

# KGC JOB DESCRIPTIONS

Below is a general description of the duties of KGC Standing Committee Chair. Officer descriptions are in Bylaws.

All Standing Committee Chair are members of the Executive Board and are encouraged to please:

- Attend all Board and General meetings.
- Keep a detailed "how to" procedure binder for the incoming chair.
- Go over duties with incoming chair at the May Joint Board Meeting.
- Submit budget requests to Treasurer in July or as requested.
- Review material in Yearbook related to committee and email 3rd VP-Yearbook with any changes by July 1.
- Apply for competitive awards if applicable. Awards Chair can assist.



## **Arbor Day**

Chair promotes Arbor Day at our Reforest the Forest Tree Sale, which is always very close to Texas Arbor Day. On that day, customers may take part in a drawing for a free tree. Chair orders several native trees for the drawing from Reforest the Forest Chair; submits receipts to Treasurer; coordinates with Reforest the Forest or Social Media Chairs to include Arbor Day in their promotions; writes articles for the Newsletter before/after event with photos; attends Reforest the Forest Tree Sale and organizes drawing; provides winners with planting and growing information specific to their tree; provides a packet with Arbor Day information and activities to children attending the event.

## **Auditor of Minutes**

A Board member is selected by the President to be Auditor of Records (includes Minutes of Board and General Meetings). She/he should attend all meetings. The Recording Secretary will forward Minutes to Auditor for review, including appropriate changes/additions as needed. Returns Minutes to Recording Secretary for review. At the next General Meeting, the Minutes will be approved as written/amended.

## **Awards**

Support Officers and Committee Chairs in writing applications for NGC, SCR, TGC and District IV; research awards; contact those eligible and provide info; observe deadlines; request a budget line for postage if award applications cannot be emailed; check with Treasurer to ensure the non-competitive donations are sent in by due dates; record KGC award certificates received at the District IV and TGC Conventions and announce at the KGC May Luncheon; provide list of awards received to Yearbook editor by July 1.

## **Communications**

Keep a very up-to-date list of all members by coordinating with the 2nd VP - Membership. Forward emails from President or Board to members. These messages will usually be of a more urgent nature than those already announced at meetings or posted in the Newsletter or Yearbook such as last-minute changes to meetings or events.

## **Community Share a Plant**

Organize annual Community Share-A-Plant Day. Select date, place, and time and communicate to the Board. Encourage entire membership to help with plant donations and work on the day of the plant exchange.

## **Digital Photo Historian**

Receive, organize, archive and maintain KGC photos taken by members pertaining to Club functions, trips, and activities.

## **Educational Excursions**

Plan Club excursions. Sign up with Harris County Precinct 3 Transportation Department ([www.pct3.com](http://www.pct3.com)) to receive the Trip Coordinator Handbook. All information will be sent to you and described in the handbook along with time schedules. Create a description board and sign-up sheet for the meetings. Check the KGC calendar for possible event conflicts. Notify the President and Newsletter Chair of planned events. Enjoy making new friends!

## **Floral Design and Horticultural Studies**

Organize Floral Design and/or Horticulture workshops to be held several times during the Club year. Provide Newsletter Chair with a list of dates, times, locations, and program titles.

## **Garden of Hope Memorial Garden**

Maintain the garden by watering, pruning, weeding, and general upkeep. Use seasonal plantings to add color when possible.

## **G.R.E.E.N. Club**

### **Gardeners Respecting Earth Environment Nature**

Explore options for school youth projects, clubs, or activities. Support clubs in an advisory capacity. Use resource persons within KGC when demonstrators or speakers are needed.

## **GardenScapes: A Home & Garden Tour**

Coordinate the Home and Garden Tour. Work with the President to obtain homes and gardens to be toured. Create a budget and keep a statement of income and expenses. Plan a plant sale and raffle. Select House Directors and Event Committee Chairs as needed. The Chair oversees all committees and communicates with the President, Board, and members. Communicate dates to Yearbook Chair by July 1.

## **Hospitality**

Meet a lot of new people by joining the Hospitality Committee! Chair(s) convene a planning meeting with committee to kick off the year. Committee job opportunities include setting up hospitality area for Tuesday meeting; coordinating with Starbucks for coffee donation; distributing food and flower sign-up sheet during business meeting; taking leftovers to fire dept or police dept; purchasing/maintaining and storing supplies; coordinating with Treasurer (payments) for the person hired for chair/table set up and take down. Plan December Christmas celebration such as "Bubbles & Bites."

