

THE PLYMOUTH GARDEN CLUB

MEMBER OPPORTUNITIES AND GUIDELINES



Created 2010
Revised 2019
Coletta Candini

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STANDING COMMITTEE CHAIRPERSONS

Artistic Designs	
Awards & Grants	
Civic Beautification Advisor	
Library Bed Chairperson(s)	
Brewster Garden Chairperson(s)	
Hedge House Garden Chairperson(s)	
Conservation Chairperson(s)	
Floral Workshop Coordinator	
Garden Therapy	
Historian	
Horticulture Advisor	
Horticulture Chairperson(s)	
Hospitality Chairperson(s)	
Meeting Coordinator	
Meeting Design Exhibits	
Membership	
Newsletter Editor	
Nominating Chair	
Parliamentarian	
Publicity	
Scholarship	
Ways & Means Committee	
Website Maintenance	
SPECIAL APPOINTEES	
Junior Gardner Advisor	
Junior Gardner Chairperson(s)	
Photography	
Properties	
Remembrance	
Telephone	
Yearbook	
Dec Greens Workshop/Sale	

ARTISTIC DESIGNS/MEETING EXHIBITS CHAIRPERSON(S)

Chairperson Duties:

1. Decides on the type of design to be presented at monthly meetings.
2. Asks for volunteer to create design.
3. Chairperson will discuss the type of design/and or will judge it as a learning experience for all. May have club judge do this.
4. Lists the club months and types of designs that will be done for the clubs meetings September-June. **Give this list to yearbook chair at the June board meeting.**

AWARDS AND GRANTS CHAIRPERSON(S)

Duties:

1. Study complete list on NGC, regional, and state awards and the rules governing them.
2. Stimulate interest in awards and encourage club to apply.
3. Encourage club to sponsor projects having award-winning qualities and to plan programs meeting the specific requirements for particular awards.
4. Submit our yearbook every year to state awards chair.
5. Awards and rules are listed in the back of the federation yearbook.

Note: *Award deadlines come up quickly. Please review potential awards on a regular basis to ensure they are not missed.*

BREWSTER GARDENS

Duties:

1. The beds that we maintain are the two kidney shaped gardens on either side of the pergola and the "*Brewster Garden*" sign garden.
2. The Brewster Garden Chairperson will assign members on a weekly basis to monitor, weed and deadhead plants.

BREWSTER GARDENS CHAIRPERSON(S)

Duties:

1. Maintain the two kidney shaped beds on either side of pergola.
2. Maintain the Brewster Garden sign-plant bed.
3. Organize members to keep these three beds maintained.
4. Monitor beds for any problems or additional plantings needed.
5. Keep a list and tags from any planting purchased.

CONSERVATION CHAIRPERSON(S)

Overview:

The chairperson keeps abreast of problems, issues, pending legislation (good and bad), trends and needs in the field of the protection and conservation of our natural resources.

Duties:

1. Gives a short report at the monthly meeting.
2. Chooses current problems and issues, good and bad to share with members.
3. Promotes and advises on any conservation needs.
4. May provide exhibits of any kind concerning conservation at the monthly meeting.

DECEMBER ANNUAL LUNCHEON CHAIRPERSON(S)

Plan on everyone coming to the luncheon; you want to ensure there is enough for everyone.

Duties:

1. In October, make up a chart, regular signup sheet could get lost. A poster board is ideal.
2. Divide into categories:
 - Appetizers
 - Salads
 - Main course
 - Desserts
 - Punch (Ginger ale, (2) orange juice, (2) cranberry juice, (2) ice molds
 - Rolls (24)
 - A pound of butter
 - 3 cases of small bottles of water
 - Lemon slices
 - Tea
 - Milk and cream
3. Provide amounts for each category: 15 appetizers, 5 salads, 25 or more main courses, and 15 desserts.
4. Remind everyone to bring their flatware and an ornament for exchange on the tree.
5. The luncheon starts at 12-Noon sharp. Everyone must be there at 11:30 a.m. with their food items in order to set up the buffet in a timely manner.
6. Ensure that you have plastic serving ware: (Matching plates & cups are always nice. A full roll of red & green plastic sheeting for tablecloths is needed.)
 - 100 dinner plates
 - 200 dessert/appetizer plates
 - 160 plastic cups
 - 150 coffee cups
 - 100 dinner napkins
 - 160 dessert napkins

