

# Awards\*

## Objective:

Oversee Club, Zone and National awards for the GCSL

## Tasks:

- Researches and assess membership and community for deserving recipients
- Submits proposal to Zone Awards Chair who forwards to GCA Committee
- Receives awards for GCSL
- Selects frames; GCA offers suggestions
- Notifies Presidents of recipients
- Gives awards to recipients at Annual Meeting in June
- Attends board meetings

## Skills:

- Organized
- Follows through on details
- Understands award requirements enough to match with proposed recipients' credentials

## Time Commitment:

1 hour per month to attend board meetings

5 hours per awards in fall; with 5 awards expect 25 hours total

13 hours in spring: framing 5 hours, follow up 5 hours, presentation prep 3 hours

Summer

- ask past and current presidents for input on deserving recipients
- research awards for members that go above and beyond for GCSL

Fall

- Submit award proposals for 25 and 50m year membership

Winter

- Follow up on proposals with GCA

## Term Duration:

2 years

\*GCSL By-laws: The AWARDS COMMITTEE shall oversee Club, Zone and National awards as defined by the GCA.

## **Bulletin/Public Relations**

### **Objective:**

Write articles for GCA magazine, Bulletin, about GCSL

### **Tasks:**

- Attends board meetings
- Attends programs
- Writes 2 articles per year about the activities and history of GCSL

### **Skills:**

- Writes well
- Research topics thoroughly
- Stays involved in GCSL business

### **Time Commitment:**

1 hour per month to attend board meetings

2 -3 hours per article

### **Term Duration:**

2 years

## **Civic Improvement**

### **Objective:**

Communicate opportunities for grants from the Garden Club of America

### **Tasks:**

- Attends board meetings
- Knows about the five GCA grants: Founders Fund, Partners for Plants, Restoration Initiative, Common Ground Collaborative and Hull Award
- Knows about the GCA's CIC Awards and Commendations
- Considers GCSL's Green Grants recipients as potential applicants for GCA grants
- Receives and responds to correspondence from the Zone XI CIC Representative
- Assists in grant application process

### **Skills:**

- Adept at maneuvering around GCA website for CIC information
- Grant writing experience a plus

### **Time Commitment:**

1 hour per month to attend board meetings

1-2 hours per month to read and respond to CIC correspondence

### **Term Duration:**

2 years

# Communication/Grapevine\*

## **Objective:**

Communicate Club and GCA events, activities, news with GCSL members  
Publish monthly club newsletter, The Grapevine

## **Tasks:**

- Attends board meetings
- Collects event information, news and photos and verifies dates
- Sends out monthly “Call for Content” to GCSL Board for Grapevine material
- Collaborates with Invitations Chair to send out event invitations
- Emails announcements and reminders to members
- Gets all emails sent out, including The Grapevine, approved by the President(s)
- Publishes The Grapevine first week of each month except July and August
- Keeps mailing list on Mailchimp account updated

## **Skills:**

- Attends to detail, collaborates and communicates
- Organized and timely with information
- Creative flair for design layout and content
- Writes well, grammatically correct, proofreads and edits
- Understand what topics members want covered
- Adept at maneuvering around GCA website for material
- Experience with Mailchimp software and photo editing a plus
- Experience with Word to create PDF documents/photo collages

## **Time Commitment:**

1 hour per month to attend board meetings

20-25 hours per Grapevine edition per month

1-2 hours per monthly program to keep all necessary parties in loop

## **Term Duration:**

2 years

**GCSL By-laws:** The COMMUNICATIONS COMMITTEE shall be responsible for keeping members regularly informed of Club activities and other events, including the dissemination of alerts to members on matters of immediate interest.