## **Houston Federation of Garden Clubs Representative**

Houston Federation of Garden Clubs, of which Kingwood Garden Club is a member, represents approximately 68 garden clubs with 2,400 members. This organization has a monthly meeting with programs, socializing, horticulture sales, and a business meeting. The meeting is held on the second Friday of each month at 10:30 am. The Federation Representative attends the monthly meetings, encourages Club members to attend, and keeps members informed about events.

## **Librarian**

Stores and keeps updated list of Club books available for check out by members. Brings selection of books to General Meetings.

## **May Luncheon**

Reserve luncheon location; plan menu; sell tickets; recruit members to make table decorations; invite guest (optional guests: past presidents, scholarship recipients, Federation and District IV presidents); on Home & Garden Tour years invite homeowners). Agenda includes a business meeting by current President, installation of new officers, and an optional program planned by 1st VP. 2nd VP purchases door prizes and uses current name tags.

## **Merchandise**

Works with the Executive Board to provide members with various Club items such as aprons, totes, hats, and other items of interest. Seeks best options to purchase merchandise; finds qualified embellishment providers; sells, stores, and distributes items.

## **Newsletter**

Receives submissions from members and digitally publishes a Club newsletter each month (Sept through May). After the President approves, email to all Club members (usually via Communications Chair). Apply for a competitive award. Forward relevant photos to Digital Historian and/or Social Media Chair.

## **Parliamentarian**

Assist the President in seeing that the meetings are conducted according to Robert's Rules of Order. The purpose is to make the meetings efficient and keep them on track.

## **Property & Storage Room**

Responsible for keeping storage room organized and inventoried. Advises President if items are no longer usable.

## **Publicity**

Work with President and Chairs to publicize events. Take photos at events or acquire from other members. Write articles as needed. Submit to newspaper, local magazines, social media, newsletters, etc.

## **Reforest the Forest**

Reserve KSA notice boards and publicize the sale in Club newsletter and social media. Print fliers for members and local garden clubs. Encourage pre-sales. Sign up volunteers for Friday to unload trees and pull orders for pre-sale. Sign up volunteers for three shifts on Saturday to set up and sell trees. Visit growers, buy trees, and arrange delivery. Choose trees that are native or adapted for this area and wildlife friendly. Traditionally, the sale is held the second Saturday in November. Coordinate with Treasurer for petty cash in cash bag for making change the day of the sale. Encourage buyers to pay with check or credit card. Keep record and receipts of all purchases and request reimbursement from Treasurer.

## **Re-Use, Re-Purpose, Re-Cycle**

Study and develop ways Club can generate an interest in community recycling projects to promote good environmental care and conservation of our natural resources.

## **Scholarship**

Committee reaches out to colleges, booster and mom's groups, and students entering junior/senior undergraduate level or or studying at the graduate level who are studying environmental, horticulture, forestry, landscape design or related fields to apply for Club scholarships. Graduates of Humble ISD and New Caney ISD are eligible to apply. Send out application information to all who respond. Organize committee to select the scholarship recipients. Once students are chosen, notify recipients and their respective colleges. Checks are sent directly to the university or college. Invite recipients and/or a parent to the May Luncheon. Take photographs of recipients. Provide information to the Yearbook and Website chairs by July 1. Club members who complete garden or design related courses are also eligible for reimbursement. A presentation or demonstration to the club is required.

## **Social Media**

Promote Club events and content supporting Club objectives on social media. Serve as administrator of Club social media accounts. Take/post event photos. Gather/share appropriate public info from Club and affiliate newsletters and websites.

## **Thought for the Day**

Present the "Thought for the Day" at all Board and General Meetings.

**Website**

Receives information from Committee Chairs and passes it on to the webmaster to keep the website up to date.

**We Care**

Serves as caring liaison between Club and members going through a difficult time, hospitalization, or suffering from an injury or serious illness. Submits articles to Newsletter Chair as needed to inform members about those who have given permission to share situations and may appreciate a personal follow up. Depending on budget and situation, Chair may send an appropriate card, plant, or gift.

**Yard-of-the-Month**

Select monthly (except December, January and February), one yard which exemplifies a conscientious effort on the part of the homeowner to cultivate and maintain an attractive yard. Selections should be representative from all villages and communities represented by the membership. Contact homeowner for permission to display a "Yard-of-the-Month" sign which is placed on the first of the month and removed at the end of the same month. Submit info and photos to Newsletter and Social Media Chairs. Community Enhancement Awards can also be awarded to businesses following same guidelines.

