeders members (either at the next meeting, or via email or other announcement). Send the results to the Recording Secretary for inclusion in the meeting minutes,
- Provide designated Awards Points Keeper with the results of the show and entrant information for year-end award tallies- typically this is done with a particular form. The Flower Show Points Keeper should give this template/form to you to use.
- Serve as Photography Representative to GCA. With the Zone V Photography Representative attend any meetings offered by the Zone Photography Representative to discuss what other clubs are doing for photography in the Zone, serve as Weeders contact for the Zone V Photography Representative or as the contact for Weeders questions directed to the Zone Representative.
- Inform The Weeders of outside shows and other Zone/GCA photography events and photo competitions
- Organize workshops and or speakers of interest for The Weeders program/meetings or organize additional workshops for fun and learning if interest, budget and time allow.
- Send photos of special photography entries to the Website Administrator to be added to the website. Hard copies of photos to be archived should be sent to the Club Archivist/Historian.
- 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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

PRINT AND PUBLICATIONS CHAIR

The chief responsibility of this position is the preparation of all parts of the Blue 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.

Blue Book sections to be printed include Membership list, Officers & Committees, Program and Flower Show. Currently, all other relevant information is provided solely on the Club's website (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 Blue 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.

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 Awards Chair, the Print and Publications Committee will create "Weeders Lady" (Weeders logo) certificates for the June meeting awardees.

They may be asked to provide 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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

PROGRAM COMMITTEE

The Program Committee plans the meetings for the year, including topics, speakers, venues and hostesses.

Program Chair Job Description:

As the pivotal committee of The Weeders, The Program Chair, with the assistance of the Vice Chair, leads the efforts of the Program Committee to organize the meeting calendar from September to June annually. Dates of meetings or events other than regular monthly meetings are coordinated by the President.

Responsibilities include:

- Leads the Program Committee to plan and organize monthly meetings/programs for the club.
- Collaborates with the President and other committee chairs to coordinate, plan and implement monthly programs.
- Develops annual program calendar and readies it for publication by the Print and Publications Committee.
- Oversees recruitment of Meeting Chairs and Hostesses for implementing and running programs for each meeting.
- Maintains a spreadsheet which includes a list of all of the meeting venues, name, phone number and email address of the contact for the venue, the cost of the venue and any other pertinent information that is relevant. It also includes the speaker contact information, speaker fees and the name of the speakers talk. This document helps to determine the budget for the year.
- Maintains the Meeting Chairs and Hostesses History Roster of past meeting chairs and hostesses to ensure that a rotation of members share the responsibilities equitably.
- Maintains the Meeting Chair Guidelines and the Hostesses Guidelines documents and ensures they are reviewed and updated annually.
- Prepares the program budget for submission to the Executive Committee
- Ensures that each year a program is included on Floral Design, Garden Design, Conservation, and Horticulture. One Horticulture program should be designated as the Anna Lloyd Heyward lecture (Her son gave \$5000 to have this Horticultural lecture annually.) Wit and Wisdom-has been used as a fill-in or safety net in case of bad weather.
- Once the program is approved for the calendar year, the Program Chair ensures that Weeder programs are published on the GCA Website for Zone V.
- 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 hard copy. Hard copy should be handed or sent to

the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

Timeline:

