

# Duties of Committee Chairpersons

## **Artistic Design**

Coordinate flower arranging programs.

## **Birds**

Encourage the study of birds, their feeding, protection, etc. Provide information about birds to members through articles in the newsletter.

## **Charles County Science Fair Awards**

Coordinate the selection and awarding of awards to Charles County Science Fair winners.

## **Community Projects**

Research, plan and coordinate beautification/landscaping/gardening projects within the broader community.

## **Conservation/Preservation**

Provide the club with information on conservation and environmental matters. Work with Program Chair to possibly provide a program on conservation/preservation.

## **Finance/Audit**

Complete a yearly audit of the Treasurer's books.

## **Gardenews**

Submit articles and information of interest to the State for publication in the Gardenews newsletter.

## **Garden Giveaway**

Coordinate the exchange of plant and other materials among members.

## **Good Cheer**

Send cards and/or notes to ill or confined members of the Club.

## **Historian**

Keep the history of the Club and maintain a Club scrapbook. Keep a copy of the annual Yearbook.

## **Horticulture**

Inform the Club of the endangered species plant list and share horticulture information distributed by the District. Provide Club members with plant propagation information.

**Hospitality Consultant**

Our "go-to" person for questions and information about serving on the hospitality committee or planning a group event.

**Membership**

Keep a record of all Club members and a record of attendance at all Board and General Club meetings. Supply prospective members with a Membership Form. Welcome new members and introduce them at the monthly Club meetings. Provide new members with a Yearbook.

**Memorial Garden**

Oversee general maintenance of the garden; prepare and distribute weekly garden general maintenance schedule.

**Newsletter**

Prepare and distribute the club newsletter to members and the District Director and State President.

**Program**

Arrange programs for the Club year and coordinate and provide for presenters' needs. Provide gift for presenters.

**Publicity**

Publicize upcoming events and Club activities that are significant within the community and other garden clubs using all types of media.

**Scholarship**

Working cooperatively with the Charles County Scholarship Board and a committee from the club, coordinate the awarding of annual scholarships to local high school seniors.

**Special Events**

Organize committees to oversee short-term Club projects such as the plant sale and design show; establish committees for long-range planning.

**Web Site/Facebook**

Oversee the establishment and maintenance of a website and a facebook page for the club ([www.laplatagardenclub.org](http://www.laplatagardenclub.org)).

**Yearbook**

Prepare and publish the club's annual yearbook.