

**VIRGINIA FEDERATION OF GARDEN CLUBS**  
**VFGC BOARD OF DIRECTORS**  
**JOB DESCRIPTIONS**

*All files are WORD documents*

*Please contact VFGC Website Chairman if you need a different file format*

**Officers**

- President
- First Vice President
- Second Vice President
- Third Vice President
- Recording Secretary
- Treasurer

**Appointed Officers**

- Corresponding Secretary
- Parliamentarian
- Chaplain
- Historian
- Secretary of State Headquarters

**Registered Agent**

**District Officers**

- District President
- District Director

**Standing Committees**

- Advisory
- Arboreta/Botanical Gardens/Memorial Gardens
- Awards
- Birds
- Blue Star Memorial Marker/Gold Star Memorial Program
- Butterfly and Pollinator Education
- Club Membership
- Community Gardening
- Conservation/Environmental Education/Concerns
- Edible Gardening
- Finance
- Finance – Audit
- Flower Show Judges Council
- Flower Show Judges Credentials
- Flower Judges Symposium
- Flower Show Schedules/Evaluations
- Flower Show Schools
- Flower Show Schools Registrar
- Garden Therapy
- Grants to Beautify and Restore
- Habitat for Humanity
- Historic Garden Restoration
- Horticulture

- Hospitality
- Improved Cultivars
- Indoor and Container Gardening
- Landscape Design Consultants Council
- Landscape Design Schools
- Legislation
- Liaison to Fine Arts & Flowers
- Life Membership – VFGC and Book of Honor
- Life Membership – NGC and SAR
- Litter Prevention/Recycling
- National Garden Week
- National Presidents Projects
- Native Plants & Heritage Plants
- Natural Disasters/World Gardening
- Nominations
- Organizational Study/ Policy and Procedure
- Penny Pines
- Personnel
- Protocol
- Publications – *Old Dominion Gardener*
  - Editor
  - Circulation Manager
  - District Editors
- Roadside Beautification/Litter Prevention/Recycling
- SAR Projects
- Scholarships – VFGC, SAR, NGC – *See Guidelines*
- Smokey Bear Woodsy Owl Posters
- *The National Gardener* – Publicity and Subscriptions
- VFGC Board Meetings, Registrar
- VFGC Convention Chairman/Vice Chairman
- VFGC Projects
- VFGC Website
- VFGC Yearbook
- VFGC Yearbook Sponsors
- Youth Projects Grants
- Youth School Activities Enrichment Program/Scouts

## PRESIDENT

**Job Description:** (See VFGC Bylaws, Article V. Officers, Section 5 Duties)

- be the official representative of VFGC
- serve as Chairman of the Executive Committee and Board of Directors
- preside at all annual, regular and special meetings of VFGC
- designate the time and place for all meetings of the Executive Committee and Board of Directors
- appoint the necessary standing and special committee chairmen with the exception of the Virginia Flower Show Judges Council, Landscape Design Consultants Council, Nominating Committee Chairman and Alternate
- be ex-officio a member of all committees except the Nominating Committee
- be a signatory on all VFGC accounts, except for Special Accounts
- appoint the Historian, Corresponding Secretary, Chaplain, Parliamentarian and Secretary of VFGC Headquarters

**Specific Duties:** (See VFGC Standing Rules X. Officers)

- choose a theme for the administration. If possible, consider the theme of the NGC President and SAR Director
- plan and preside at the post-convention board meeting in odd numbered years
- fill vacancies of delegates and alternates to SAR and NGC conventions
- sending remembrances to ill or bereaved members of the Board of Directors shall be left to the discretion of the President. The President or Corresponding Secretary shall notify VFGC Board members of illnesses and bereavements.
- authorize an appropriate memorial on the death of a board member. Memorials shall not exceed twenty-five dollars (\$25.00) for a board member or fifty dollars (\$50.00) for a former VFGC President.
- represent VFGC at all district meetings (or designate a VFGC officer)
  - pays for own room and expenses in attending meetings
- has custody of the VFGC Seal and is the only person authorized to use it (on all awards certificates, all certificates of appreciation and where deemed necessary)
- The sum allowed the VFGC President for Federation expenses shall be three thousand five hundred dollars (\$3,500.00) annually. Expenses **must** be documented with receipts and/or notations for IRS.  
(See VFGC Standing Rule, V. Finances, D.)
- Telephone expenses should be paid by the President from allowance. Correspondence, printing and postage should come from appropriate budgeted funds.

- Have general supervision over VFGC according to the bylaws, standing rules and parliamentary authority adopted.
- Obtain the NGC's Protocol Book, Parliamentary Procedure Manual and the Leadership Manual to aid in the planning and executing of VFGC meetings.
- Choose a state project/s. Consider aligning project/s with those of the NGC president and SAR Director.
- Share your theme and projects with the incoming district presidents.
- As soon as possible, invite the NGC president to a VFGC Convention. Invite the SAR Director to a VFGC convention.
- Review and sign all contracts for VFGC convention, board meetings, Flower Show School, Landscape Design School and Flower Show Judges Symposium
- Work closely with the VFGC Parliamentarian
- Work closely with VFGC Convention Chairman. See VFGC Convention Guidelines.
- Write quarterly articles for VFGC's *Old Dominion Gardener* and SAR's *Key Notes*.
- Review VFGC's website and send updates to the web master.
- Make oral report at the NGC Convention. Reports are not made at NGC Board meetings.
- Provide NGC headquarters with a list of club presidents upon request. Obtain information from VFGC treasurer.
- Make oral report at SAR Convention, Serve on SAR's Executive Committee
- If VFGC is hosting a SAR Convention during your administration, work closely with the SAR Director and Convention Chairman. The SAR convention rotates among VA, SC, NC, KY and WV. Current rotation is: 2022 WV, 2023 KY, 2024 VA, 2025 SC, 2021, NC
- Be aware that SAR provides two members and two alternates for the NGC Nominating Committee. Selection is on a rotation basis with two states supplying members each term. Schedule is: KY and SC – 2021-2023; WV and VA 2023-2025; NC and KY – 2019-2021.
- Send letter of welcome to the president of a new garden club joining VFGC.
- Confer with the Virginia Flower Show Judges Council President prior to appointing the Judges Credential Chairman.
- Annually file in the VFGC office: VFGC Committee reports, VFGC publications, *Old Dominion Gardener* and the Yearbook, List of Scholarship winners

## FIRST VICE PRESIDENT

**Chairmanship Description:** (See VFGC BYLAWS, Article V. Officers)

- assist the President in the work of VFGC, and, in the absence of the President, perform all duties of the office
- serve as ***Liaison to Clubs***
- be ex-officio a member of the **Finance Committee**
- chair any other committee(s) deemed necessary by the President
- shall become President-Elect at the close of the fall Board of Directors' meeting in the even numbered year
- shall have the authority to begin the **selection of chairmen of schools** prior to becoming president-elect, at the discretion of the President. (See VFGC STANDING RULES, IX. Officers B.)
- shall have the authority to select convention chairmen for the conventions prior to becoming president-elect, at the discretion of the President. (See Convention Procedure Guidelines, as revised)
- as President-Elect, have the authority to **begin the selection of board members** for the next administration
- set theme for VFGC for the new administration. If possible, consider the theme of the NGC President and SAR Director.
- establish projects for the new administration
- work with chairmen in making plans for the first meetings of the new administration.
- be responsible for the **post-convention Board of Directors' meeting** in an election year • be responsible for initiating VFGC Yearbook publication information

**Specific Duties:**

- Maintain current name and address list of all club and district presidents with e-mail contact
- Distribute digital newsletter to club and district presidents
- Distribute any messages from VFGC President
- Distribute Club Presidents' Report Form for VFGC President
- Answer questions from clubs
- Collect money from the VFGC Board of Directors for a gift for the VFGC President. (Send request to Board Members prior to winter Board meeting in odd numbered years)
- Attend all VFGC Executive Committee meetings, Board of Directors meetings and the annual convention

## SECOND VICE-PRESIDENT

**Chairmanship Description:** (See VFGC BYLAWS, Article V. Officers)

- Perform all duties of the President in the absence of the President and First Vice-President
- Serve as **Finance Chairman**
- Chair any other committee(s) deemed necessary by the President

**Specific Duties:**

- Work with the Treasurer and President on VFGC Budget
- Work with Finance Committee on establishing guidelines for school and symposium accounts and reporting procedures
- Have oversight over the group exemption subordinates. Maintain a roster and files of all current group exemption subordinates. Email/mail at the beginning of the new fiscal year an update letter to all subordinates. Monitor receipt of requested forms and documents from all subordinates to avoid default.
- Attend all VFGC Executive Committee meetings, Board of Directors meetings and the annual convention

## THIRD VICE-PRESIDENT

**Chairmanship Description:** (See VFGC BYLAWS, Article V. Officers)

- Perform all duties of the President in the absence of the President, and First and Second Vice-Presidents
- Serve as **Club Membership Chairman**
- Serve as a member of the **Finance Committee**
- Chair any other committee(s) deemed necessary by the President

**Specific Duties:**

- Assemble a Club Membership Packet with information that a club needs to join VFGC
- Send information to clubs interested in joining VFGC
- Answer inquiries from prospective members and assist them in finding a garden club in their area
- Send membership information to VFGC website
- Welcome new clubs to VFGC
- Attend all VFGC Executive Committee meetings, Board of Directors meetings and the annual convention

## RECORDING SECRETARY

**Chairmanship Description:** (See VFGC BYLAWS, Article V. Officers and VFGC STANDING RULES, X. Officers C.)

- **Record minutes** of regular and called meetings of the Executive Committee, Board of Directors' and Annual meetings
- Maintain the official **roster**
- Have charge of all papers pertaining to the current term of office
- Shall submit minutes to the committee appointed to approve them within thirty days following an Executive Committee meeting, Board of Directors', member meeting and convention. If extreme conditions exist which would prevent this, upon request, an extension may be granted by the president. The committee members appointed to approve the minutes shall read, make any corrections, and/or approve and forward the minutes as quickly as possible. They should be kept by each committee member no longer than one week.
- The manner of maintaining and reading the Membership Roll shall be consistent with the Yearbook.
- **Ballots** for all votes and elections shall be prepared by the Secretary.