# Conservation\*

## **Objective:**

Educate and engage GCSL members on conservation topics and issues through workshops and field trips

Work with City of Ladue and long-term plan to beautify Rodes Park

## **Tasks:**

- Attends board meetings
  - Plans yearly conservation program with workshops and field trips
  - Collaborates and coordinates with NAL and Horticulture Chairs on workshops
  - Keeps members informed on current conservation issues
  - Shares stories and photos with Communications for publication in Grapevine
  - Keeps members updated on conservation best practices for home gardens and Ladue's progress with beautification plan
  - Prepares and presents "Conservation Minute" at programs
  - Organizes and facilitates book club on conservation issues as schedule allows
  - Encourages members to contact legislators via links sent by Zone 11
- Conservation Chair
- Coordinates volunteer opportunities for club at Rodes Park
  - Manages memorial tree planting to honor deceased members

## **Skills:**

- Program/event planning experience
- Eager to learn and is curious about conservation
- Excited by hands on activities
- Inspires enthusiasm for and attendance to activities

## **Time Commitment:**

1 hour per month to attend board meetings

3-4 hours per workshop or program

## **Term Duration:**

2 years

**GCSL By-laws:** The CONSERVATION COMMITTEE shall keep members informed on current conservation issues, plan a yearly conservation program and work with other conservation agencies and organizations whose programs complement the Club's.

# Dinners

## **Objective:**

Create an atmosphere of camaraderie and inclusion with dinners after programs

## **Tasks:**

- Attends board meetings
- Attends programs
- Plans dinner menu and coordinate with club staff
- Creates decorations for tables and make tables look festive
  - Oversees arrangements for tables
- Makes and sets out place cards and seats tables

## **Skills:**

- Organized
- Socially adept and outgoing
- Tactful and diplomatic
- Creative with flair for design

## **Time Commitment:**

1 hour per month to attend board meetings

2 hours day before program to build table decorations

1 hour before programs to set out place cards and final touch ups

## **Term Duration:**

2 year

# Floral Design\*

## Objective:

Create and oversee all GCSL floral events and projects

## Tasks:

- Attends board meetings
- Collaborates with Horticulture on unjudged show in October
- Collaborates with Green Grants on arrangements for October fundraiser
- Works with Provisionals to make table arrangements for Holiday Lunch
  - Orders materials in November
- Strategizes and selects GCSL member to participate in Art in Bloom
  - Application period starts last week of October until mid-November
  - Art piece selection made mid-January
- Attends Art in Bloom first Thursday through Sunday in March
  - Supports club entrant in maintaining arrangement during specified hours
- Adheres to materials' budget for each event
- Holds floral workshops
- Submits monthly content to Grapevine after Co-Presidents' approve

## Skills:

- Creative floral designer
- Experience in flower management and arranging and plant material prep
- Collaborates and communicates well with other committee chairs
- Comfortable speaking and working in front of a group
- Teacher/trainer to others about floral work and encourages beginners

## Time Commitment:

1 hour per month to attend board meetings

1-2 hours per monthly Grapevine entry

4-5 hours per Bingo and Holiday Lunch to prepare arrangements with Provisional Chairs

12 hours over 4 days in early March for Art in Bloom project if participating

## Term Duration:

2 years

\*GCSL By-laws: The FLORAL DESIGN COMMITTEE shall encourage membership participation in flower shows and other aspects of floral design by holding workshops, assisting with programs, and keeping members informed on matters of note pertaining to floral design.

# Fundraising

## **Objective:**

Lead fundraising efforts for GCSL's Green Grants initiative

## **Tasks:**

- Attends board meetings
- Brainstorms fundraising ideas like Bingo Night
- Spearheads concept and builds producible event
  - Finds venue
  - Designs invitation
  - Sets menu and arranges decorations
  - Secures sponsorships and prizes
- Enlarges events' reach to achieve annual \$25K goal by 2024
  - Sets and monitors 5 year rolling revenue projections

## **Skills:**

- Takes initiative
- Plans and hosts events
- Organized
- Sequential thinker
- Collaborates and communicates
- Can build enthusiasm among volunteers and supporters
- Willing to make donation requests from members and club supporters
- Excel and financial skills a plus

## **Time Commitment:**

1 hour per month to attend board meetings

40 hours annually

Work clustered around 2 events in fall and spring

## **Term Duration:**

2 year



# Garden History and Design\*

## Objective:

Inform and educate the membership through lectures (design styles) and hands-on projects (garden documentation and community service projects)

## Tasks:

- Attends board meetings
- Researches and selects local garden to document
- Documents garden following GCA protocols and procedures found on GCA website
- Collects plans, exhibits and plant information
- Photographs gardens for seasonal variations
- Organizes documents in prescribed format
- Submits compiled garden documentation to Smithsonian
- Edits documentation after Smithsonian review
- Writes educational articles for Grapevine and GCA publication on design history and design