- Hold at least two Program Committee meetings, in February and in March/April, to set the dates for the monthly meetings, find speakers, meeting locations, and assign Chairs and Hostesses for the calendar year.
- The committee member recommending a speaker should contact the speaker and get confirmation of the subject of their talk, confirm the speaker fee, if any, and have a Speaker Contract signed, which is provided by the Program Committee Chair. This person should also be willing to serve as Meeting Chair, if possible.
- Meeting Chairs should have the contract for the speaker(s) filled out, executed and returned to the Program Meeting Chair by the end of May.
- By the end of May, the Program Chair should have all meeting venues confirmed, and contracts signed.
- Prepare the program budget and submit to the Treasurer prior to the spring Executive Committee meeting (at which the budget is approved).
- By the end of May, the program calendar should be completed. It is the responsibility of the Program Chair to have the program calendar ready to be given to the Print and Publications Committee by July in preparation for the printing of the Blue Book. Information to be provided to the Print and Publications Committee for each program includes:
 - Date of meeting
 - Meeting venue and address
 - Name of speaker and topic
 - Name of Meeting Chair
 - Names of hostesses
 - Detailed timing of meeting activities (i.e.; coffee & goodies, Announcements/Business meeting, talk by speaker etc. Refer to past programs in the Blue Book for more details regarding meetings that include Flower Shows, Photography Shows and Spouses/Guest meetings)
- The Program Chair and Program Vice Chair share in the responsibilities to proofread the programs section of the Blue Book.
- Once the program is approved for the calendar year, the Program Chair ensures that Weeder programs are published on the GCA Website for Zone V.

Prior to each regularly scheduled Weeder meeting:

- The Program Chair is responsible for making sure the chairs and hostesses are prepared for the event and help to make the event successful. Approximately 4-6 weeks prior to a meeting, the Program Chair should contact the Meeting Chair and hostesses to remind them of the upcoming meeting and to provide them with a copy of the Meeting Chair Guidelines and the Hostesses Guidelines to ensure they understand their responsibilities.

- The Program Chair should provide the Meeting Chair with the contact information for the speaker and meeting venue. She also provides the pre-arranged costs for the speaker and the meeting venue and ensures that the treasurer is informed so she can bring checks to the meeting.
- The Program Committee Chair/Co-Chair assists the Meeting Chair to identify the AV requirements for the guest speaker in advance of a scheduled club meeting. Questions to ask the speaker and the contact person for the venue include:
 - Is the speaker going to be using MS PowerPoint or Google Docs (which requires internet access) or something else?
 - Will the speaker bring their own computer? Or bring their talk on a flash drive?
 - Is there a video they want to show and if so, is it embedded in their talk?
 - Does the speaker need Internet access?
 - Identifies the contact person at the scheduled venue on the availability of AV equipment and Internet access if needed. Need to determine if an AV Tech will be on site at the venue. If Internet connection is needed, find out the WIFI name and password, or where that information is located on site.
 - Ensure that a table is available for the projector and computer and find out if there is a microphone system available if it's a large meeting room.
- One or two designated persons from the Program Committee should share the responsibility of transporting The Weeders owned projector, power cords, cables, etc. and screen to meetings, provide a computer if the speaker needs one and to set it all up prior to the meeting.

Tips and Pearls:

- Meeting Chairs should be volunteers from the Program Committee, usually the person who finds the speaker. If that person has other commitments during the meeting, a different chair should be selected so as to not overburden the chair.
- Hostesses should be volunteers from the membership at large. For the Evening Meeting with spouses/guests more hostesses are needed to organize the food and beverages. While the budget for beer and wine is part of the Program Committee budget, the hostesses should not exceed \$200 for alcohol. Anything over that amount will need to be the responsibility of the hostesses.
- The Program Chair should make every effort **not** to make the following Chair/Hostess assignments:
 - Assign a chair or hostess to a meeting, which is a long distance from her home.
 - Ask a member who is a likely Passer or Stager, Judge Representative, Flower Show Chair or Vice Chair to be a hostess at a meeting when there is a flower show, as she cannot perform both duties.

- Using the entire Weeders membership roster, the Program Chair should make every effort to have a balanced and fair rotation among the hostesses. Sign-up sheets do not result in an equitable distribution of hostess duties and should be used only as a last resort, not the start of the process. Using the Meeting Chair and Hostesses History Roster, contact members who have not been a hostess for some time to check their interest. Also make sure that our new members are approached and asked to be a hostess along with a veteran hostess.

PROGRAMS - GUIDELINES FOR MEETING CHAIRS

As the coordinator of a Weeders meeting, the Meeting Chair's responsibilities are many-fold: to contact, confirm, introduce, shepherd and thank the speaker; to coordinate the hostesses and flower-show committee, to act as liaison with the meeting site or homeowner, to be in charge of the event. She works collaboratively with the Program Chair/Vice-Chair throughout the process.