### **Specific Duties:**

- Submit approved minutes to the VFGC web master to be posted on the Board side of the VFGC website.
- Attend all VFGC Executive Committee meetings, Board of Directors meetings and the annual convention

## TREASURER

Chairmanship Description: (See VFGC Bylaws, Article V. Officers)

- Is a member of the Finance Committee
- Collect and deposit all monies belonging to VFGC in banks approved by the President and Finance Committee
- Pay documented budgeted expenses and documented non-budgeted expenses approved by the President
- Submit a financial report at all Board of Directors' meetings and Annual Conventions
- Submit the books (required files and copy of QuickBooks or any other financial method approved by the Finance Committee) at the close of each fiscal year to a CPA approved by the Board of Directors for the annual preparation of the compilation and IRS 990 form

Specific Duties: (See VFGC STANDING RULES, IX. Officers D)

- The term of the Treasurer shall begin at the close of the fiscal year.
- Maintain the official list of VFGC member clubs and provide list as requested to VFGC Club Membership Chairman, the Liaison to Club Presidents, and others as needed.
- In August notify DISTRICT PRESIDENTS and State President of clubs that have not paid dues. Follow deadlines/instructions in Treasurer's Handbook (see Guidelines and Calendar).
- At the beginning of each new administration the VFGC Treasurer will issue to the Flower Show School five thousand dollars (\$5,000.00) and to Symposium and Landscape Design School, two thousand five hundred (\$2,500.00) each to begin their work for the next administration. Funds to come from the Special/Education account.
- Confirm with current CPA his/her availability to prepare the IRS 990 Form.
- Present the compilation report and IRS Form 990 to the Finance Committee for approval prior to the fall Board of Director's meeting.
- File a copy of the annual 990 Form with the IRS, give one copy to the President for her files, and file two copies at VFGC Headquarters with the records. Keep one copy for the Treasurer's file.
- Order the NGC Director's pin for the incoming president in February before the change of administration. (See VFGC Standing Rules, IX D. 2.)
- Order an NGC Life Membership and the NGC Life Membership pin for the incoming president. If the incoming VFGC president has an NGC Life Membership, send NGC funds to place the incoming president's name on the NGC Roll of Honor Book at Headquarter in St. Louis, MO. (See VFGC Standing Rules, IX. A. 2. c. and IX. D.3.)
- Keep a permanent record for seven years of all member clubs, dates accepted, dates dues are paid each year, date of club resignation and date of reinstatement with information supplied by the VFGC Club Membership Chairman.
- Transfer all records (and VFGC funds) within 30 days after the close of the fiscal year at the end of the term of office, or within 30 days of leaving office. Officers with authority to sign accounts should meet within 30 days to add or remove names from accounts.
- File quarterly electronic returns for the Retail Sales and Use Tax with the Virginia Department of Taxation.
- Attend all VFGC Executive Committee meetings, Board of Directors meetings and the annual convention.

- Provide requested awards information to the VFGC Awards Chairman as indicated in the VFGC Yearbook by the deadlines given.
- Annually file in the VFGC office:
  - Summary of Awards amounts
  - IRS Group Exemption Subordinate original applications and annual updates
  - VFGC 990 Tax Return and Compilation
  - Insurance policy
  - Postal permit
  - Financial records including bank statements for VFGC
  - Financial records for Flower Show School, Landscape Design School and Flower Show
  - Judges Symposium
  - Club rosters

## CORRESPONDING SECRETARY

**Chairmanship Description:** (See VFGC BYLAWS, Article V. Officers)

- Maintain the **official list of the Board of Directors**
- Send out **notices of meetings** and attend to such clerical duties and **correspondence** as the President shall designate
- Maintain the changes to the E-mail lists, sending them periodically to the *ODG* Editor for the next available issue

**Specific Duties:** (See Standing Rules, X. Officers, E)

- Shall send all Call letters to meetings by E-mail or U.S. Mail and is as reasonably feasible, insure receipt by members - call to be prepared by the President
- Shall notify all board members of information deemed necessary by the President
- Keep and distribute VFGC stationery
- Attend all VFGC Board of Directors meetings and the annual convention

## **PARLIAMENTARIAN**

**Chairmanship Description:** (See VFGC BYLAWS, Article V. Officers)

- advise the President and members of the Board of Directors on points of parliamentary procedure when requested
- attend annual, regular and called meetings of the Executive Committee and Board of Directors
- fulfill required duties as outlined in the current edition of *Robert's Rules of Order Newly Revised*

**Specific Duties:**

- make corrections/additions/suggestions to President for meeting agendas when submitted

### **JOB DESCRIPTION**

#### **TITLE**

PARLIAMENTARIAN – Appointed Officer

- Appointed by the President on the strength of their ability and knowledge of parliamentary procedure.
- May serve more than one term in the office.

### **POSITION DESCRIPTION**

- Consultant and adviser to the President, other officers, committees and members, on points of parliamentary procedure, when requested.

#### **DUTIES**

- As Parliamentarian, first duty is to the President.
- Must have a good working knowledge of parliamentary procedure and *Robert's Rules of Order*.
- Be familiar with Objectives, Bylaws and any other Rules of VFGC.
- Attend annual, regular and called meetings of the Executive Committee and Board of Directors.
- Be available to consult with and assist the President prior to meetings regarding agendas, elections, presiding procedures and Bylaw requirements.
- Work with Organization Study/Policy and Procedure Chairman on proposed amendments to Bylaws and Standing Rules.
- Submit a written report annually.
- Fulfill required duties as outlined in the current edition of *Robert's Rules of Order Newly Revised*.

### **SPECIFIC TO POSITION**

- The Parliamentarian should always be impartial.

- The Parliamentarian does not make motions, debate or vote (except by ballot). • Should be seated next to the President at business meetings so as to be convenient for consultation.
- Does not call attention to small errors. If something is being done out of order, call to the attention of the President.
- Does not serve on committees.
- Does not speak at meetings without permission of the President.
- Takes no part in proceedings.
- Attend all VFGC Board of Directors meetings and the annual convention

#### REQUIRED MATERIAL

- Copy of *Robert's Rules of Order Newly Revised – Current Edition*
- Copy of VFGC Articles of Incorporation
- Copy of VFGC Bylaws and Standing Rules
- Agendas for current meetings
- Approved Minutes of previous meeting.

*Revised: FSN July 2016*

## **CHAPLAIN**

### **Chairmanship Description:**

- Provide the invocation or inspiration for meetings as requested by the President

### **Specific Duties:**

- Provide the inspiration/invocation and blessing for meetings as requested by the President
- Present a memorial service when requested by the President
- Attend all VFGC Board of Directors meetings and the annual convention

## HISTORIAN

**Chairmanship Description:** (See VFGC BYLAWS, Article V. Officers)

- Attend Board of Directors' and Annual meetings and record the noteworthy achievement of each administration
- Compose history of the VFGC administration
- Forward copies of history to SAR and NGC at the close of each administration

**Specific Duties:**

- Collect copies of the Officers/Chairmen's reports at the Board of Directors meetings
- Present VFGC history at VFGC convention in odd numbered years.
- Submit history of administration as per instructions by the NGC Historian
- A form will be placed on the NGC website very late in the administration – two weeks before the NGC Convention. A form from a previous administration could be used as an example to compile information until NGC form is available.
- Attend all VFGC Board of Directors meetings and the annual convention

## **REGISTERED AGENT**

### **Chairmanship Description:**

The Registered Agent receives the Commonwealth of Virginia - State Corporation Commission Statement of Annual Registration Fee Assessment. She then makes any changes on the form and gives to Virginia Federation of Garden Clubs, Inc. Treasurer to pay the annual fee. The purpose is to insure this is taken care of and not missed because of changes in officers. The Registered Agent is a permanent position, until current person chooses to resign, so that the address does not change every other year.

Note: This is not an appointed officer or chairmanship.

## SECRETARY OF VFGC HEADQUARTERS

**Chairmanship Description:** to be the liaison between the public and VFGC

**Specific Duties:**

- Collect the mail at VFGC Office and send it to the appropriate people
- Retrieve messages for the VFGC office and refer information/questions to appropriate person
- Make arrangements to have office open when requested
- Be sure office is neat
- Attend all VFGC Board of Directors meetings and the annual convention

## DISTRICT PRESIDENT

### Chairmanship Description:

- Is the official representative of the District
- Is a voting **MEMBER** of the VFGC **Executive Committee** and **Board of Directors** and is **expected to attend all Executive Committee and Board of Directors Meetings** (See VFGC Bylaw IX and X) and **Annual Conventions**
- Installation shall be at the VFGC Annual Convention in an election year (See VFGC Bylaw VII, Districts).
- **Term** of office begins and ends at the **close of the VFGC Annual Convention** in odd numbered years (See VFGC Bylaw VII, Districts).

### Specific Duties: (See VFGC Standing Rule IV, Districts)

- District committees shall be the same as those of VFGC. Additional committees may be formed in Districts as needs require.
- Each District shall be responsible for its income and expenses.
- Send any changes in Club Presidents to the VFGC President, the First Vice-President (Liaison to Club Presidents), the Third Vice-President (Club Membership Chairman) and the Treasurer IMMEDIATELY upon notification
- Notify the VFGC President, the First Vice-President and the Club Membership Chairman of clubs that are going to disband/resign or have already sent a letter of resignation
- If a club is considering disbanding/resigning, coordinate with the VFGC Club Membership Chairman and your District Club Membership Chairman with regard to contacting the Club President and encouraging the club to remain active.
- Choose **dates for District Meetings** and submit to the VFGC President for approval before plans for the meetings are finalized
- Submit list of District Chairmen to the VFGC President and the Yearbook Editor by the deadline set by the VFGC President
- When the VFGC President or another VFGC officer representing the President attends a District Meeting, s/he is a **guest of the host District**. (This applies even when the President is a member of the host District.)
- Inform the VFGC President about illness, death or bereavement of VFGC board members in their District
- Encourage Club Presidents to complete the annual VFGC Club President's Report which is distributed by the VFGC President. The completed report is to be sent to the VFGC President and a copy is sent to the District President.
- District Bylaws and/or Standing Rules shall in no way conflict with those of VFGC. A copy of any updates or changes to these District governing documents shall be submitted to the VFGC President and the VFGC Parliamentarian.