**DECEMBER ANNUAL LUNCHEON
CHAIRPERSON(S) CONT.**

7. Bring the chart with you to the November meeting and remind everyone to sign up.
8. People bringing food that needs cutting/slicing into serving pieces are asked to do that at home. This reduces prep time for the committee.
9. In the first week of December, call your committee members to insure everyone is able to attend and work.
10. Assign one committee member to monitor the coffee, tea and accompaniments and refill as needed.
11. All committee members must be at the hall no later than 10:30 a.m. Turn the ovens on 250 degrees to keep things warm, and set up the tables. Each setting should have a plate and a folded napkin on the plate, 6 bottles of water with 8 or more plastic cups.
12. As the food arrives, make sure there are serving implements at each item where needed.
13. The appetizer and dessert table should have 80 plates and napkins.
14. Assign someone to make sure the microphone is set up and remove the ornaments that are on the tree.
15. After the luncheon is over and the club's ornaments have been exchanged, put the other ornaments back on the tree.
16. After the main course, and when members are finished eating, the committee members will pick up the plates and put them in the trash containers.
17. It is not necessary to wash all the containers; the members will take them home as is. Any items borrowed from the church, must be washed and dried and put back in their respective places.

DECEMBER GREENS WORKSHOP

Coordinator:

Participation: Club members

Purpose: To create arrangements and wreaths using live greens for our December Greens Sale.

Scheduling Details:

- It is very important to book the Fehlow room at the library on August 1st each year. We usually try to book the room for the board meeting at the same time. The VP does all of the room booking.

Workshop Details:

- **We need live fresh greens.** Members may cut their own greens, or anyone else's that will donate for the cause. Club members who are unable to do the cutting have let other members trim their greens. This is a great way to help a friend or member in keeping their greens trimmed and in shape!
- You will be instructed to leave the greens at a designated place the day of the workshop. *(Please try to bring them as organized as you can, this will save time when organizing all of the greens at the start of the workshop.)*
- The coordinator and committee will arrange the supplies and decorations on the tables so you will have a clear view of what you have to work with.
- Any donated decorations are welcomed.

⇒ Workshop Safety ⇐

- **In order to make the room a safe place to navigate, please make sure there is clear passage around all tables.**
- **Drop cloths need to be put on the Fehlow room floor. Careful, they are a tripping hazard!**
- **Please make sure the doors to the room are open so all can gain easy access to the room.**

DECEMBER LIBRARY DECORATIONS CHAIRPERSON(S)

Duties:

1. **Remind Vice President to book Fehlow room on August 1st for an end of November beginning of December meeting.** This is when we make the library decorations and our greens sale items for the sale held in December. (see Green Sale Instructions)
2. **Purchase** two large live wreaths to decorate for the library.
3. **Purchase** two outdoor type ribbons to decorate the two wreaths.
4. The two outside containers that are used for library are maintained by the club.
5. Ask members to cut greens to bring to the workshop for decorating the library and items for our Greens Sale.
6. Monitor greens in outside containers and refresh when old.

Supplies:

*****Members have been collecting baskets all year for this sale*****

- Live and artificial wreaths (number to be determined by committee)
- Dried and artificial decorations
- Floral wire
- Oasis
- Baskets
- Bows
- Ribbon
- 3 in 1 Advanced Craft glue/and or glue guns with glue sticks
- Wire cutters
- Scissors
- Extension cords
- Price tags
- Newspaper
- Heavy duty trash bags
- String to bundle left over greens to sell

GARDEN THERAPY

Duties:

1. Arrive at designated nursing home usually 1/2 hour before program to pre-cut flowers for mini arrangements to be made.
2. Place cut greens in containers first.
3. Make small bundles of flowers and distribute to each resident at the tables.
4. Help the resident to arrange flowers in the decorated containers provided by the chair.
5. Socialize with residents while helping with arrangements.
6. Clean up after program.

Notes:

1. Usually takes 1.5 hours from start to finish, you do not need to be a designer to do this. Car pool if you can as there is limited parking.
2. I have found in my experience that taking an hour and a half out of my day to make these residents happy is very rewarding.

GARDEN THERAPY CHAIRPERSON(S)

Overview:

Activities are conducted at the area Nursing Homes and Assisted Living facilities selected based on the resident's ability to actively participate in the creative process.