Six weeks before the meeting:

The Program Chair and/or Co-Chair provides information to the Meeting Chair so that she can contact the speaker and reconfirm the subject, fee, time and length of program – including anticipated start and stop time. Confirm the meeting location with the speaker, provide the address and ask if he/she needs directions (especially if it is a tricky location). Get background information of the speaker so you can make a brief introduction at the meeting. (The Program Committee is always available to help with this. DON'T HESITATE to reach out!!).

Ask if the speaker has any special needs or equipment etc. Be sure to coordinate with the representative from the Program Committee for the AV equipment and set-up.

Questions to ask the Speaker and the contact person for the venue include:

- Is the Speaker going to be using MS PowerPoint or Google Docs (which requires internet access) or something else?
- Will the Speaker bring his/her own computer? Or bring their talk on a flash drive (which will require a computer).
- Do they have a video they want to show and if so, is it embedded in their presentation?
- Does the Speaker need Internet access?
- Obtain the name of the contact person at the scheduled venue to arrange for a visit and to determine the availability of AV equipment and Internet access if needed. Ask if an AV Tech will be on site at the venue. If Internet is needed, find out the Wi-Fi name and password, and where that information is on site.
- Will the Speaker have handouts?
- Ensure that a table is available for the projector and computer and find out if there is a microphone system available if it's a large meeting room.

4-6 weeks before the meeting:

Contact the Hostesses, and if it is a lunch or dinner meeting, choose a "Head Hostess", who will be the point person for the Hostesses and accompany you to the site the week before the meeting.

Contact the meeting site to verify facilities and other available services (such as coffee makers), costs, parking and timing. Determine when people can arrive to set up the meeting and when they have to be out of the space and relay this information

to the Head Hostess. For a meeting in the home, contact the homeowner to reassure her that you are there to help and get directions to her home. Give all information, including directions if necessary, to the Corresponding Secretary/Email Manager.

Three weeks before the meeting:

Contact the Hostesses about setting up a menu for the meeting (if this is a lunch or dinner meeting, first review with the Head Hostess). Determine what is to be served and who will provide each item.

Confer with the Program Chair to determine the speaker and venue costs. Contact the Treasurer regarding providing for those payments. The Treasurer should come with the required payments or send them ahead of time.

Get a count of tables and chairs needed for the meeting and flower show if there is one (coordinate tables needed with the flower show chair); order any required equipment or make arrangements to borrow. Ask the President if she needs a table/podium, and there should be a place to put the box of nametags. Determine who sets up/takes down tables and chairs. Order if necessary.

One week before the meeting:

Visit the meeting site with the Head Hostess (and Flower Show Chair or Photography Show Chair if part of the meeting) to decide on the layout of the meeting, flower show/photo show, food and beverages. Find out how to operate equipment such as lights and sound system; locate electrical outlets, bathrooms and coat racks. Find out who at the site is to be contacted with problems. Check with the site staff about reimbursement or tipping. Determine parking arrangements.

On the day of the meeting:

Arrive early. Assist the Hostesses in setting up tables and chairs etc. Greet the speaker and act as the Speaker's personal Hostess. If the meeting has no Speaker, assist the Hostesses and/or the homeowner. Introduce the Speaker, unless another Weeder has reason to do so. Stick with the Speaker afterward until everyone leaves. Write a thank you note to the Speaker on behalf of The Weeders.

Oversee and help with cleanup and thank the homeowner or rental staff. Send to the Program Committee any contracts, the count of actual attendees and any problems you encountered or suggestions to offer.

Expenses and other details:

The cost for the Speaker, rental of site, rental of tables and chairs & coat racks for both the meeting and flower show are paid by The Weeders Program Committee Budget.

Hostesses share the cost of food, beverages (except for wine & beer for the evening meeting), paper goods etc. The homeowner is listed as a hostess but is not

financially responsible. A homeowner is expected to do no more than ready her home.