- District Bylaws/Standing Rules must conform within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1954. If District Bylaws/Standing Rules are amended, submit the revised document/s (not just the amendments) to the VFGC Treasurer. VFGC needs the entire revised document/s for the District's group exemption file.
- Submit a written and oral report at all VFGC Board Meetings and VFGC Conventions—copies for the President, Recording Secretary and Historian. Copies of the reports may be submitted electronically to the President, Recording Secretary and Historian.
- VFGC hosts all conventions. Districts may be asked to assist, such as by providing favors, centerpieces, etc.
- Perform all duties as defined by the President's District.
- Attend VFGC Board of Directors Meetings and Annual Convention

## DISTRICT DIRECTOR

### Chairmanship Description:

- Is a voting **member** of the VFGC **Executive Committee** and **Board of Directors** (See VFGC Bylaw IX and X)
- Installation shall be at the VFGC Annual Convention in an election year (See VFGC Bylaw VII, Districts).
- **Term** of office begins and ends at the **close of the VFGC Annual Convention** in odd numbered years (See VFGC Bylaw VII, Districts).

### Specific Duties:

- Attend VFGC Executive Committee and Board of Directors Meetings and Annual Conventions
- Submit a written report at all Board of Directors Meetings and Annual Conventions – copies for the VFGC President, Recording Secretary and Historian. In lieu of hard copies reports may be submitted electronically to the VFGC President, Recording Secretary and Historian prior to the meeting. The Director may choose to give an oral report as well.
- Perform all duties as defined by the Director's District
- Attend VFGC Board of Directors Meetings and Annual Convention

## **ADVISORY COMMITTEE**

**Chairmanship Description:** (See VFGC Bylaws, Article XI. Committees, 5.)

- Members of the committee consist of former VFGC Presidents which may serve in an advisory capacity to the President and Executive Committee.
- The Chairman is the immediate past VFGC President, unless she is unable to serve, in which case the Chairman is elected by committee members.

**Specific Duties:**

- To advise the VFGC President and/or Executive Committee when asked
- To plan long-range goals for Virginia Federation of Garden Clubs
- Send Call to meetings of the Advisory Committee
- When long-range planning is the purpose of the meeting, the VFGC President, First Vice President and Second Vice-President should be invited to attend.
- In the event of a vacancy of the VFGC Honorary President, the Chairman will call a meeting of the Committee and forward a recommendation to the Board.
- Attend all Board of Directors Meetings and Annual Conventions

## **ARBORETA, BOTANICAL, AND MEMORIAL GARDENS**

### **Chairmanship Description:**

- Foster cooperation between garden clubs and the arboreta, botanical, and memorial gardens to the mutual benefit of both organizations
- Inform clubs about the existing arboreta, botanical, and memorial gardens and how they can be used to their advantage

### **Specific Duties:**

- Keep a list of arboreta, botanical, and memorial gardens within the state of Virginia, and request that district chairman advise when a new garden is formed in their district so that it may be added to the list
- Inform VFGC members when new arboreta, botanical, and memorial gardens are formed
- Attend all Board of Directors Meetings and Annual Conventions

## AWARDS

### Chairmanship Description:

- Promote participation by all individuals, clubs and districts in the awards program and assist individuals, clubs, and districts with their award applications. The Awards Chairman should be familiar with VFGC, SAR, and NGC awards.

### Specific Duties: (See VFGC STANDING RULES: III. COMMITTEES A. Awards)

- Determine, with consultation of VFGC President, which awards VFGC will give based on awards given by National Garden Clubs, Inc. and the South Atlantic Region. Award categories and rules for application should coincide with NGC and SAR, where possible. Likewise, district awards and rules should coincide with VFGC awards and rules. Award categories are to be listed under headings of Individual, Club and District.
- Determine, with the VFGC President, how the awards will be funded. Collect and record monies, if requested to do so.
- Submit the awards list to the following in July:
  - a) VFGC Yearbook Chairman for publication in the Yearbook
  - b) VFGC Website Chairman for inclusion on the website
  - c) VFGC District Awards Chairmen
- In July submit to the VFGC webmaster the list of awards, point score sheets, sample of a completed award application and the blank application forms for posting on the VFGC website.
- Coordinate with the District Awards Chairmen to discuss your goals, expectations and deadlines for district level judging. Be available as a resource for them.
- Set the date and place for judging awards
- Obtain judging panels of qualified members
- If requested to do so, contact donors to sponsor awards and receive all monies.
- When state award applications are received, process them to be sure that they meet all general award application requirements, as well as specific award requirements.
- Oversee judging of award applications
- Send VFGC first-place award applications, and other SAR and NGC award applications, to South Atlantic Region and National Garden Clubs, Inc., to be received by the deadline.
- Prepare award certificates
- If requested by the VFGC President, prepare booklet listing award winners and conduct awards presentation at the annual VFGC Convention.
- Work with the VFGC Treasurer to obtain checks for the winners
- Send list of VFGC award winners to *ODG* Editor for publication
- If an award is not applied for during an administration, re-evaluate the award. If an award is not given, the money is added to next year's award funds.
- Read and understand the duties of all VFGC Chairmen, as outlined in the VFGC Standing Rules: II Board of Directors, IIIA Committees Chairmen and IIIB Committees, Awards.
- Attend all Board of Directors Meetings and Annual Conventions.

## **BIRDS**

### **Chairmanship Description:**

- Educate and encourage members/clubs to protect birds and their habitats and promote their preservation
- Promote the passage and enforcement of laws concerned with bird welfare

### **Specific Duties:**

- Submit an article to the *ODG* at least once a year
- Follow the current news on the avian flu as it may pertain to birds other than chickens
- Furnish clubs with the procedure for establishing official bird sanctuaries and encourage them to work towards having their town or area declared a Bird Sanctuary.
- Encourage members to plant berried trees and shrubs for food and the use of bird feeders for year round feeding as well as bird bath maintenance throughout the year.
- Attend all Board of Directors Meetings and Annual Conventions

# **BLUE STAR MEMORIAL MARKER/GOLDSTAR MEMORIAL PROGRAMS**

## **Blue Star/Gold Star Memorial Programs**

The Blue Star Memorial Marker program is the first project of National Garden Clubs, Inc. It began in 1945. The history, procedure for ordering a Blue Star Memorial Marker, how to select type and location of marker, and protocol for the dedication of the Blue Star Memorial Marker program can be found in the guidelines for Blue Star Memorial Markers on the NGC, Inc. website, ordering the information directly from the NGC Member Services, St. Louis, MO, phone 1-800-550-6007, or by contacting the District Blue Star Memorial Chairman. An annual update is done by the NGC Blue Star Memorial Marker Chairman.

## **ALL TO SEE, LEST WE FORGET, THOSE WHO HELP TO KEEP US FREE**

The Gold Star Families Memorial Marker Program was approved as an adjunct program to the NGC Blue Star Memorial Marker Program at the NGC Convention in Louisville, Kentucky in May 2015. This program follows virtually the same guidelines as NGC Blue Star Memorial Marker Program, however, all orders for a Gold Star Memorial By-Way Marker must be approved by the Gold Star approved representative. Final approval and processing will be done by the NGC Blue Star Memorial Marker Chairman (See NGC Guidelines for Gold Star Memorial Markers for complete details and ordering information).

Gold Star Families is a 501(c) (3) not for profit organization created to provide support to those who have lost a loved one in service to our country. All family members, representing all conflicts, all branches of service and all circumstances of death are supported. Family members are referred to as Gold Star Families of the fallen and/or survivors.

## **CODE: HONOR - HOPE - HEALING**

### **Chairman Description:**

- Promote the placement of Blue Star Memorial Markers - Highway, Memorial, By-Way
- Promote the placement of Gold Star Memorial By-Way Markers
- Encourage clubs to landscape and care for the areas surrounding the markers where applicable
- Encourage clubs to apply for landscape award for the markers
- Educate the club members and the public on the Blue Star Memorial Marker/Gold Star Memorial Program

### **Specific Duties:**

- Act as a resource for information on procedure for the clubs and districts who want to place a Blue Star Memorial Marker - Highway-or By-Way Marker and/or a Gold Star Memorial By-Way Marker in their district.
- Plan and work with the Virginia Department of Transportation, park officials, cemetery personnel, United States Government charge personnel regarding the approved location of a marker.