Duties:

1. Arrange time, date, month, and place for program to be held.
2. Provide a list at the monthly meeting for members to sign up for program.
3. Ask for and keep on hand small containers.
4. Ask for volunteers to decorate them.
5. Place (soaked) oasis in containers (*Oasis purchased through the club.*)
6. Purchase flowers from area supermarkets.
7. The day of program, have your committee precut flowers at the program site.
8. Place greens in containers before helping with flowers.
9. Instruct committee to help residents create flower arrangements.
10. Clean up area where arranging occurred.
11. Collect from club members greeting cards to bundle up with ribbon to pass out to residents.

HISTORIAN CHAIRPERSON(S)

Overview:

The Historian records the events of each passing year which significantly express our progress and achievement.

Must be active, and vitally aware of all that is happening in our club, staying abreast of events as eye witness observer when possible.

Duties:

The historian shall:

1. Encourage and assist in compilation of member club histories, keep copies for club files, and **submit an annual written historical report of the year's progress for club files.**
2. Keep a record of club accomplishments.
3. Encourage archival collecting.
4. Retain and submit copy of annual report to president.
5. Create a Table of contents for scrap book or CD.
6. Document objectives, project, and accomplishments.
7. Collect newspaper clippings, pictures, etc.
8. Record highlights of the current president's term.
9. Collect any significant memorabilia pertaining to achievements.
10. Research new ways to preserve our history.

HORTICULTURE CHAIRPERSON(S)

"Horticulture is the essential foundation of gardening"
"The study and practice of improved methods of growing plants should be a major project of all garden clubs"

Duties:

1. Stimulate greater interest in all aspects of better gardening.
2. Give a short report of new methods of feeding, planting, care of plants, or any other topics of interest in horticulture at the monthly meeting. You may choose to (also) write monthly horticulture notes for the club newsletter in place of speaking.
3. Stress member participation in horticultural section of flower shows.
4. Assist with horticulture exhibits when requested.
5. Attend monthly board meetings held the first Wednesday of the month at 10:15 a.m. at the Plymouth Public Library. (Sept-May) (June meeting TBA.)
6. **Decides upon and gives to the yearbook chairperson in June a list of Horticulture that is to be brought in by members to the monthly meeting.**
7. Sets up Horticulture table for the monthly meeting and assures that the horticulture has been labeled correctly.
8. Speaks to club members during the meeting about the horticulture displayed on the table.
9. Assists in organizing and running the club's annual May Plant Sale. (Bake and yard sale part run by other members.)
10. Educates and reminds club members on the guidelines for entering Horticulture in a standard flower show.

JUNE ANNUAL LUNCHEON CHAIRPERSON(S)

Duties:

1. Book a place for the following year in June.
2. **Provide place, date and time of luncheon to yearbook chair before June board meeting.**
3. Arrange to meet with the event person where lunch will be held no later than April to select menu.
4. Provide a signup list at the April meeting for luncheon.
5. Day of Luncheon
 - Setup a table and three chairs to greet members.
 - Members will sign in and take appropriate ticket for lunch selection (fish, chicken, etc.)
 - Any changes to members address, email, and phone numbers are also updated at this time.
 - Library bed chair will provide any other current information that needs to be given to members.
 - Library bed chair will provide members that will be doing the library beds their assignment and instructions.

JUNIOR GARDENERS

This program is offered to all the third graders in the Plymouth Public School System. Our volunteers run this program. Class time takes approx. one hour per class. Two sessions per day are sometimes offered in the same school.

Time: approx 2 hours.

Teacher Responsibilities: instructs class using an outline of topics that has been developed.

Volunteer Responsibilities: assists teacher, passes out information to class, helps gather materials used and helps transport items to and from teachers car or class to class.

JUNIOR GARDENERS CHAIRPERSON(S)

A description will be added at a later date.

LIBRARY GARDENS

Duties:

1. Two or more members are assigned to one of the ten beds.
2. Divide up the caring of the beds for one year.
3. The bed needs to be checked weekly for:
 - Weeds
 - Insects
 - Deadheading
 - General maintenance (look of the bed)
4. Spring and fall cleanups are done and all members may help the assigned members.
5. **Any pruning such as height of red twig dogwoods, boxwoods, mop head cypress and sedum will be coordinated by chairs as everyone prunes differently.**
6. Report any problems with library bed to chairperson(s).