Please note: If a Chair or Hostess must bow out, she is responsible for finding a substitute. Please contact the Program Chair with any questions or concerns.

Miscellaneous Information for Meeting Chairs and Hostesses:

Morning –only Meeting

Coffee	Fruit
Tea	Small pastries
Lemon	Napkins
Milk	Cups and stirrers
Sugar/sweetener	Small plates
Trash bags	Paper towels

Luncheon Meeting

Coffee, milk, sweetener
Plates
Spoons/forks, if necessary
Your Choice of a simple lunch; e.g., two of the following:
 Soup
 Salad
 Sandwiches
 Fruit & Cheese
Dessert or cookies, bars (no plating required)
Iced Tea and/or Lemonade, lemon, mint, cider (seasonal), Water, Sparkling Water

Evening Meeting (with guests/spouses/significant others)

Approx. 50 – 55 people usually attend this meeting requiring more food.

Appetizers & Heavy Hors d'oeuvres (vs. a pre-planned menu - depends on the theme of the meeting)

Salads
Desserts
Wine & Beer
Seltzer and other non-alcoholic beverages

Plates, utensils,
Napkins
Plastic wine glasses
Beer cups
May need to rent tables & chairs depending on location.

Nota Bene: The cost of the beer, wine, and the renting of tables and chairs is paid out of the Program Committee Budget. (In an effort to contain costs, the

cost of beer and wine should not exceed \$200 unless approved by the President.)
Anything over that amount will need to be the responsibility of the hostesses.
More hostesses are assigned to this meeting so that the other costs are equally
shared among them. It is the responsibility of the Lead Hostess to keep track of
the expenses to ensure that everyone is fairly reimbursed.

PROGRAMS - GUIDELINES FOR HOSTESSES

The Hostesses of Weeders meetings provide the refreshments and work with the Meeting Chair and Flower Show Chair to ensure a delightful time for all Weeders.

4-6 Weeks Before the Meeting:

The Meeting Chair will have contacted you and in the case of a luncheon meeting, will have designated a Head Hostess. Either the Head Hostess or the Meeting Chair will be the main contact with the meeting site on the day of the meeting and will coordinate the duties of the Hostesses.

If you are the Head Hostess at a joint meeting, make early contact with the other Club Hostesses so that the responsibilities may be shared.

2-3 Weeks Before the Meeting:

Either the Meeting Chair or the Head Hostess should contact the other hostesses to determine who will bring food and beverages for the meeting (see the suggested list of food/supplies on page 2). Regardless of whether it's a morning-only or luncheon meeting, keep the food simple. The intent is to provide light refreshments to encourage mingling and socializing, either prior to or following a meeting. Finger food is always appreciated, as these are not sit-down affairs, although it is recommended that some seating be available for those who might require it. You may also need tablecloths and napkins, plates, cups, utensils, coffee maker (although many now use Dunkin Donut Carry Out containers), pitchers, ice etc.

Although Weeders are expected to RSVP, a safe number to plan on is 40.

Day of the Meeting:

Arrive early and coordinate with the Meeting Chair. Discuss the final set up with either the site staff or homeowner. If a morning meeting, put out coffee, drinks, fruit, pastries.

If a luncheon meeting, store items where necessary until lunch preparation is required. Put out coffee/milk sweetener and pitchers of water for Weeders and flower show judges. Other breakfast items are not necessary. After the morning meeting/lunch, clean up and thank either the site staff or homeowner.

Hostesses share the cost of the food, beverages, paper goods etc. Although most often hostesses just pay for whatever they provided, they can determine how best to split up the cost of these items if it seems inequitable.