- Maintain the current record of the marker being placed and the records regarding markers that have been refurbished.
- Orders for Blue Star markers initially go through the VFGC Blue Star Chairman then sent to the VFGC President who signs the order. Orders are then sent to the NGC Blue Star Chairman who approves the order and submits the information to Sewah, or designated supplier, who creates and ships the marker.
- Orders for Gold Star markers initially go through the VFGC Blue Star Chairman, then sent to the VFGC President who signs the order. Send 4 copies of form, with check, to the Gold Star approved representative for approval. The Gold Star approved representative will forward the order to the NGC Blue Star Marker Chairman.
- If a marker is placed by VFGC, order the marker and plan the dedication ceremony.
- This chairman may serve as an advisor for the dedication ceremony.
- Attend all Board of Directors Meetings and Annual Conventions

## BUTTERFLY AND POLLINATOR EDUCATION CHAIRMAN

### Chairmanship Description:

- Educate members and clubs about environmental issues that affect butterflies and pollinators, and the important role pollinators play in the food we eat, as well as our landscape.
- Encourage members/clubs to protect butterflies, pollinators and their habitats and promote their preservation through education and awareness to garden club members, children and the public.
- Encourage clubs to plant butterfly and pollinator gardens in public spaces and in school gardens
- Promote awareness of the importance of native plants in butterfly and pollinator gardens
- Help clubs find qualified speakers on these topics

### Specific Duties:

- Submit an article to the *ODG* at least once a year
- Communicate with the committee members to get them involved in their districts to promote butterfly and pollinator education
- Create an educational display that can be used at the state convention, at district meetings and also circulated among local libraries in your area
- Submit a report to the president, historian and recording secretary prior to board meetings outlining your efforts
- Attend all Board of Directors Meetings and Annual Conventions

## CLUB MEMBERSHIP

**The Chairman of this committee is the VFGC Third Vice-President.**

### **Chairmanship Description:**

- Encourage the formation of new clubs and assist in their application process
- Encourage existing non-federated clubs to join the Virginia Federation of Garden Clubs
- Promote increased membership in existing VFGC clubs
- Promote the advantages and services available through membership
- Chairman of this committee is the VFGC 3rd Vice President

### **Specific duties:**

- Visit nonfederated garden clubs or groups that are interested in joining VFGC
- Act as a resource to guide a club through the process of applying for membership in VFGC
- Keep a **current list of clubs and their presidents**
- Notify the **DISTRICT PRESIDENT immediately** when a club submits a letter of resignation; the District President may be able to persuade the club from resigning.
- Notify the **VFGC Treasurer** and **ODG Circulation Manager** if the club does resign
- Work with the Treasurer on keeping the club membership list up-to-date
- Submit motions at VFGC Board of Directors' meetings for acceptance of new clubs or for acceptance of resignation of clubs
- Write a letter welcoming new clubs
- Encourage new clubs and existing clubs to attend the VFGC convention
- Act as a resource to districts for the procedure of recruiting non-federated clubs or the forming of new clubs
- Respond to email inquiries for potential new members looking for clubs. Coordinate these requests with District Presidents and District Club Membership Chairman.
- Encourage clubs to submit club membership awards. Work with the Awards Chairman, District Club Membership Chairman and VFGC President.
- Write articles for the *ODG* related to club membership
- Attend all Board of Directors Meetings and Annual Conventions

## COMMUNITY GARDENING

### Chairmanship Description:

- Promote the interest and benefits of community gardening by partnering with groups; such as, other garden clubs, seniors, master gardeners, schools, scout troops, boys and girls clubs, civic and church groups.
- Partnering is KEY to this project
- Encourage participants to join or form a garden club
- Promote community gardening projects through writing articles for the *Old Dominion Gardener*
- Encourage all VFGC Districts to participate in this project

### Specific Duties:

- Encourage members and clubs to plan a project in this area
- Attend all Board of Directors Meetings and Annual Conventions

## CONSERVATION/ENVIRONMENTAL EDUCATION/CONCERNS

### Chairmanship Description:

- Inform districts & other interested members on issues or areas of concern for action/participation/education on environmental issues
- Work of this committee includes water, air and land concerns

### Specific Duties:

- Encourage participation in any community environmental projects
- Suggest new VFGC Conservation/Environmental Awards for clubs or districts
- Be a resource to Conservation/Environmental District Chairmen and clubs for information or where to obtain information
- Submit articles to *ODG*
- Attend all Board of Directors Meetings and Annual Conventions

## EDIBLE GARDENING

### **Chairmanship Description:**

- Promote interest in organic gardening and the growing of vegetables and herbs

### **Specific Duties:**

- Submit one article during an administration to the *Old Dominion Gardener* and VFGC website on some aspect of this topic.
- Attend all Board of Directors Meetings and Annual Conventions

## **EDITOR/MANAGERS: OLD DOMINION GARDENER**

### **EDITOR**

#### **Chairmanship Description**

- Compose, have commercially printed, and mailed to all members, the VFGC publication the *Old Dominion Gardener*

#### **Specific Duties:**

- Obtain and edit material for the publication
- Select the printing and mailing company in coordination with the President
- Each school or symposium chairman is responsible for information of school/symposium sent to *Old Dominion Gardener* Editor for membership information, sending all information far in advance of date listed as deadline for publication. Information must be sent in its entirety for each publication.
- All convention calls shall be placed in the *Winter issue* of the *Old Dominion Gardener* and may be edited only by the VFGC President and Convention Chairman
- Names of new VFGC Life Members, Book of Honor recipients, and Dogwood Society members are published in the *Old Dominion Gardener* on a space-available basis
- Additions and/or changes to Bylaws are presented in the ODG prior to the membership voting on them. The Organization Study/Policy and Procedure Chairman will forward additions/changes to the ODG editor once approval from the VFGC President or the VFGC Parliamentarian is given.

### **CIRCULATION MANAGER**

#### **Chairmanship Description:**

- Maintains an up-to-date mailing list to be used by the mailing company for the *ODG*

#### **Specific Duties:**

- Maintain an Excel file of all VFGC members/clubs and addresses as provided by the VFGC Treasurer
- Send the file to ODG editor and/or the mailing company for each printing of the *ODG*
- Inform VFGC Treasurer and VFGC Club Membership Chairman of members removed from list by notification of death

### **DISTRICT EDITOR**

#### **Chairmanship Description:**

- Organize information from the District and submit it to the *ODG* Editor for publication

**Specific Duties:**

- Collect club articles from the district newsletter and/or newspaper clippings that would be noteworthy for placement in the *ODG*
- Encourage District Chairmen to write articles
- Pre-edit all information and submit by the *ODG* deadline for each issue
- Submit important District dates to *ODG* Editor and VFGC Website Manager for placement in the Calendar of Events

## FINANCE

### Chairmanship Description:

- The Finance Committee shall direct the care, investment, reinvestment, and disbursement of both principal and income of all funds and shall assemble records and audit of Special Accounts.

### Specific Duties: (See VFGC Bylaws Article XII. Finances - Section 2. and VFGC STANDING RULES, V. FINANCES)

- Determine the **time** and **place** of the Finance Committee meetings
- **Send** the **call** to the Finance Committee meeting
- **Prepare the budget** with figures provided by the VFGC Treasurer of the actual income and actual expenditures for the current fiscal year
- The committee shall prepare and submit the proposed budget for the approval of the Board of Directors at the winter board meeting of each calendar year
- The chairman shall **report** at each meeting of the **Executive Committee** and **present the proposed budget for adoption at the Annual Convention.**
- Any over-expenditures of the budget approved by the Finance Committee shall be subject to ratification by the Board of Directors.
- Regular meetings of the Finance Committee are held prior to each regular Board of Directors' meeting or upon the call of the Finance chairman.
- Any motions requiring the expenditure of money not allocated in the budget must be referred to the Finance Committee before being presented to the Board of Directors.
- The expenses of VFGC shall be paid from the General Fund. Any special expenditures must be voted upon by the Board of Directors.
- The Finance Chairman shall send a letter of explanation of finances to each of the educational schools within VFGC at the beginning of each administration such as Flower Show School, Flower Show Judges Symposium, Landscape Design School and any other VFGC approved school. These special accounts shall remit the balance of their accounts to the VFGC Treasurer at the end of each administration. A detailed Financial Analysis Form shall be filed with the VFGC Finance Chairman after completion of each school for permanent records of income and expenses. (This form shall be furnished by VFGC Finance Chairman). The VFGC Audit Chairman will audit the accounts of each registrar/treasurer. (VFGC Standing Rules, Article III. Committees, 2. School and Symposia Financial Policies, h.)
- These Special accounts may keep a specified amount of money in their account as recommended by the Finance Committee.
- Annually file in the VFGC office the Finance Committee minutes
- Attend all VFGC Board of Directors meetings and the annual convention
- As Finance Committee Chairman is a member of the Grants to Restore and Beautify and the Keys to the Future Youth Grants Committees.

## FINANCE - AUDIT

**Chairmanship Description:** (See VFGC Bylaws ARTICLE XII – FINANCES Section 3.)

- Shall be responsible for the financial review and approval of all accounts prior to the close of each fiscal year. The Audit chairman shall **report** the results of the review to the **Executive Committee**.
- To examine each fiscal year the financial records of Flower Show School, Flower Show Judges Symposium, Landscape Design School, and any other VFGC approved school.

**Specific Duties:**

- The Audit Chairman shall receive all pertinent financial records of special accounts within 60 days following the conclusion of a school/symposium. (See VFGC Standing Rules V. FINANCES G.)
- Report the **results of the review** of all special accounts to the **Executive Committee**
- A **DETAILED** Financial Analysis Form shall be filed with the VFGC Finance Chairman after completion of each school for permanent records of income and expenses. (This form shall be furnished by VFGC Finance Chairman). The VFGC Audit Chairman will audit the accounts of each registrar/treasurer. (VFGC Standing Rules, Article III. Committees, 2. School and Symposia Financial Policies, h.)
- All financial records of Special accounts shall be sent to the Audit chairman for financial review and approval prior to the close of each fiscal year.
- These Special accounts may keep a specified amount of money in their account as recommended by the Finance Committee.
- Attend all VFGC Board of Directors meetings and the annual convention

## **FLOWER SHOW JUDGES COUNCIL**

### **Chairmanship Description:**

- The President is elected by members of the Virginia Flower Show Judges Council.
- The President of the Virginia Flower Show Judges Council is a member of and reports to the VFGC Board of Directors.
- The President shall strive to improve the quality of judging, help make better flower shows, and strive to achieve greater uniformity in the standards of judging.
- The programs are to be of top quality and geared to inform the judges of the latest trends, changes at the national level, and any other needed information.
- The president collects information from members to see who needs judging and exhibiting credits so that information will be available to those looking for judges for flower shows and also for judges needing to re-certify.

### **Specific Duties:**

- Decide when meetings of the VFSJ Council will be held.
- Make arrangements for the meetings - hotel, meals, speakers, etc.
- Attend all Board of Directors Meetings and Annual Conventions.

# FLOWER SHOW JUDGES CREDENTIALS

## Chairmanship Description:

- This chairman is a VFGC Board of Directors Chairman and serves on the Virginia Flower Show Judges Council (VFSJC) Board and works with each group.

## Specific Duties:

- Maintains Credentials Book and keeps up-to-date.
- Maintains an up-to-date list of judges.
- Approves credentials and maintains a master list for judges refreshing at Symposiums or FSS III or FSS IV.
- After a student passes the reading exam and becomes accredited, this Chairman
  - a) Creates a new page in the Credentials Book for the accredited judge and adds the judge's name to the master list.
  - b) Contacts the new judge and sends her a green Form 13E for tracking exhibiting and judging credits.
  - c) Obtain judge's correct information, including the name of the judge's garden club and club president.