Notes:

1. *You must let library chair know if you are unable to maintain your bed. This is important as we don't want to have unkempt beds amongst those that are well maintained.*
2. *As long as you keep check of the beds weekly it does not end up being a big job.*

LIBRARY GARDENS CHAIRPERSON(S)

The Chairpersons support any planned activity which promotes rehabilitation and conservation of the neighborhood and communities, and encourages the cooperation of their organizations in achieving these goals.

Duties:

1. Maintain the Plymouth Public Library beds. (Front of Library)
Ten Beds - 7x12 feet
 - Organize teams for each bed.
 - Start sign-up sheet at March-April meetings.
 - No Limit on number of caretakers per bed.
 - Assign beds to those who have signed up. Some will want to work together, that's fine.

2. Organize two clean-up/Planting days.
 - October or November and April or May
 - May or June planting if needed
 - **Anyone can sign up to help clean/plant**

3. Order any plants or mulch as needed. – refer to library bed notebook.
Need approval for money from board.

4. Keep a weekly check of the beds for any problems.

5. Chairs responsible for determining when to fertilize the beds.

6. Maintain a record of all plants in the beds.

****Contact Jennifer Harris (library director) for any planned work on the beds by email****

All pruning of boxwoods, red twig dog woods, mophead cypress or sectum will be coordinated by chairperson(s).

MAY PLANT & BAKE SALE

Opportunities:

There are many different opportunities to volunteer for the sale.

1. One thing that everyone can do is to pot plants and label appropriately for the sale. This helps to generate money for the club.
2. Volunteer to work at the sale.
3. Distribute "plant sale signs" around town.
4. Bake for the sale.
5. Help keep the plants arranged so the public can view them.
6. Answer questions the public might have.

MEMBERSHIP CHAIRPERSON

The Second Vice President shall, in the absence of the President and Vice President, perform the duties of the President. The Second Vice President may also serve as Chairperson of the Membership Committee and shall maintain a correct Membership List.

Duties:

- Distribute membership application as requested – applicant must attend two meetings before submitting application.
- Present membership application to the board at next scheduled board meeting.
- Assuming the applicant is approved, prepare a board update memo with all pertinent information, i.e., name, address, telephone numbers and email information. Distribute to the board officers.
- Prepare in advance the welcome letter to the applicant. Have signed and stamped to mail after the board meeting.
- Add name to Membership List.
- Update Monthly Attendance Sheet.
- Add name to birthday list. Distribute chance opportunity tickets to members who have a birthday in the month of our meeting.
- Print name badge with star (new member). Once the member has completed first year of membership, provide a new name tag with club logo. Print year joined on name tag.
- Prepare a yearbook (put name label on back of book.)
- Purchase welcome gift.
- Introduce new member at meeting, present gift and yearbook.

MEMBERSHIP CHAIRPERSON Cont.

- Give Membership dues to Treasurer.
- At each monthly meeting the Treasurer will set up the membership table at the left front of the meeting room. The member puts a check mark next to their name. If their name is on the birthday list for that month, give them one free chance opportunity ticket. Some members don't check in. **It is imperative to re-check the room to make sure everyone in attendance is checked off.** This monthly information must be given to the Newsletter Chairperson.
- Distribute the newsletter to those who don't have email. The Historian receives two copies.
- Anyone may assist the Membership Chairperson at the table.

HISTORY OF OUR TEA

During my time as President 2010-2012 I attended many other Garden Club meetings. What I have learned is that although we strive to progress in this club the special tradition that we still have is our tea. Let's keep this tradition going!

90 Years strong!

- Coletta Candini, 2019

MONTHLY TEA COMMITTEE MEMBER

Duties:

1. Each garden club member is required to serve on a tea committee for one meeting during the year, unless they are an officer.
2. **Committee members are expected to find their own replacement and notify Tea Chair of the change.**
3. You are asked by the Tea Chairperson to make either desserts or tea sandwiches for the meeting.
4. Arrive at the Wednesday meeting at the time designated by the chairperson.
5. Assist with arranging and placing food, dishes, coffee, and tea.
6. Clean up after tea includes dishes and food.
7. Leftover food needs to be arranged in paper plates to be sold.