## Skills:

- Organizes and maintains methodical records
- Tracks and follows through on details
- Experience with Word a plus
- Strong research ability
- Understands compositional organization of information for photographs

## Time Commitment:

12-month process to document garden

Tasks and projects ebb and flow throughout year

- Spring/Summer/Fall - photograph garden's details, interview owner
- Winter – compile and assemble documentation following protocols

## Term Duration:

2 years

**\*GCSL By-laws:** The GARDEN HISTORY AND DESIGN COMMITTEE shall use photography and research, the study of good design practices, and educational and lecture programs to develop an appreciation of America's significant gardens. The committee works closely with the GCA History and Design Committee to document cultivated gardens in St. Louis and the surrounding area for the Smithsonian Institution's Archives of American Gardens.

# Green Grants

## Objective:

Create and manage a process for Club to give monetary grants to nonprofit organizations in our community that support our mission and values

## Tasks:

- Attends board meetings
- Encourages club members to submit grant applications
- Manages grant application process and timeline
- Reviews submitted applications that meet criteria
- Proposes slate of grants for monetary award to Executive Committee
- Organizes grant application presentation to Club Membership for vote
- Notifies recipients and oversee award distributions

## Skills:

- Experience using Excel to organize grant information
- Can organize information in desired format to present slate
- Attends to details

## Time Commitment:

1 hour per month to attend board meetings

During the Fall, encourage members to sponsor eligible recipients to apply

Applications due by 31 January

First 2 weeks of February - average of 2-4 hours per week to review applications, organize slate and prepare presentations to Executive Committee and then Club Membership

- One week before February Board meeting, present applications to Executive Committee who assembles slate
- February meeting present slate of proposed recipients

March to April 31- 1 to 2 hours per week to manage distribution of awarded grants

September and October - 1 hour per week to visit and observe Awardees' use of grant money

## Term Duration:

2 years

Leadership terms maybe staggered to support strong knowledge base for process

# Historian\*

## **Objective:**

Update existing history of GCSL, minutes and significant items to Google drive

## **Tasks:**

- Attends board meetings
- Stays abreast of information to be archived - Minutes, agendas, letters, President's Report to GCA and GCSL, relevant correspondence, club speakers' list
- Gathers information to be uploaded
- Searches through old club files for valuable historical information to save
- Keeps appropriate records, documents and memorabilia
- Maintains photos section of Google drive
  - Photos are sent to Historian who creates album
  - Link is created of album and sent to GCSL website and Communications

## **Skills:**

- Attention to detail
- Organized and methodical
- Willingness to learn
- Able to scan
- Interest in club history
- Experience working with Google Drive a plus

## **Time Commitment:**

1 hour per month to attend board meetings

2 hours per month

## **Term Duration:**

2 years

**\*GCSL By-laws:** The HISTORIAN shall update the existing history of the Club and seek out and maintain appropriate records, documents and memorabilia.

# Holiday Lunch

## **Objective:**

Plan and 'host' social luncheon for the membership without speaker  
Organize and facilitate small boutique to fundraise

## **Tasks:**

- Create invitation and coordinate production with Invitations Committee
- Plan menu and arrange valet parking
- Ask Provisional Chairs to provide provisional-made centerpieces
- Solicit items from vendors and order items for boutique
- Set up display table for boutique
- Attends board meetings
- Collaborate with Treasurer to manage transactions

## **Skills:**

Experience as event planner  
Collaborates with others  
Manages timeline  
Can create creative boutique displays  
Access to wholesale resources a plus

## **Time Commitment:**

45-50 hours (approximately 8 days) starting in early October to mid-December  
Consider adding a third person to this committee

## **Term Duration:**

2 years

# Horticulture\*

## **Objective:**

Develop members' knowledge and love of gardening and horticulture

## **Tasks:**

- Attends board meetings
- Determines horticulture topics to cover in year
- Brainstorms formats in which to educate and present information
  - Lectures, demonstrations, and workshops
- Designs exhibit events for members
- Organizes social events, ie. herbaceous cocktails
- Plans field trips and hands on programs
- Collaborates with other committees on topic overlap
- Advertises offerings via Grapevine, board and club meetings
- Attends Shirley Menice conference if possible

## **Skills:**

- Knowledgeable and excited about horticulture
- Organized
- Creative

## **Time Commitment:**

1 hour per month to attend board meetings

1-2 hours quarterly to plan activities and events

1-2 hours to prepare and execute activities and events

## **Term Duration:**

2 years

**\*GCSL By-laws:** The HORTICULTURE COMMITTEE shall develop members' knowledge and love of gardening through lectures, demonstrations and workshops.