## **ACCREDITED JUDGES (Refer to the *Handbook for Flower Shows*)**

- Accredited judges must include a completed green form 13E with proof of five (5) judging and five (5) exhibiting credits.
- Verify the current good standing date.
- Accredited judges may refresh credentials on January 1 of the second year following the last accreditation. They may use excess credits earned during the same calendar year as attending a symposium toward the next refresher.
- Only accredited judges may attend a FSS III or IV as a refresher but only once. They may use optional credits but only two (2) alternate credits.

## **ACCREDITED LIFE AND MASTER JUDGES (Refer to the *Handbook for Flower Shows*)**

- Life and Master Judges must include a completed pink form 15E, with proof of two (2) exhibiting credits; (one horticulture and one design) for each year or a portion of a year between refreshers.

## **VFGC SYMPOSIUM**

- Approve credentials
- Maintain a list of judges attending Symposium for credit
- Notify Symposium/FSS Chair, or registrar of judges attending for credit to verify they have registered for the course
- Distribute Master Judges' cards to judges at Symposium along with a pink Form 15E
- When grades for other judges are received from the VFGC Symposium Chairman, send three (3) copies of Form 17F, with an enclosed stamped, self-addressed envelope to the NGC Symposium Chairman. The NGC Symposium Chairman will send new cards for judges to you which you will forward to the judges, along with the proper Form f13E or 15E and Virginia Form with their grades.
- Print additional forms before supply is depleted.

## **OUT OF STATE SYMPOSIUM**

- Approve credential
- Forward Form 18F to out-of-state Credentials Chair hosting the Symposium
- Maintain a list of judges attending out-of-state Symposium

- Upon receipt of Form 18F from out-of-state Credentials Chairman, listing judges passing the course, remit to the NGC Symposium Chairman, three (3) copies of Form 17F, with a stamped, self-addressed envelope
- Upon receipt of the new cards for the judges, send these cards to the judges with proper Form 13E or 15E

#### **EXTENSIONS (Refer to Handbook)**

- Contact judges whose credentials are expiring soon
- Complete extension form (on small pad requested from National Headquarters) to request first extension to June 30
- Send original to NGC FSS Chairman. Forward copy to judge with letter
- Follow up prior to end of June
- If judge requests another extension, send an additional extension form, requesting extension to December 31<sup>st</sup> to NGC FSS Chairman
- If credentials lapse, forward Blue Form 16E to judge and refer to **Handbook**

#### **EMERITUS-MASTER JUDGE (Refer to Handbook)**

- If Emeritus standing is requested by a Master Judge, send the judge's letter to the NGC School Secretary at NGC Headquarters.
  - Upon receipt of approval letter, change the status in the Book and on the Master List and notify the judge by letter.
- 
- Attend all Board of Directors Meetings and Annual Convention

## FLOWER SHOW JUDGES SYMPOSIUM

### Chairmanship Description:

- This Chairman is responsible for planning and running Symposium, as outlined in the *HANDBOOK FOR FLOWER SHOWS* and Manual, Chapter 1.
- The Chairman should be a detailed oriented person who is a flower show judge

### Specific Duties: (VFGC Standing Rules, Article III. Committees, C. VFGC Schools and Symposia, 1 and 2)

- As far in advance as possible, preferably a year or more, set the date and place for Symposium and arrange for the instructors with signed instructor contracts – NGC Form 23H-07(w).
- Obtain contracts for the location of Symposium for the meeting rooms, instructor rooms for overnight accommodations, and meals served. All contracts must be signed by the VFGC President and the Symposium Chairman.
- Register the Symposium with NGC by sending five (5) completed copies of the Flower Show Schools/Symposium Registration form to the NGC Accrediting Chairman. The NGC Accrediting Chairman will send the dates and information about the Symposium to *The National Gardener* for publication after the NGC Accrediting Chairman approves the Symposium dates, topics, outlines, and instructors.
- Prepare a brochure advertising the date, place, instructors, topics, and general time line for the Symposium. Include exact dates with opening and closing times. Distribute these brochures, after registering with NGC, at all VFGC board meetings. It is important to note that the Symposium costs \$80 (\$40 each day for a two-day symposium) – meals may be added to that, along with the costs of printing the course outlines.
- As soon as the Symposium is registered with NGC, send the registration information to the *ODG* and the VFGC website. Each school or symposium chairman is responsible for information of school/symposium being sent to *Old Dominion Gardener* Editor for membership information, sending all information far in advance of date listed as deadline for publication. Information must be sent in its entirety for each publication, or as agreed upon by the *ODG* Editor and the Symposium Chairman.
- Inform the VFGC Judges Council President of dates, place, and hotel contact person of the Symposium so they may coordinate their meetings if they wish.
- A checking account shall be maintained by the Flower Show School and Symposium. All financial records shall be sent to the VFGC Audit chairman for financial review and approval within 60 days of the conclusion of each symposium. Copies of all checks received or distributed should be kept for financial review. symposium Referred to Finance Committee for input to change from 60 days to 90 days – would require a Standing Rules change to V. Finances G. Special Accounts 4. in VFGC Yearbook

- The Symposium may keep a specified amount of money in its account as recommended by the Finance Committee.
- The Symposium is responsible for printing and assembling of printed materials: i.e. Study Guides, test papers, etc. needed for each Symposium. Discretion must be used in printing of materials; excessive costs are to be avoided. Study Guides and Practice Point Scoring sheets should be emailed to all students with email accounts as soon as they register. Those not having email accounts will reimburse the Symposium for the cost of printing their Study Guide. Costs should be listed in the brochure and published on the VFGC website and in the *ODG*. All testing papers must be copied for use by each student at the Symposium, including Point Scoring Tests. Further, evaluations must be prepared for each student, auditing student, committee worker, and others present for each instructor used.
- Coordinate with the district representative the designs and horticulture to be used in the Symposium. Coordinate meals and accommodations for district representatives along with all needed jobs to be accomplished during the Symposium. Put everything in writing at least three to four months in advance. Many of these jobs are immensely important, especially the coordination of designs and horticulture for study.
- Complete the schedule of events for the Symposium including morning and afternoon breaks, along with lunch and times for the point scoring exams. Forward this information to all registered students and to the instructors.
- At the conclusion of the Symposium, or within one week, all tests papers must be mailed by Certified or Priority Mail with tracker to the appropriate instructor. A self-addressed prepaid, stamped envelope must be included.
- Evaluations must be forwarded to the NGC Flower Show Schools Chairman within one week.
- Once test papers are returned to the Symposium Chairman, gather the following documents and send them to the NGC Accrediting Chairman (all forms are available on the NGC website under Schools, Forms) for accreditation:
  1. Point Scoring papers from three (3) students (each set represents either a high, middle or low score)
  2. Master Panel Point Scoring Sheets (1 copy for each of the 4 classes)
  3. Check payable to NGC - \$5 for each judge taking the exam, plus \$5 for each judge auditing the Symposium
  4. Summary Sheet – four (4) copies (10D-07(y))
  5. Roster of Judges having taken exam – two (2) copies (11J-12(p))
  6. Roster of judges auditing for credit – two (2) copies (12D-07(g))
  7. Return envelope with sufficient postage for Certified or Priority Mail – must include the return receipt card or tracking form
- Return the test papers to the accrediting judges with renewal application forms when appropriate.

(Renewal forms are available on the NGC Website.)

- Have State Credentials Chairman notify NGC Symposium Chairman about judges deserving state advancement. (Use form #17F-07(w).
- NGC Symposium Chairman will mail 1<sup>st</sup> and 2<sup>nd</sup> Refresher cards, Life & Master cards to the Credentials Chairman for her to distribute.
- Annually file Student Records in the VFGC office
  
- Attend all Board of Directors Meetings and Annual Conventions.

## **FLOWER SHOW SCHEDULES/EVALUATION CHAIRMAN**

### **Chairmanship Description:**

- May receive flower show schedules from member clubs to inform clubs of corrections and give written recommendations to bring schedules into compliance with NGC standards that must be maintained for a show that hopes to apply for an award.
- May receive flower show schedules from member clubs to read for corrections and/or additions in order to educate clubs as to the necessary elements of a flower show schedule according to NGC standards.
- May appoint from the list of judges who have agreed to judge a show, a panel of judges to evaluate a standard or other size flower show and notify those judges of their duties as a part of this panel.

### **Specific Duties:**

- Receive Books of Evidence for Flower Show Awards by December 1 of each year, Christmas shows no later than December 30 of show year.
- Assemble a panel of judges and judge the Books of Evidence according to NGC rules and regulations.
- Attend all Board of Directors Meetings and Annual Conventions.