***Please note: If a Chair or Hostess must bow out, she is responsible for finding a substitute. Please contact the Program Chair with any questions or concerns.**

Miscellaneous Information for Meeting Chairs and Hostesses:

Morning –only Meeting

Coffee	Fruit
Tea	Small pastries
Lemon	Napkins
Milk	Cups and stirrers
Sugar/sweetener	Small plates
Trash bags	Paper towels

Luncheon Meeting

Coffee, milk, sweetener

Plates

Spoons/forks, if necessary

Your Choice of a simple lunch; e.g., two of the following:

Soup

Salad

Sandwiches

Fruit & Cheese

Dessert of cookies, bars (no plating required)

Iced Tea and/or Lemonade, lemon, mint, Cider (seasonal), Water, Sparkling

Water

Evening Meeting (with guests/spouses/significant others)

Approximately 50 – 55 people usually attend this meeting, so more food is needed.

Appetizers & Heavy Hors d'oeuvres (vs. a pre-planned menu - depends on the theme of the meeting)

Salads

Desserts

Wine & Beer

Seltzer and other non-alcoholic beverages

Plates, utensils,

Napkins

Plastic wine glasses

Beer cups

May need to rent tables & chairs depending on location.

Nota Bene: The cost of the beer, wine, and the renting of tables and chairs is paid out of the Program Committee Budget. (In an effort to contain costs, the cost of beer and wine should not exceed \$200 unless approved by the President). More hostesses are assigned to this meeting so that the other costs are equally shared among them. It is the responsibility of the Lead Hostess to keep track of the expenses to ensure that everyone is fairly reimbursed.

SCHOLARSHIP COMMITTEE/GCA HULL AWARD

The Scholarship Committee identifies and recommends qualified individuals to the Executive Committee for the GCA scholarship (Hull) award.

The Garden Club of America, as part of its Scholarship program, offers an award to an individual who provides outstanding education for our youth. The Elizabeth Abernathy Hull fund for Early Environmental Education was established “to recognize an individual who, thorough working with children under 16 years of age in horticulture and the environment, has inspired their appreciation of the beauty and fragility of our planet.

Both GCA and non-GCA members are eligible and may be proposed. (individuals may not propose themselves.) The award is administered by the GCA Scholarship Committee, which screens candidates and selects the award recipients(s). Since its creation, the amount of the award has been \$1,000, and has been presented annually to one or more persons.

For the Hull Award:

- Information and forms regarding the Hull Award are on the GCA website. The deadline for filing forms is February 1. The schedule is hard to predict as it depends on the number of candidates. Club members are to be encouraged to suggest candidates.

Additionally, the committee has broadened its focus to include searching for gardens and farmers in the City deserving of a Weeders Scholarship.

Scholarships are only awarded when deserving recipients have been identified and approved.

Money may be awarded to a permanent community garden for a specific project that will increase its productivity and efficiency, or to an individual farmer to use as he/she wishes.

The amount of an award depends on the availability of funds, donated or budgeted for the purpose.

Responsibilities and Timeline:

- One meeting is held in the fall and one in the spring that might also be a visit to nominees.
- Depending on the nominees, arrange other visits.
- Funding for club awardees must be coordinated with the Finance and Executive Committees being mindful that the budget is approved in September so needs must be submitted well before that time.
- Club scholarship contributions by members are tracked as restricted funds.

- Photos of candidates, awardees, gardens etc. should be forwarded to the Website Administrator to be added to the website.
- 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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

TRIPS AND TOURS COMMITTEE

The Weeders Trips and Tours Committee arranges tours for The Weeders general membership to visit gardens as a group. These are usually trips that involve bus transportation. Both public and private gardens offer good opportunities for visits. (Weeders Trips and Tours trips differ from Horticulture Committee trips, that usually involve local gardens and transportation is by carpool.)

In 1999, pursuant to a survey which determined that Weeders wanted to tour gardens within two-hours of travel time, either by car or bus, daytrips were arranged to visit gardens in Northern New Jersey, Monkton and Chestertown, MD, Greenville Delaware and New York City. Both public and private gardens offer good opportunities for visiting and identifying individuals living in a given area. Determining with whom to work is important. The day-trip concept seems to work well.