# Membership\*

## Objective:

Organize and manage the membership process for the upcoming year

## Tasks:

- Attends board meetings
- Attends programs to meet potential candidates who attend as guests of current members
- Assembles committee with approval of presidents to vet and eventually recommend slate of proposed candidates for membership (see Bylaws for Committee Composition)
- Confirms criteria for membership
- Encourages members to propose candidates
- Checks that candidates' information meets requirements
- Organizes and prepares candidates' documents for consideration

## Skills:

- Organized
- Detail oriented
- Discerning
- Diplomatic
- Outgoing and assertive in social situations to finesse observing candidates

## Time Commitment:

1 hour per month to attend board meetings

10 hours to gather candidates' information

10 hours to prepare documents

4 hours to discuss prospects

## Term Duration:

2 years

**\*GCSL By-laws:** The MEMBERSHIP COMMITTEE shall receive and review applications for membership and submit their recommendations to the Board. The committee shall include the Membership Chairman, the President, and the immediate past-President. Together they shall select a committee that totals no fewer than seven (7) members. This committee shall include a broad representation of the membership. No person proposing or sponsoring a candidate may serve on the Membership Committee.

# National Affairs and Legislation

## **Objective:**

Educate club members on legislative issues of local, regional, and national concern

## **Tasks:**

- Attends board meetings
- Submits articles to Grapevine for publication
- Advocates for environmental initiatives on Club's behalf
- Encourages membership to write Missouri representatives when pertinent issues come up for vote
- Attends National Affairs Legislature conference as GCSL representative
- Understands GCA Position Papers, current legislative priorities to advocate when necessary
- Submits stories of club conservation projects to zone representatives and ConWatch as appropriate
- Educates local leaders on GCA interests, invites them to GCSL events, and gathers input on policy direction from them

## **Skills:**

- Assertive and poised
- Clear and concise speaker and writer
- Dogged and confident
- Interested in governmental policy
- Comfortable talking with government officials
- Can research topics thoroughly

## **Time Commitment:**

1 hour per month to attend board meetings

30 hours per year

Travel to Washington, DC, every spring - 25 hours

## **Term Duration:**

2 years

# Nominating\*

## Objective:

Develop a slate of candidates for committee chairs

Ask members to join Board as committee chairs

## Tasks:

- Attends board meetings
- Updates committee chair job descriptions
- Considers how talents of members align with role requirements
- Creates list of candidates who match roles' needs
- Confers with current chairs about candidate's viability for specific committee
- Works with Presidents on proposed slate
- Presents slate of committee chair candidates to Executive Board for consideration
- Asks candidates to accept committee chair role
- Submits to membership at April meeting a list of proposed officers

## Skills:

- Deep knowledge of Club, membership and committee objectives
- Organized, collaborates and communicates
- Understands characteristics necessary for member to succeed in chair role
- Confident and can inspire enthusiasm
- Willing to 'make the ask'

## Time Commitment:

1 hour per month to attend board meetings

2 hours per month to attend programs and meet members

First year spend 2 hours to update job descriptions if necessary

Fall of second year begin compiling candidate slate

10 hours to present slate and ask candidates

## Term Duration:

2 years

**\*GCSL By-laws:** The NOMINATING COMMITTEE, consisting of the President and at least two members appointed by the President, shall submit to the membership at the April Meeting immediately preceding the end of the two-year terms of the then-current Officers, a list of proposed officers for the ensuing two years. Other nominations may be made from the floor at the April meeting. If there is more than one nomination for any office, election shall be by ballot. In addition, at the President's request, the Nominating Committee may recommend candidates for Chairmen of Standing and Special Committees.