## FLOWER SHOW SCHOOL CHAIRMAN

### Chairmanship Description:

- This Chairman is responsible for planning and executing Flower Show School, as outlined in the NGC ***Handbook for Flower Shows***.
- This Chairman works closely with the Registrar in fulfilling the responsibilities of that position (See Registrar's duties)

### Specific Duties:

- Become familiar with the *Handbook for Flower Shows* and the *New Beginnings Instructors Symposium Handbook, revised Manual*. Refer to this manual for specific duties and strict time lines.
- Co-ordinate with the VFGC President when scheduling the dates and locations for all Flower Show Schools during the president's administration
- Negotiate with the selected venue and prepare a contract for the following:
  1. Date for FSS
  2. Number of class rooms
  3. Number of test rooms
  4. Workroom
  5. Overnight accommodations
  6. Meals
  7. All venue contracts must be signed by the VFGC President
- Obtain instructors chosen from the NGC approved list. Draw up contract and request signatures immediately. Engage instructors for all schools at the beginning of the administration if at all possible.
- Send to the Regional Flower Show School Accrediting Chairman, for approval, the following:
  1. Horticulture instructional Plan for the four courses, per the **Handbook for Flower Shows** (Form 6)
  2. Five (5) copies of the Registration Form (1)
  3. Legal size stamped self-addressed envelope for return of documents

**Note:** These documents must be approved and returned at least four months prior to the first course to be taught.

- After above documents are approved, the Regional FSS Accrediting Chairman sends the dates of the school to *The National Gardener* for publication.
- Write an article and prepare a Registration Form for each FSS and submit to the *Old Dominion Gardener* and put on VFGC website. This article should include pertinent information for upcoming school and include name of instructors.
- Send the Registration Form, by e-mail, to committee members with instructions to make copies and distribute at their district meetings and VFGC functions

- Send Study Guides and Point Scoring Sheets to the Registrar six weeks before the FSS for distribution to the students by e-mail only. Hard copies are \$5.00 and may be picked up at the Registration Desk at FSS
- Closer to the date of school:
  1. Write a schedule for the students
  2. Write a letter to students detailing items to bring, the geographical surroundings, directions, and other pertinent information
  3. Arrange for rooms and room-mates for committee members and instructors. The school pays for one-half the nightly room fee for committee members.
  4. Prepare a work schedule for committee members to include two, if needed, proctors, for each class, two monitors for the Point Scoring test, two monitors for the written Handbook exam and Pages for the instructors and set-up/take-down exhibits as needed.
  5. Arrange for all items required by the instructors. These items may be inhouse or from another location.
  6. Verify the presence of all required horticulture. The instructor may be required to collect, carry, stage and label this material
  7. Arrange for the required twelve designs for practice point scoring and the Point Scoring Test
- Serve as liaison between the committee, the instructors, the students and the hotel:
  1. Create a calm atmosphere
  2. Address issues in a timely manner
  3. Maintain an orderly classroom
  4. Adhere to schedule
  5. Supervise work schedule and task assignments
  6. Provide Point Scoring and written tests for students
  7. Provide evaluation sheets for each session
- After the completion of the school, the committee chairman puts the papers in sequential order of numbers assigned and sends to instructors by priority, mail within one week for grading.
- As test papers are returned from instructors (within three weeks), three papers (high, median, low scores) are sent to the Regional Accrediting Chairman along with forms 7, 8, and 9 plus a check made payable to NGC for all names on 8 and 9 and copies of these forms as required.
- Send all accrediting papers to Regional Accrediting Chairman.
- When papers are returned from the Regional Accrediting chairman, send to students with the following:
  1. A letter stating their level of achievement
  2. The student's grade card (the student must send this with their credentials)
  3. Copies of the answers from the instructors for the point scoring and written tests
- Form 18 must be sent to the proper Flower Show Committee Chairmen for any out-of-state students.
- All information must be recorded on individual students.

- Strict timelines outlined in the *Handbook for Flower Shows* and *New Beginnings revised Manual for Flower Show Personnel* must be followed as student records are tracked.
- In addition to the above duties the committee chairman contacts the Regional FSS Student Correction Chairman for schedule directives for students, completing their fourth course.
- Collect student schedules within one year along with a check made out to the committee chairman personally for all priority mailing postage involved and send to the Regional FSS Student Schedule Correction Chairman.
- Arrange for the **Handbook** Exam for those student judges completing requirements:
  1. Collect credentials from Student Judges on Form 5
  2. Send student judges sample copies of old exams
  3. Obtain proctors and locations
  4. Register students with Regional FSS Handbook Exam Chairman (4)
  5. Upon receiving upcoming exam from the Regional FSS Handbook Exam Chairman, copies are made and sent to proctors. These must be returned to VFGC-FSS Committee Chairman the day of the exam and are immediately sent to Regional Handbook Exam Chairman for grading.
  6. When graded papers are returned, these papers and the **Handbook** Exam Answers are sent immediately to examinees. A copy of questions and answers are put in file for future students.
- Applications for Accredited Judges are collected and sent to the NGC FSS Handbook Exam Chairman along with checks made to NGC for each applicant.
- Keep District Presidents and Flower Show Coordinators apprised of Student Exhibitors and Judges
- Keep records up to date
- Strict timelines must be followed, and copies need to be on designated colors of paper. All mailing is done by priority mail.
- Annually file Student Records in the VFGC office
- Attend all Board of Directors meetings and Annual Conventions

## FLOWER SHOW SCHOOL REGISTRAR

### Chairmanship Description:

- Assist Flower Show School Chairman as needed and handle all financial operations and school recordkeeping.

### Specific Duties:

- As soon as possible, at the beginning of your term as Registrar, set up a checking account with a \$5,000 check provided by VFGC
  1. Obtain bank required documentation
  2. Obtain debit cards for chairman and registrar
  3. Make sure VFGC Treasurer has online access to account
  4. Balance checking account monthly
  5. Before each subsequent school, request a check from VFGC Treasurer to bring the checking account balance to \$5,000.
- For each school, receive registration forms:
  1. Date and assign a student number to each form
  2. Set up computer generated master spreadsheet to include student number, student name, date of check, check number, amount of check, Design \$, Horticulture \$, Flower Show Procedure \$, Other \$, Horticulture Lunch \$, Design Lunch \$, Total Meals \$, Misc. Lunch Info, Student Street Address, Email Address, Phone #, District/Club for each school
  3. Maintain email address of each student
  4. Make three copies of each check and deposit slip
  5. Email students a list of required reading and other needed material
  6. Email students the instructor Study Outlines and Point Scoring Sheets (Printed materials are only available at the school when prepaid)
  7. Respond to any student questions
  8. Verify that any out-of-state student either sends or brings the NGC Form 18F.
- Prepare a Budget, jointly with chairman, for each school. Submit the budget to the VFGC President, Treasurer, and 2<sup>nd</sup> VP about two weeks prior to the VFGC Board meeting, immediately preceding the school.
- Approximately one week prior to the start of each school, email all students, general information, driving directions and the school schedule/timeline, provided by the chairman
  1. Collect money for meals from the committee
  2. Email a Student List to the committee
  3. Anticipate total expenses for the school, verifying sufficient funds are in the checking account to cover expenses
- Make name tags and meal tickets for all students; noting any special food allergy with a special card
  1. Make "Reserved" signs and "attendance Cards" for students taking the course for credit
  2. Print a spreadsheet with an alphabetical listing including student number, student name, Design, Horticulture, FSP, Horticulture, Lunch, Design Lunch, Total meals, Phone number to be used for registration
  3. Print a numerical listing of Student Number, Address, Email District/Club for FSS Chairman and Registrar
  4. Make sure the # of lunches and \$ balance
  5. Make sure Spreadsheet \$ totals agree with actual deposits
  6. Give the hotel a "guaranteed" lunch count for each day
- At the School – preside at the Registration Desk, hand out name tags and answer questions.
  1. Punch attendance cards at the beginning of each morning and afternoon sessions
  2. Provide the final guaranteed lunch counts to hotel each morning

3. Assist chairman by serving as "Page" for instructor; setting up and taking down horticulture and designs, monitoring point scoring rooms, serve as proctor in class room and exam room
  4. Responsible for sale of any items and collect money from the sales and vendors
  5. Daily review accuracy of hotel statements (charges for the meeting rooms and lunches). Pay in full on the last day of school. (we have found it easier for hotel rooms to be paid by the committee member and reimbursed by FSS). Each working committee member is entitled to ½ room for the number of nights assigned by the chairman
  6. Pay instructors and hotel for meeting rooms and lunches. Reimburse committee members for hotel room and any other FSS expenses
  7. Provide reports as requested
- Within sixty (60) days of completion of school, prepare the following information for the VFGC audit staff
    1. Two (2) copies of bank statements
    2. Two (2) copies of deposits and checks
    3. Two (2) copies of bills
    4. Two (2) copies of debits
    5. Two (2) copies of checkbook register
    6. Two (2) copies of other supporting documents
    7. Two (2) copies of Student Roster, including Student name and number, Check number, date and amount (and breakdown of totals by:) Design \$, Horticulture \$, FSP \$, other \$, total meals \$, total amount received
    8. FSS Journal listing all income with the source, all expenses and the amounts reconciled with the bank statements
    9. Final Financial Report listing previous balance, detailed income, detailed expenses and final balance
    10. Send one (1) copy of each of the above to the designated VFGC auditor via Priority mail and only a copy of the Financial Statement to the VFGC 2<sup>nd</sup> VP, Finance Chairman.
  - After May 31 of each year, prepare an annual Financial Statement listing all income and expenses that have been paid between June 1 and May 31 and email to the VFGC Finance Chairman, VFGC Treasurer and VFGC President
  - At the end of the administration, and after all bills have been paid, close the account and send a check to the VFGC Treasurer
  - File a FSS Financial Report for all VFGC Board of Directors Meetings
  - Attend VFGC Board of Directors Meetings and Annual Convention

## **GARDEN THERAPY/HEALING GARDENS**

### **Chairmanship Description:**

- Promote the sharing of gardening knowledge and skills with persons of special needs, emphasizing the therapeutic aspects of gardening and growing for the physically and mentally challenged and for those confined to nursing homes and institutions
- Provide district chairmen with information on garden therapy and healing garden projects

### **Specific Duties:**

- Submit one article per year to the *ODG*
- Submit information to VFGC website when applicable
- Be available to clubs as a source of information on garden therapy and healing garden projects
- Attend VFGC Board of Directors Meetings and Annual Conventions

## GRANTS TO BEAUTIFY AND RESTORE

Grants to Beautify and Restore is a program that provides financial support for VFGC clubs to restore gardens that have been damaged by natural disasters within Virginia or to beautify areas within communities. Priority will be given to natural disaster restoration projects.

### Chairmanship Description:

- Consult the established administrative Guidelines for Grants to Beautify and Restore
- Encourage, promote and award the monetary VFGC grant program throughout the state
- An individual club can apply for a one-year grant up to \$1000.
- The grants are distributed each year following the September 15<sup>th</sup> application deadline.
- The committee to allocate the funds is comprised of the Chairman, the Finance Chairman and three VFGC members appointed by the Chairman.