GUIDELINES FOR TEA HOSTESS

HOSTESS TO PURCHASE

two (2) lemons, small half & half, pint of milk, napkins

WILL BE ON HAND

Coffee, tea, sugar, plastic wrap and paper towels – provided by the Hospitality Chairman. They are in the cabinet to the right of the stove. There is a copy of this report by the door.

FLORAL ARRANGEMENT FOR THE TEA TABLE

This may be provided by you or any member of your committee. This person does not have to make food. Up to \$30.00 will be given to this member then the arrangement will be raffled. The Silver Service and table cloths will be in the cabinet next to the sink on the left.

TO MAKE COFFEE

Using the pot on the counter by the sink, fill to desired serving level with cold water. For 30 servings use 1 ½ cups of coffee and for 45-50 use 2 ½ cups. Start coffee by 12:45.

NOTE

**On the day of the meeting select two people from the members attending, not from the committee, one to serve coffee and one to serve tea.
*** The committee should not leave the meeting and program until it is over.**

DUTIES FOLLOWING EACH CLUB MEETING

Leave no food or serving dishes. Surplus food may be sold at \$2 a plate.
Have dishes washed and put away.
Trash bags will be removed by Sexton. * Please close trash bags tight *

To use the dishwasher: run water in sink until hot. Stack plates in bottom rack and cups in top rack.

Slide racks in and add 2 tbs dishwashing detergent. Close door and push handle down. Takes about 5 minutes. Dishes need to be dried.

SUGGESTIONS

All food containing NUTS should be labeled as such.

The committee should be at the church by 12:15.

Call the committee at least seven days prior to meeting date.

Members who are not able to participate must get their own replacement.

Ask each member to make two dozen batches of sandwiches or dessert, or if they prefer, a dozen of each.

TEA SUGGESTIONS

Bread: white or wheat – thin sliced or sandwich bread – crusts cut off – halves, quarters or strips.

Also, pinwheel, pumpernickel and date/nut are suggested. **NO CRACKERS OR ROLLS OF ANY KIND**

Fruit breads: blueberry, cranberry, banana, crumpets, scones.

Open faced sandwiches if easy to handle.

To keep fresh cover each layer with a cloth or paper towel, pre-moistened. Most can be made ahead.

SANDWICH SUGGESTIONS

Cucumber, watercress, egg salad, chicken salad, salmon (lox), radish, tuna, deviled ham (olives), asparagus roll ups, chutney or butter cream cheese, sliced tomato with parsley or cucumber or basil, lobster or other spread, avocado, etc.

Toppings: any appropriate herb or spice such as Tarragon or curry, salt, pepper.

SWEETS

Cookie, small cakes, meringues, small jelly rolls, small eclairs, petits, four small squares.

Bases: goat cheese, cream cheese, mayo, plain or with curry or some other addition.

Toppings: jam, lemon curd

All food containing nuts must be labeled "With Nuts". Thank you.

There are many suggestions in "Gardeners in the Kitchen", a cookbook published by the Plymouth Garden Club starting on page 171.

From the Newsletter:

PROPER TEA

In England, the traditional time for tea was four or five o'clock and no one stays after seven o'clock. Most tea rooms today serve tea from three to five o'clock. The menu has also changed from tea, bread, butter and cakes, to include three particular courses served specifically in this order:

SAVORIES – tiny sandwiches or appetizers

SCONES – served with jam and Devonshire or clotted cream

PASTRIES – cakes, cookies, shortbread sweets

These food items should be small, more or less bite size.

TEA CHAIRPERSON(S)

Overview:

Each Garden Club member is required to serve on a tea committee for one meeting during the year unless they are an officer.

Duties:

1. Asks members to be Tea Hostess for a monthly meeting.
2. Provide a list for members to sign up for the meeting convenient for them to be on the tea committee.
3. Those who have not signed up are assigned by the Hospitality Chair.
4. PROVIDE TEA HOSTESS WITH "**GUIDELINES FOR A TEA HOSTESS**". The guidelines are very helpful for the Tea Chair and committee. **(see attached)**
5. Mail, call, or email each **TEA HOSTESS**:
 - A list of tea members for month being assigned.
 - If you have to rearrange tea members assigned that month, please let Tea Hostess know.
 - Once the monthly list has been made and tea committee members have agreed to the dates. **IT IS EXPECTED THEY FIND THEIR OWN REPLACEMENT AND NOTIFY TEA CHAIR.**

Submit final list of Tea Hostess/Committee members to the Year book Chair by June board meeting.