# Photography\*

## Objective:

Create awareness and foster participation in floral and landscape photography  
Design 'low barrier' events and programs to encourage participation at all skill levels

## Tasks:

- Attends board meetings
- Designs at least two photography unjudged shows a year: Virtual and In-person
  - Virtual Show*
    - Creates show theme and secures GCSL leadership approval
    - Sends copy to Communications and Website chairs to advertise show
    - Collects members' submissions to create virtual show using online platforms
    - Shares virtual show via email and saves in club' online folder/google drive
  - In-person show*
    - Identifies printer to mount photographs and informs members
    - Picks up prints from photographer
    - Stores photography props (stands, boards, etc) for use during shows
- Plans and executes educational events for GCSL
- Collaborates with other committees on events to include photography
- Educates members on floral and landscape photography
- Serves as liaison for club to GCA Photography Committee, shares resources, and regional and national photography updates with members
- Takes photos at programs, pop-ups, and other GCSL events as requested

## Skills:

- Tech savvy - can download photos, use internet, create and store presentations
- Knows social media platforms/Instagram and can share photos, videos, media
- Can inspire participation and enthusiasm for photography
- Can break down photography rules into tangible and approachable language

## Time Commitment:

1 hour per month to attend board meetings

10 hours for virtual show over 3 months

10 hours for in-person show over 3 months, usually held in spring

- Day of event: 1-hour to set up; 30 minutes to breakdown

## Term Duration:

2 years

**\*GCSL By-laws:** The PHOTOGRAPHY COMMITTEE shall further the knowledge and love of gardening and the natural landscape through photography.

# Pop-Ups

## **Objective:**

Organize casual gathering in member's gardens to share floral feature in bloom  
Arrange outings to local parks and institutions around GCSL mission and interests

## **Tasks:**

- Attends board meetings
- Brainstorms gardens and ideas for Pop-ups
- Plans event calendar
- Asks members and organizations to share gardens with GCSL
- Submits photos and text to Communications to create invite and email out
- Checks invitation draft with Co-presidents
- Collaborates with Communications to include invitation in Grapevine
- Collects and tracks RSVPs for events
- Sends thank you note or gift to Pop-Up hosts

## **Skills:**

- Event planner
- Be willing to ask and recruit gardens and venues
- Creative eye to design invitations
- Familiar with seasonal nature highlights like climbing roses in May, autumn seed collecting
- Collaborates and communicates

## **Time Commitment:**

1 hour per month to attend board meetings

6-8 pop-ups per year

4-5 hours per pop-up

Year round pop-ups are optimal

## **Term Duration:**

2 years

## **President(s) \***

### **Objective:**

Lead and inspire membership, activities and programs of the GCSL. Set club directions in concert with local as well as national GCA priorities. Coordinate as appropriate with GCA zone and national representatives and committees.

### **Tasks:**

- Works with the Nominating Committee to ensure that all key committee and leadership positions are filled
- Shapes priorities of the club for the year including program content, fundraising goals, grant priorities and any unique projects
- Leads monthly board meetings. Create and distribute agendas and President approved minutes a week prior to board meetings
- Works with each committee to be sure all are fulfilling their roles
- Leads Program meetings. Ensures that meetings are scheduled, speakers and program locations set in advance, invitations sent, responses collected, etc.
- Works with Grapevine editors to review Grapevine content
- Works with Invitations to review invitation content, ensure timely distribution, collect responses and communicate responses to Program and Dinner Chairs
- Works with Membership to generate a strong and active Provisional class, and with Provisional Chairs to ensure Provisionals are being integrated into club activities. Manage size of class to promote a sense of community and cohesion
- Works with the Treasurer to set the Club budget at the beginning of the year, review budget vs. actuals quarterly, and convey results to committees
- Encourages and assists committees in developing programs for members - including Horticulture, Conservation, Scholarship, Awards, Floral Arranging
- Highlights and communicates GCA national and regional priorities and initiatives. Meet with regional GCA leadership and Zone Presidents to share ideas.

### **Skills:**

Organized, eye for details, encouraging and positive to keep others on track

### **Time Commitment:**

Several hours a week on average, flexible except during meeting weeks

**\*By-Laws Description:** The President shall preside at all the meetings of the Club and the Executive Committee; shall appoint, with the advice of the Executive Committee, all standing and Special Committees, designate the Chairmen thereof, and shall perform all duties incidental to the office.