### Specific Duties:

- Make sure the application form is up to date with the current chairman's name and address. Submit the updated application to the VFGC webmaster.
- Contact each District's Grants to Beautify and Restore Chairman and encourage them to promote the grant program in their respective Districts.
- Submit articles to the *Old Dominion Gardener* that will educate as well as promote the availability of this grant program to the membership.
- Check with the VFGC President for the budget dollar amount for each year.
- Compile the applications for the committee to review.
- Contact the VFGC Treasurer with the grant winners for checks to be issued. Upon your receipt of the checks distribute with cover letter to each recipient.
- Announce the winners in an *ODG* article.
- Attend VFGC Board of Directors Meetings and Annual Conventions.
- File annually in the VFGC office: applications of winners and non-winners, point scoring sheets, summary of awarded amounts, final report from Grant Recipients (on how money was spent).
- Attend VFGC Board of Directors Meetings and Annual Convention.

## HABITAT FOR HUMANITY

### **Chairmanship Description:**

- Encourage clubs to begin a project of landscaping a Habitat for Humanity house

### **Specific Duties:**

- Be a resource of information to guide a club/district interested in participating in landscaping a Habitat for Humanity House
- Request that clubs submit articles, with photos, to the *ODG* editor describing their Habitat for Humanity project and reference grant money, if any, received for the project
- Attend VFGC Board of Directors Meetings and VFGC Annual Convention

## HISTORIC GARDENS RESTORATION

### **Chairmanship Description:**

- Promote the preservation of historic buildings and homes, with an emphasis on the restoration of gardens surrounding these structures.
- Promote the preservation and restoration of gardens formerly connected to historic buildings and homes.
- Encourage clubs to actively seek out projects to restore and preserve historic gardens.

### **Specific Duties:**

- Encourage and assist clubs in working with local historical societies to identify specific historic gardens in their area.
- Be available to visit and/or assist clubs with restoration efforts.
- Recommend historic garden projects to be pursued to VFGC.
- Submit articles to *ODG*.
- Attend VFGC Board of Directors Meetings and VFGC Annual Convention.

# HORTICULTURE

## **Chairmanship Description:**

- To promote all phases of horticulture not covered by other VFGC Standing Committee Chairmen.
- Create enthusiasm and interest in horticulture projects and programs.

## **Specific Duties:**

- Inform the district horticulture chairmen of new developments in horticulture.
- Inform the VFGC members of new developments in horticulture through articles in the *OLD DOMINION GARDENER*.
- Be ready to assist clubs with suggestions for programs and projects when requested.
- Should possess a knowledge of Virginia horticulture and the information relating to horticulture in the *NGC HANDBOOK FOR FLOWER SHOWS*.
- Stress horticulture perfection at Flower Shows and horticulture exhibits.
- Attend all Board of Directors meetings and the Annual Convention.

## HOSPITALITY

### **Chairmanship Description:**

- Assist the president in making sure the accommodations for each meeting are correct
- Assist the Protocol chairman as needed.

### **Specific Duties:**

- Attend VFGC Board of Directors Meetings and Annual Convention

## IMPROVED CULTIVARS

### Chairmanship Description:

- Emphasize the growing of named varieties of plants as distinguished from a natural variety of a species
- Inform and educate members regarding the importance of cultivars

### Specific Duties:

- Advise members/clubs/district chairmen of new varieties through handouts, exhibits, and articles in the *Old Dominion Gardener*
- Color pictures can be submitted to the website; give credit to the source of the picture
- Submit articles to the *Old Dominion Gardener* on improved cultivars
- Be a resource to clubs for information and programs when asked
- Attend VFGC Board of Directors Meetings and Annual Convention

## INDOOR/CONTAINER GARDENING

### Chairmanship Description:

- Obtain and share information to members/clubs/ district chairmen pertaining to all aspects of growing plants indoors.
- Share information to members/club/s districts chairmen pertaining to assembling and maintain container gardens.

### Specific Duties:

- Submit articles to the *Old Dominion Gardener* on Indoor Gardening and Container Gardening (perhaps include a “recipe” for assembling a specific unique combination).
- Color pictures can be submitted to the website; give credit to the source of the picture
- Be a resource to clubs for information and programs when asked
- Attend VFGC Board of Directors Meetings and Annual Convention

## **LANDSCAPE DESIGN CONSULTANTS COUNCIL**

This chairman is the president of the Landscape Design Consultants Council and a VFGC Board of Directors Chairman and works with each group.

### **Virginia Landscape Design Consultants Council Objectives:**

- To bring into closer relationship for mutual helpfulness the Virginia Landscape Design Consultants certified by National Garden Clubs, Inc.
- To further the knowledge of the members who are serving or can serve on public planning commissions for parks, recreation, highway development and other civic projects
- To sponsor advanced landscape design symposiums on wildflower, horticulture, historic preservation, historic trails, community projects, conservation, etc.
- To adopt projects dealing with our total environment
- To stress the need for amateur gardeners to use professional guidance in planning both home grounds and civic improvements
- To encourage and assist clubs planning Virginia Federation of Garden Clubs, Inc. (VFGC) activities concerning landscape design

### **Chairmanship Description:**

- As a dues paying organization of the Virginia Federation of Garden Clubs, the President of the Virginia Landscape Design Consultants Council reports directly to the VFGC Board of Directors.
- Superior educational opportunities are to be offered covering landscape design, horticulture, historic preservation, community projects and conservation.
- National Garden Clubs approved refresher tours are geared toward an advanced level of education and experience for attendees. All tour lectures are led by seasoned professional staff members of the facilities visited. Strict adherence is observed for required hours and subjects covered, as per NGC requirements, during refresher tours.
- The LDCC may offer a refresher tour, approved by NGC.

### **Specific Duties:**

- Decide when meetings of the Council will be held
- Make arrangements for the meetings - hotel, meals, speakers, etc.
- Attend VFGC Board of Directors Meetings and Annual Convention

## LANDSCAPE DESIGN SCHOOL

**Chairmanship Description:** This Chairman is responsible for planning and running LANDSCAPE DESIGN SCHOOL.

**Specific Duties:** (VFGC Standing Rules, Article III. Committees, C. Schools and Symposia, 1 and 2)

- As far in advance as possible, **and in consultation with the VFGC President**, set the date and place for Landscape Design School (LDS) and arrange for the NGC approved instructors.
- Obtain contracts for the location of LDS for the meeting rooms, guest rooms for overnight accommodations, and meals served. All contracts must be reviewed and signed by the VFGC President and the LDS Chairman.
- Send registration information to the *ODG* and the VFGC website for publication far in advance of the school.
- Send the dates of the school to the NGC Schools Secretary when the Event Form is filed, and the registration fee is paid. The NGC Schools Secretary will submit the information to *The National Gardener* for publication.
- Make arrangements for the meetings – hotel, meals, instructors, equipment, etc.
- **A Checking Account** shall be maintained by the LDS.
- **ALL** financial records of LDS accounts shall be sent to the VFGC Audit Chairman for financial review and approval within 60 days of the conclusion of the school by the LDS Registrar.
- The LDS **may keep a specified amount of money** in its account **as recommended by the Finance Committee**.
- The LDS is responsible to send information on LDS to the *ODG* Editor for membership information, sending all information far in advance of date listed as deadline for publication. Information must be sent in its entirety for each publication.
- LDS is responsible for printing and assembling of printed materials, e.g., study guides, test papers, etc. needed for each school. If study guides are to be mailed to students in advance of school date, the cost of postage, etc. is in addition to cost of school and amount should be listed in the *ODG*. Discretion must be used in printing of materials; excessive costs are to be avoided. Comparative costs should be secured in order to obtain the least expensive printing of materials.
- Annually file Student Records in the VFGC office.
- Attend VFGC Board of Directors Meetings and Annual Convention.

## LEGISLATION

### Chairmanship Description:

- Review proposed state legislation that will directly affect the goals of the organization and its membership. This legislation might involve such matters as water quality, conservation and farming regulation/non-regulation. In Virginia the General Assembly meets annually, beginning on the second Wednesday in January (for 60 days in even-numbered years and for 30 days in odd numbered years, with an option to extend annual sessions for a maximum of 30 days.) The Governor may call a Special Session when deemed necessary and must do so when petitioned by two-thirds of the members of both houses.

### Specific Duties:

- Inform all District Legislation Chairmen of any proposed legislation/regulatory changes affecting the aims of the organization
- Place articles in the *Old Dominion Gardener* when needed to inform all members of any proposed legislation/regulation that requires action by the members. Due to the limited times of General Assembly sessions, optimum reporting time is October-April and after the Governor has signed the legislation.
- When possible attend significant legislative hearings and report on such proceedings . Attend VFGC Board of Directors Meetings and Annual Convention
- Attend VFGC Board of Directors Meetings and Annual Convention

## **LIAISON TO “FINE ARTS & FLOWERS”**

### **Chairmanship Description:**

- Act as the liaison between the Virginia Museum of Fine Arts “Fine Arts and Flowers” Committee and the Virginia Federation of Garden Clubs.

### **Specific Duties:**

- Attend any meetings required by the Virginia Museum of Fine Arts for “Fine Arts & Flowers.
- Secure the required number of designers for the show.
- Assist in the ordering of flowers for VFGC designers as requested; and troubleshoot problems/logistics issues VFGC designers may have.
- Attend all Board of Directors meeting and Annual Conventions.

## LIFE MEMBERSHIP: VFGC & BOOKS OF HONOR

### Chairmanship Description:

- To interest members in becoming VFGC Life Members - This tax-deductible \$50 donation is given to honor club members, friends, and associates and is used by VFGC for the Scholarship Program.
- To interest members in honoring club members, friends, and associates who already have a state life membership with a tax-deductible donation to the Scholarship Program. The honoree's name is placed in the Book of Honor.

### Specific Duties:

- Receive applications.
- Forward checks to VFGC Treasurer to be deposited in VFGC Scholarship Fund.
- Send membership cards and pins to District Chairmen as ordered.
- Compile and maintain the list of members.
- Notify District Chairmen of applications received directly from clubs or individuals.
- Send new member list to *OLD DOMINION GARDENER* Editor to be printed as space permits.
- The cost of VFGC Life Membership pins, the printing of Life Membership cards and stationery is to be paid by the VFGC. Consult with the VFGC President before ordering additional pins, cards, and stationery.
- The VFGC Life Membership pins and cards may be presented at club or district meetings.
- Submit at least one article to *ODG* or district newsletters per administration soliciting new memberships.
- Attend VFGC Board of Directors Meetings and Annual Convention.