NEWSLETTER EDITOR

Overview:

Attend board meetings to take notes regarding any garden club business, i.e. old business, new business, new members, events, announcements, awards, and other committee chair reports.

- Civic Beautification
- Conservation
- Garden Therapy
- Horticulture
- Junior Gardeners
- Remembrance

Duties:

- 1. Chairperson(s) are to call the newsletter editor to submit information no later than the first Thursday of the month if they did not attend the board meeting. If not, the newsletter editor has to contact them, which can be very time consuming.**
- 2. After all notes and information are lined up and in order, the task of writing the newsletter is ahead. The person who holds this position must be able to put words to writing, have good command of the English language and the ability to condense information to fit a two-sided document. The person should have another member who also has the same abilities to proof-read the document. Once **that is completed, the president is emailed a copy for her/his review for additions, deletions, changes and approval.****
- 3. Copies are then made for the members who do not have email. A name label is placed on each newsletter. They will receive their newsletter at the meeting. If they do not attend, the newsletter will be mailed to them by the membership person. All members who have email will receive their newsletter via email. It is important that the newsletter editor be notified of any email address changes.**

Note: *There is no newsletter in the month of December.*

NOMINATING COMMITTEE CHAIRPERSON(S)

Overview:

The nominating committee shall consist of three members, each with at least two years' membership, two appointed by the president and one elected by the membership. This committee shall prepare a list of nominations for officers to be presented to the club at the meeting preceding the election of officers.

Elections of officers shall take place at the meeting preceding the annual meeting.

The installation of new officers shall take place at the annual meeting.

It is the duty of the committee to select nominees for the following elected offices:

- President
- First Vice President
- Second Vice President
- Recording Secretary
- Corresponding Secretary
- Auditor

PARLIAMENTARIAN

The parliamentarian advises the president on points of parliamentary law. The president in preparing their agenda for a club or executive board meeting should inform themselves of the proper procedure for handling the various items on the agenda. If in doubt, they should consult the parliamentarian before the meeting. The president should give a copy of their agenda to the parliamentarian **AT LEAST A WEEK BEFORE THE MEETING TO SEE IF ALL IS IN ORDER AND WHETHER THERE ARE ANY QUESTIONS.**

The usefulness of the parliamentarian to the president is enhanced by the consultation between meetings, both to give the president information and confidence.

1. If a point of procedure should come up in a meeting upon which the president is doubtful, they may ask for parliamentarian to render an opinion, but the president makes the rulings.
2. When something is being done out of order which might lead to injustice or confusion, this action should be taken by calling the attention of the president unobtrusively by writing a word or two on a slip of paper and handing it to the president. For this reason a seat for the parliamentarian should be placed near the president.
3. Be available to club members when so requested, a parliamentarian can be very helpful and should be consulted by the committee interpreting bylaw requirements for nomination and elections committee.

PHOTOGRAPHY

Duties:

1. Takes pictures of club events/members
 - New members for our yearbook
 - Monthly tea table arrangement
 - Program speakers and their program
 - Outside club events (ie: library planting, special events such as flower show, garden therapy, fundraisers)
 - Other pictures deemed needed for our archives.

2. Print photos
 - Give or email pictures to the following people as needed
 - Website Chair
 - Historian

PROPERTIES

Properties are items such as the tables, trays, flower pedestals.
Other properties include documents pertaining to The Plymouth Garden Club.

Duties:

1. Keep an accurate list of stored contents and where they are.

Note: *We are currently storing our inventory by club members.*

PUBLICITY

Overview:

Publicity chairperson is an important link between the club and the reading and listening public.

The chairperson should be aware of what is news for the publication and write their articles with accuracy, brevity, and timeliness. They are also responsible for keeping club activities before the membership and public.

Duties:

1. Sends releases to the press regarding
 - Selection of officers
 - Meetings
 - Special events and awards won by club or its members.
2. Acts as a liaison between club and reading and listening public.
3. Responsible for club standing in the community.
4. Reference a pamphlet of publicity pointers usually available through federation office (state or national) or your local and suburban newspapers.
5. Keep information on media (newspapers, magazines, radio, television stations) with names, addresses, phone numbers, and requirements of each.
 - Requirements:
 - Send announcements (before event) of meetings and special events mailed or emailed, not phoned.
 - When to send announcements: one week before expected release or as required locally.
 - To whom: writer of women's pages, calendar section or event section of local newspapers.
 - Format: preferably typed, double spaced, standard white paper, one side only with wide margins if mailed.
 - At end of page write "**more**". If there is a second page, put "###" at the end.