## **Programs/First VP\***

### **Objective:**

Design and implement an engaging slate of speakers and programs for the year

### **Tasks:**

- Attends board meetings
- Attends programs
- Brainstorms topics of interest that cover all GCSL members' interests
- Resource speakers from past GCSL speakers and other clubs' speakers
- Research target list of local and national speakers – books, other clubs, Instagram
  - Fall meetings and April/May have highest attendance
  - January and February book local speakers to minimize travel disruptions
- Creates a possible program calendar for year including at least one horticulture, floral, conservation and photography program
- Asks local and national floral/garden/conservation experts to speak
- Arranges speakers' travel and visit itinerary and hosts speakers' during visit
- Adheres to budget as set by Executive Committee

### **Skills:**

- Creative
- Organized and detail oriented
- Socially adept and gracious
- Willing to make ask

### **Time Commitment:**

1 hour per month to attend board meetings

10-12 hours over 3 days prior to program

June and July meet to brainstorm and sign up speakers for the year

### **Term Duration:**

2 years

\*GCSL By-Laws: The First Vice-President shall in the absence of the President perform the duties of that office. The First Vice-President shall oversee planning and organizing all programs and meetings.

## **Provisionals\***

### **Objective:**

Welcome and orient Provisionals to GCSL members, events, history and traditions of the GCSL members

### **Tasks:**

- Attends board meetings, speaker programs and events
- Manages holiday lunch centerpiece creation
- Gets to know provisional class and their specific interests
- Helps Provisionals assimilate into GCSL – attend 3 club programs
- Creates information packets; Shows how to access website and roster
- Communicates with committee chairs on opportunities for involvement
- Teaches Provisionals about club culture, history and traditions
- Persuades Provisionals to participate in volunteer activities
- Recommends Provisionals for active membership upon successful completion of provisional tenure

### **Skills:**

- Attention to detail
- Organized
- Takes initiative
- Interpersonal skills
- Can persuade and inspire participation
- Collaborates with other committee chairs

### **Time Commitment:**

1 hour per month to attend board meetings

6 hours per month September to June

2 hours per month over summer to plan

Additional 1-2 hours around club events

### **Term Duration:**

2 years

**\*GCSL By-laws:** The PROVISIONAL COMMITTEE shall be responsible for organizing and overseeing the orientation program for the Provisional Members during their Provisional year. The Committee is also responsible for recommending Provisionals for Active Membership upon successful completion of their Provisional requirements.

## **Recording Secretary/Minutes\***

### **Objective:**

Capture and edit board meeting minutes

### **Tasks:**

- Attends board meetings
- Takes notes from meeting
- Writes up meeting minutes
- Compiles notes in established format
- Sends to Presidents for review
- Makes final edits if necessary

### **Skills:**

- Able to record essence of committee chairs' discussion at meetings
- Writes well

### **Time Commitment:**

1 hour per month to attend board meetings

1-2 hours per board meeting to write and edit minutes

Monthly September through June except December

### **Term Duration:**

2 years

**\*GCSL By-laws:** The Secretary shall keep the minutes of all meetings of the Executive Committee, the Board of Directors, and of any general meeting where business is conducted. The Secretary shall also maintain the records of the Club.

# Scholarship

## **Objective:**

Find and nominate a local candidate for a GCA scholarship on behalf of GCSL

## **Tasks:**

- Attends board meetings
- Reads the GCA Scholarship pages on GCA website
- Assists zone representative in maintaining local college and schools list
- Shares “Scholarship Bites” news at club meetings
- Recruit candidate(s) to apply for scholarships
- Confirms candidates fit application criteria
- Collects letters of recommendation from GCSL members
- Helps nominee(s) fill out scholarship forms if needed

## **Skills:**

- Dedicated to GCA cause
- Takes initiative
- Persistent and focused on finding eligible candidates
- Cheerleads and spotlights the GCA scholarship process
- Collaborates and communicates

## **Time Commitment:**

1 hour per month to attend board meetings

6-8 hours over year

Year round

## **Term Duration:**

2 years

## **Second VP/Invitations\***

### **Objective:**

Manage all aspects of invitation process

### **Tasks:**

- Attends board meetings
- Designs invitations
- Produces invitations for programs, holiday lunch and annual meeting
- Receives and tracks responses and dinner payments
- Communicates with committee chairs: Communications, Programs, Membership, Secretary, Treasurer and Co-Presidents
- Uses spreadsheet to track attendance, payments for programs and dinners
- Follows up on delinquent dinner payments

