

## STANDING COMMITTEE CHAIR AND MEMBER DUTIES:

**Cheer:** Send cards for serious illness and bereavement. Arrange for a single rose at the time of a member's death.

**City Gardens:** Create the season's weekly volunteer list for maintaining our City gardens. Submit this list with names/dates to the Yearbook Chair by the November meeting. Obtain a budget from the City and purchase plants in the Spring. Set up dates for members to plant in the Spring and clean-up in the Fall. Periodically monitor the gardens for problem spots. Keep a record of purchases and a log of activities to pass on from year to year.

**Holiday Party:** Obtain a location early in the year and work with the restaurant on attendance and menu choices when indicated. Organize and conduct the gift exchange. Purchase door prizes.

**Membership:** Contact prospective members, greet, welcome and introduce guests at our meetings. Follow up on interested new members from our website applications and elsewhere. Contact the winners of our Club's Community Yard Awards and the City's Yard Award and invite them to our meetings.

**Nametags:** Distribute name tags at meetings. Greet prospective members and provide them with a temporary name tag. Make new member nametags.

**Potluck Dinner:** (Held on an Election Year) Create and pass a sign-up sheet with categories, i.e. salads, entrees, desserts, drinks and dinnerware/napkins/utensils, at the October meeting prior to the Potluck Dinner. Contact members who may not have seen sign-up sheet. Set up and coordinate dinner the evening of potluck.

**Program:** Vice President serves as co-chair. This Committee convenes in September each year to arrange programs for the following year and finalizes program planning in time to provide the program schedule to the Yearbook Chair by November. Duties include setting up speakers and activities for the year; confirming speakers prior to meeting, notifying the Treasurer of speaker fee if needed, and following up with a Thank You note to the speaker following the meeting.

**Publicity/Photographer:** Co-chairs work well with this combined Committee. Submit photos and information on our Facebook Page, to our Web Chair for placement on PineridgeGardenClub.org and to area publications. Submissions would include any pertinent information regarding Pineridge Garden Club activities, i.e., meeting date/time/location, speakers/programs, elections, award presentations, social functions, outings and tours, etc. Set up displays for public viewing. Maintain a record for historical purposes.

**Web:** Maintain up-to-date information on PineridgeGardenClub.org.

**Yard Awards:** Visit and select area gardens to receive Yard Awards. Order and purchase award plaques. Present award plaques to winners in their gardens with membership present.

**Yearbook:** Gather and compile information electronically, assemble book and have printed, bind and distribute to members in December.