- Signed by publicity chairperson
 - **Release date-most important****
 - Send weeks before event
 - Special emphasis on money making projects open to the public
 - Importance of accuracy and completeness, especially if submitted in outline form.
 - Keep to simple facts using the 5 W's-who, what, where, when, why
 - Be accurate, specific and brief using short words and sentences and paragraphs: omit unnecessary adjectives, and unfamiliar words: emphasize verbs.
 - The first sentence is called the "lead", an attention getter, possibly a question such as "What's a women doing here?"
6. Try to get pictures in advance to special events. ex: planning committees, workshops.
 7. Select for interest appeal, particularly service projects.
 8. Invite president or chairpersons to appear in pictures.
 9. Publicity chairperson should check with GCFM for dates of submission for district doings and write a brief article on club events or interesting programs club has done. ex: library plantings, library, Christmas decorating, flower shows, grants, arbor day, etc.
 10. Try to obtain pictures of prize-winning arrangements and names and awards of winners for local papers.
 11. Check with president when in doubt of accuracy of information.
 12. Pass on current list of publicity contacts to next publicity chair.

REMEMBRANCE

Duties: Send cards to members who are ill, recovering, or to a member or family who has died.

Notes: *Cards and stamps supplied by the club.*

Please advise the president when supplies are getting low.

SCHOLARSHIP CHAIRPERSON(S)

Overview:

The object of the scholarship fund is to aid and encourage the students of Plymouth North and South High Schools to further their education in horticulture, forestry, ecology, floriculture, landscape design, conservation, botany, biology, and other allied subjects.

The scholarship committee consists of the president, treasurer, and the scholarship chairperson.

Duties:

1. Notify recipient of award and invite to our annual June luncheon for the presentation of award.

2. Arrange the scholarship payments with the treasurer. (See section 3 Bylaws of the Plymouth Garden Club Yearbook.

SPECIAL EVENTS

A description for Special Events will be added at a later date.

TELEPHONE COMMITTEE

Duties:

1. Calls members who do not have email with information as deemed needed by president.

Note: *If you have email, expect to receive most of the information sent this way, including the monthly newsletter.*

WAYS AND MEANS

Overview:

A committee of members will manage Ways and Means. New members will be assigned to table.

Duties:

1. Chance Opportunity Tickets

- Sell chance opportunity tickets at monthly meetings.
- We usually chance the tea table arrangement, but check with the arranger first.
Chance opportunity items TBA at every meeting.
- Sell tickets for any other event the club may have.

2. Ways and Means Table

Some items and tickets are stored in the two cabinets going upstairs from the church foyer.

- Purchase seasonal appropriate items for monthly Ways and Means table.
- Display floral arranging products for sale (see list of products and prices)

3. September and May Surveys

- Provide a survey on the first and last regular meetings (September and May) to determine products members would like to purchase for the table.

WEBSITE MAINTENANCE CHAIRPERSON(S)

Duties:

1. A copy of the newsletter is saved to a document, **removing any personal information, treasury balance and any other data not for public view.** Once done, the newsletter is uploaded to the club's website.
2. Certain pictures are taken at the regular garden club meeting (second Wednesday of the month September through May), i.e. new members, tea table arrangement, special events and awards.
3. Any club pictures taken of special events, annual meetings, conferences, flower shows are taken at the time of the event and are uploaded to the website.
4. The pictures are saved on the computer. Emails for the different pictures are then sent to the webpage where they are downloaded to *Photobucket* which holds all of the club's pictures. A small paragraph or text is placed above or below the respective picture. A new member's picture can be found on the website news page. The month and year is placed above the picture and the member's name is placed below the picture.
5. There are pictures interspersed within the pages, these can be changed during the annual updates made to the web pages.
6. Officers, Committee Chairmen and a new schedule of events are changed every year or every two years when the roster of officers change.

YEARBOOK

Duties:

1. Must attend the last board meeting in June, usually after the annual luncheon.
2. Organizes the book for the new year in Microsoft Publisher. (*The chairperson should have knowledge of Microsoft Publisher.*)
3. Coordinates orders with powder horn press and arranges delivery to membership chair.