### **Skills:**

- Attention to detail
- Manages time well
- Organized
- Collaborator
- Graphic savvy
- Creative designer
- Takes initiative
- Experience with Adobe Illustrator, Excel, Venmo a plus

### **Time Commitment:**

1 hour per month to attend board meetings

1 hour per month to complete invitation cycle

Month before programs, creates invitation

Once send invitation, begins collecting responses and payments

Communicates with committee chairs throughout cycle as needed

### **Term Duration:**

2 years

**\*GCSL By-laws:** The Second Vice-President shall perform the duties of the President and the First Vice-President, if both are absent, and to send out notices of all meetings.



## **Treasurer\***

### **Objective:**

Manages all fiscal aspects of GCSL

### **Tasks:**

- Manages three accounts: Operating Account, Savings Account, & Green Grants Account
- Oversees tax preparation by the tax accountant
- Prepares an annual budget with input from committee chairs and presidents
- Collects and deposits members' dues
- Receives and pays club's bills

### **Skills:**

- Experience with bookkeeping
- Adept with QuickBooks or willing to learn
- Organized
- Sequential thinker
- Efficient
- Tactful
- Collaborates and communicates

### **Time Commitment:**

1 hour per month to attend board meetings

2 hours per month to attend programs

Year-round work

Hours intensify around events and tax season

### **Term Duration:**

2 years

**\*GCSL By-laws:** The Treasurer shall collect all dues and revenue and keep the accounts of the Club, reporting at each Board meeting. The Treasurer shall have care and custody of all funds and securities of the Club and shall deposit all monies in such bank or trust company as the Executive Committee shall select. The Treasurer shall sign all checks and disburse Club funds under direction of the Executive Committee. Any Club bills paid by members must be presented to the Treasurer with the member's signature before reimbursement.

# Visiting Gardens\*

## **Objective:**

Inform members of GCA visiting gardens and respond to Visiting Garden zone representative

## **Tasks:**

- Attends board meetings
- Becomes familiar with mission statement of GCA VG committee
- Promotes GCA sponsored trips to members via Grapevine
- Teaches members how to use “interest list” method for trip registration with VG zone rep
- Informs members of opportunities to visit GCA gardens in US and the world
- Coordinates GCSL trips
- Gets familiar with members’ gardens and best time to view
- Encourages use of ‘Share My Garden’ form
- Helps to arrange GCA members visits to St. Louis
- Reads and follows the Member-to-Member Visit and Club-to-Club procedures
- Provides annual report to zone rep in May – See GCA website for report details

## **Skills:**

- Follows up on details
- Collaborates and communicates
- Drums up interest in visiting garden programs
- Networks

## **Time Commitment:**

1 hour per month to attend board meetings

20 hours annually

Year round

## **Term Duration:**

2 years

**\*GCSL By-laws:** The VISITING GARDENS COMMITTEE will, when requested, make visiting arrangements for GCA members visiting St. Louis and for Club members visiting other areas. The Committee shall keep the membership informed of garden tours planned by the National Visiting Gardens Committee.

# Website

## **Objective:**

Keep GCSL website up to date and GCSL records on GCA website current  
Add ways to make GCSL website more useful and user friendly

## **Tasks:**

- Attends board meetings
- Gathers information from committees and events
- Shares information with web designer
- Oversees outside web designer's work time and fees
- Ensures web designer on retainer conducts website program maintenance
- Manages committees' contact with designer to keep communications clear
- Edits club roster on GCA website:
  - Adds new members
  - Removes members who resign or die
  - Adds new officers to member profile under Bio
- Communicate with GCA staff and/or website administrator
- Download link to GCA created excel file to manage roster updating

## **Skills:**

- Website experience a plus
- Willingness to learn
- Attention to detail
- General knowledge of website functioning to communicate with web designer
- Organized and cost conscious

## **Time Commitment:**

1 hour per month to attend board meetings

1 to 2 hours per week

No work in summer

## **Term Duration:**

2 years