Procedure for group Weeders Trips and Tours:

- Once the outline of a tour has been decided, and several months ahead of the date of a tour, a dry run should be made to review the gardens, and to determine route and timing.
- Once a date has been decided upon, necessary reservations should be made, and a committee assembled to work through logistics and costs including transportation, guides, food and beverages. If a bus is being engaged, it is most important to be sure that it can traverse the roads included in the itinerary. If carpools will be the means of transportation, clear travel directions must be provided to all participants. The Treasurer must be informed of the financial needs of the tour and how and when any payments are to be made.
- The Weeders Trips and Tours Chair is responsible for making sure that appropriate emails are sent out describing the tour including costs and logistics. The person collecting responses is to be determined so an accurate tally of attendance and payments can be kept.

AD HOC Trips over several days:

- In the event that a Weeders has an idea for a trip extending over several days and nights, she should first propose the idea to The Weeders Trips and Tours Committee, providing as many details as possible. The Chair may then put together a task force to further explore the feasibility and to gauge interest among the membership. If a decision is made to move forward with the trip, the Weeder(s) proposing the idea should take the responsibility to Chair and/or Co-Chair the event and do the necessary planning and logistics.

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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

VISITING GARDENS COMMITTEE

The Visiting Gardens Chair works with GCA Visiting Gardens Zone reps and member clubs, to arrange garden visits for Weeders traveling to other areas of the country, (and in some cases other areas of the world) which brings GCA members closer together.

Procedure for Visiting Gardens in other zones by a Weeder:

At least four (4) weeks prior to taking a trip, a club member should telephone her Club Chair for the name, address, telephone number and email address of her Visiting Gardens Zone Representative.

The Zone Representative will give the club member the name of the Visiting Gardens Club Chair in the city that she will be visiting.

The club member then contacts the respective Club Chair and gives the dates of her visit. There may be up to three non-GCA guests and not more than nine (9) people in the total group, and she should tell the Club Chair at this time. Any larger group is up to the discretion of the out of area Club Chair.

The Club Chair of the other zone will set up a garden tour and arrange to contact the visiting member when she arrives.

Visitors need to be mindful of expecting to see GCA members' gardens during the holidays, special local events or local garden club fundraisers. The local club(s) may not be able to accommodate guests during these times.

When planning a visit to a country in which GCA has a Courtesy Club (Bermuda, Canada, Germany, Jamaica, New Zealand and Uruguay) requests to visit gardens should be made at least four (4) weeks ahead by contacting GCA Headquarters.

Even though the Garden Club of Charleston is not a GCA club, there is a person to contact. Please contact GCA Headquarters for this information.

The GCA Visiting Gardens Committee does not authorize using any Visiting Gardens privileges for professional purposes, i.e., for professional photography or for articles to be professionally published.

At the end of each calendar year the Chair is responsible for preparing a year-end report of the activities of the committee for the GCA Zone Visiting Gardens Rep. and to be presented at the Club Annual Meeting.

- The Report for the GCA Visiting Gardens Representative should address activities during the year, both arranging visits to local gardens and

contacting other Zones on behalf of our members who travel. She does this even if there is no activity.

- The report for The Weeders Annual Meeting 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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

WEBSITE ADMINISTRATOR

The website has been created using Wix.com

Username – theweeders1907

Weeders rsvp email: theweeders1907@gmail.com

Weeders website access for members:

Website - theweeders.org

The Website Administrator must have knowledge of basic linking and word processing.

Regular duties include updating member information and entering changes to existing information as needed.

Time required could average about (2-3) hour a month teaching others how to use the site and another 1/2-hour consulting with the powers that be and the Wix people over bugs encountered. 1-2 hours per month posting and fine-tuning with most of the work occurring in the summer posting the Program and Flower Show Schedules and updating the membership list.

She works with appropriate Committee Chairs such as Bulletin, Photography, Flower Show, Program, Community projects etc. to be sure photos are posted on the website. (Note: photos cannot be taken from the website to be sent to the archives. The various Committee Chairs must provide Hard copy to the Archivist.)

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 hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.