Notes

1. *The yearbook formatting will be prepared by an outside source.*
2. *An Advisor position will be created to work with the outside source.*

FORMER PROGRAMS

ANTIQUARIAN FAIR

Opportunities:

1. One thing that all of us can do for the August fair is to pot plants and label appropriately for the sale.
2. Vegetables are also accepted for the sale.
3. Volunteer the day of the fair to sell items at our table.

BOW-MAKING (TOWN CHRISTMAS TREE)

Description:

Gather with other members to make the town square Christmas tree bows.
(Usually in the Fehlow room at the library)

Time: Takes about two hours.

Procedure:

- Members pre cut the ribbon inches each. (Do this before the day of workshop)
 - You may cut ribbon even if you are not going to the workshop.
 - You do not need to know how to make the bows as there are members who are very willing to help those who need it.

BOW-MAKING (TOWN CHRISTMAS TREE) CHAIRPERSON(S)

Duties:

1. **Remind vice president to book Fehlow Room in September for November bow making.**
2. Make a sign up sheet and post at the October meeting.
3. **Purchase** 700 yards of 2 inch outdoor ribbon and 24 gauge 18 inch precut green wire. Ribbon is purchased at either Fall River Floral Supply or Jacobson's in Boston.
4. Have members precut ribbon before the actual day of making bows. Ribbon to be cut into 30 inch lengths.
5. Deliver bows (in trash bags) to DPW office in Camelot Park.

Note: Need 500 bows made.

HEDGE HOUSE GARDENS

Duties:

1. Gardens at the house are assigned by the Hedge house chairperson.
2. Members are placed in groups to monitor, weed, and deadhead plants.

HEDGE HOUSE GARDENS CHAIRPERSON

Duties:

1. Maintain the Hedge House gardens.
2. Provide sign-up sheet at the meetings to form a group of members to monitor, weed and deadhead beds.
3. Organize members in groups to keep the gardens maintained.
4. Monitor the beds for any problems.
5. Contact Hedge House curator with any questions. Maintain beds as they are, do not change unless it is cleared by the Hedge House.

NOVEMBER CLUB PROGRAM

Artificial Wreath /Mini Tree/Ornament Workshop for December Greens Sale

The coordinator organizes and runs the program with help from the members.

Description:

1. Members will decorate the items provided.
2. Everyone is encouraged to participate in the program, the best way to learn is to just work with others and have fun - *you are not being judged.*
3. Items such as wreaths, trees, ribbon, decorations, etc, are purchased by the chairperson or president during sales before and after the holidays.
4. An inventory is kept on what has been purchased during the year so we will know if other items are still needed. (The chairperson has the purchased items and inventory.)

Agenda:

Agenda for the day should run as follows:

1. Tea table will be set up with paper goods so members may snack at any time during the workshop.
- 2. Brief business meeting.**
3. Create and decorate with each other and help others to learn.
4. If you have not finished your item(s) you may finish at home.

This project is one of our fund raisers for the club, so please encourage everyone to help.

NOVEMBER CLUB PROGRAM CHAIRPERSON(S)

Artificial Wreath /Mini Tree/Ornament Workshop for December Greens Sale

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Description:

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4. An inventory is kept on what has been purchased during the year so we will know if other items are still needed. (The chairperson has the purchased items and inventory.)
5. Keep a list of items needed for the program
 - 4 Extension cords
 - Glue guns/glue sticks (the club has two guns or tell members to bring their own)
 - Newspaper to cover tables
 - Floral wire
 - Wire cutters
 - Scissors
 - Price tags
 - Glue (some have found it easier to use) ***The 3 in 1 advanced craft glue by Beacon's has worked very well and has made it easier for some than dealing with glue guns when not at home.***

NOVEMBER CLUB PROGRAM cont.

Agenda:

Agenda for the day should run as follows:

1. Setup 8-10 tables so that everyone can safely navigate around them.
2. Organize and display items being used to decorate.
3. Tea table will be set up with paper goods so members may snack at any time during the workshop.
- 4. Brief business meeting.**
5. Create and decorate with each other and help others to learn.
6. If you have not finished your item(s) you may finish at home.
7. All of the items will be stored (TBA) until the December greens sale.

This project is one of our fund raisers for the club, so please encourage everyone to help.