## **LIFE MEMBERSHIP: NGC & SAR**

### **Chairmanship Description:**

- To interest members in becoming National Garden Clubs (NGC) Life Members - This tax-deductible donation is given to honor club members, friends, and associates and is used by NGC for its Scholarship Fund.
- To interest members in becoming South Atlantic Region (SAR) Life Members - This tax-deductible donation is given to honor club members, friends, and associates and is used by SAR for its Scholarship Fund.

### **Specific Duties:**

- Send application forms when requested
- Maintain a current list of NGC Life Members and SAR Life Members
- Forward checks to VFGC Treasurer to be deposited in VFGC Scholarship Fund.
- Submit one article to the ODG or district newsletters per administration soliciting new memberships.
- Attend VFGC Board of Directors Meetings and Annual Convention.

## LITTER PREVENTION/RECYCLING

### **Chairmanship Description:**

- Stimulate interest in roadside beautification, litter clean-up, recycling and the awareness of environmental concerns.

**Specific Duties:** district chairmen/districts with program materials, sources of litter control and information on disposal of hazardous waste and recycling when requested

- Inform members/district chairmen/districts of legislation relating to this topic.
- Provide members/district chairmen/districts with program materials, sources of litter control and information on disposal of hazardous waste and recycling when requested
- Encourage clubs to educate youth groups and promote their participation in clean-up projects
- Encourage garden club members and community members to promote litter prevention through recycling and/or proper disposal of refuse.
- Present ideas at meetings, such as repurposed used products that otherwise might become litter if left as waste
- Conduct contests, if applicable, to encourage crating useful items from spent products
- Chairman may explore possible solutions for Litter Prevention and Recycling and promote ideas throughout the Districts.
- Submit at least one article to ODG and VFGC website promoting the project
- Attend VFGC Board of Directors Meetings and Annual Convention

## NATIONAL GARDEN WEEK

### Chairmanship Description:

- Promote the observance of National Garden Clubs' National Garden Week, which is the first full week of June

### Specific Duties:

- Submit one article per year to the *Old Dominion Gardener* about National Garden Week or other topics pertinent to this chairmanship
- Be a source of ideas and information to clubs for projects
- When submitting articles to the *ODG*, and when giving reports at Conventions, encourage clubs to report their activities and publicity back to Chairman. This will help the Chairman to share ideas and give suggestions to others.
- Attend VFGC Board of Directors Meetings and Annual Convention

## **NATIONAL PRESIDENT'S PROJECTS**

### **Chairmanship Description:**

- Inform all members/clubs of the specific projects chosen by the current President of National Garden Clubs, Inc.
- Encourage all members/clubs to participate

### **Specific Duties:**

- Send information to District Chairmen about the project and instruct them to disseminate the information to all clubs. Include VFGC president and district presidents in the distribution of information.
- With the VFGC President determine the way in which records will be kept to track the progress of the project
- Promotion of projects with posters/displays, handouts, or presentations at VFGC Board meetings and/or VFGC Convention is highly encouraged.
- Submit at least one article per administration to the ODG
- Attend VFGC Board of Directors Meetings and Annual Convention

## **NATIVE PLANTS AND HERITAGE PLANTS**

### **Chairmanship Description:**

- Promote interest in members/clubs in learning about and growing native and heritage plants.

### **Specific Duties:**

- Be a source of information to clubs and members
- May promote plants with posters, displays, live plant material, or other visual aids at VFGC Board Meetings and Conventions
- Submit at least one article per administration to ODG
- Attend VFGC Board of Directors Meetings and Annual Convention

## **NATURAL DISASTERS/WORLD GARDENING**

### **Chairmanship Description:**

- Encourage clubs to contribute to Natural Disasters and World Gardening Funds

### **Specific Duties:**

- Correspond with NGC Natural Disasters and NGC World Gardening Chairman to learn of their projects
- The NGC website is a resource for information on these projects
- Submit at least one article to ODG and VFGC website promoting the project
- Be a resource to clubs for information on projects
- Attend VFGC Board of Directors Meetings and Annual Convention

## NOMINATIONS

### Chairmanship Description:

**The Nominating Committee Chairman and Alternate Chairman are elected positions.**

- Provide the slate of officers to the Virginia Federation of Garden Clubs, Inc.

**Specific Duties:** (See VFGC BYLAWS, ARTICLE VI – NOMINATIONS AND ELECTIONS, Section 2.)

- Formulate/update the resume form for applicants to offices, including date due to Nominating Committee Chairman
  - Be familiar with "Guidelines for Members of the Nominating Committee" and distribute to new District Presidents and all members of the VFGC Nominating Committee.  
(See VFGC STANDING RULES, VIII. NOMINATIONS & ELECTIONS C.)
  - Submit article and Form to *Old Dominion Gardener* and to Webmaster
  - Solicit applicants
  - Communicate with Nominating Committee members - one elected member from each district.
  - Set the meeting day, time and place for the Nominating Committee to meet
  - Report to the Fall Board of Directors meeting of even-numbered years
  - The report of the Nominating Committee shall be sent to the editor of the *Old Dominion Gardener* for publication in the issue containing the call to the convention.
  - Any member in good standing may recommend candidates directly to the Nominating Committee Chairman provided the candidate has consented to serve.
  - Each member considered for election to office in VFGC, except Recording Secretary and Treasurer, shall have served a minimum of four (4) consecutive years on the Board of Directors immediately preceding the beginning of the term for which nominated. When serving as an elected officer of VFGC, a member may not serve as an elected officer of his/her District. Former VFGC Presidents may be considered for elective office in the event there is no qualified candidate for the office.
  - Instruct committee members to destroy all minutes and information pertaining to the applicants three months following the convention and election.
  - Attend VFGC Board of Directors Meetings and Annual Convention **Nominating Committee**
- Alternate Chairman Specific Duties:**
- Attend meetings only when substituting for the Chairman
  - Preside at committee meetings in the absence of the Chairman

## ORGANIZATION STUDY/POLICY & PROCEDURE

### **Chairmanship Description:**

- Receive suggestions from members for Bylaw and Standing Rule changes.
- Review and prepare proposed recommendations for presentation to the Board of Directors

### **Specific Duties:**

- Confer with the President and Parliamentarian as to proposed Bylaw or Standing Rule changes
- Submit proposed changes to the VFGC President for inclusion in Calls to Board of Directors meeting
- Submit proposed Bylaw changes for publication in *ODG*
- Maintain a list of all adopted amendments to Bylaws and Standing Rules and submit the list to the Yearbook Chairman by May 31 in odd numbered years.
- Attend VFGC Board of Directors Meetings and Annual Convention

## PENNY PINES

National Garden Clubs launched a partnership with the United States Forest Service in 2004 as a conservation effort aimed to plant replacement trees that are indigenous (not only pine trees) to forested areas damaged by insects, fires or natural catastrophes. Donations to the program must be \$68 or multiples of \$68. Donors may request a certificate in honor of an individual, club, organization, or event or in in memory of a person.

### **Chairmanship Description:**

- Promote NGC's Penny Pines program
- Encourage Districts, Clubs and Members to donate to the program.

### **Specific Duties:**

- Provide current information and literature on NGC's Penny Pines program to the six district presidents and Penny Pines chairmen.
- Promote the Penny Pines Program by submitting articles to the *Old Dominion Gardener*
- May promote the Penny Pines project with posters, displays, handouts or presentations at VFGC Board meetings and/or Conventions.
- After consultation with the VFGC president, collect donations at meetings and submit to the VFGC treasurer
- Request the VFGC treasurer send a check to NGC Headquarters for each \$68 collected.
- If a Penny Pines Certificate from NGC is desired, this chairman should consult with the VFGC president as to the person to be honored with a certificate.
- Contact the NGC Penny Pines Chairman periodically to ascertain the names of VFGC clubs that have donated to the Penny Pines program.
- Submit to the Awards Chairman by the requested date, the winner of the Penny Pines Award
- Attend VFGC Board of Directors meetings and VFGC annual convention.

## **PERSONNEL**

### **Chairmanship Description:**

- This Chairman is the source of the information as to when it is VFGC's turn to provide officers/chairmen for National Garden Clubs, Inc. and South Atlantic Region.

### **Specific Duties:**

- Maintain an up-to-date list of members who are qualified and available to serve as officers or as members of committees of NGC and/or South Atlantic Region
- Obtains the endorsement of the VFGC Board of Directors for any NGC or SAR office/chairmanship
- Files with the NGC or SAR Personnel Chairman the proper forms, as completed by the VFGC member
- Attend VFGC Board of Directors Meetings and Annual Convention

# PROTOCOL

## **Chairmanship Description:**

- Responsible for protocol planning for all VFGC functions

## **Specific Duties:**

- Consults with VFGC President regarding head table and honor table seating arrangements for all meetings
- Provides the place cards, when needed
- Provides the presiding officer with the copy of the seating plan of head/honor tables for reading the introductions
- Consults with **REGISTRAR of Board meetings and Conventions** to verify that members of head table and honor tables will be in attendance. If they are not, inform the President so that adjustments can be made.
- Attend VFGC Board of Directors Meetings and Annual Convention

## **PUBLICATIONS: OLD DOMINION GARDENER**

### **EDITOR/MANAGERS**

#### **EDITOR**

##### **Chairmanship Description**

- Compose, have commercially printed, and mailed to all members, the VFGC publication the *Old Dominion Gardener*

##### **Specific Duties:**

- Obtain and edit material for the publication
- Select the printing and mailing company in coordination with the President
- Each school or symposium chairman is responsible for information of school/symposium sent to *Old Dominion Gardener* Editor for membership information, sending all information far in advance of date listed as deadline for publication. Information must be sent in its entirety for each publication.
- All convention calls shall be placed in the *Winter issue* of the *Old Dominion Gardener* and may be edited only by the VFGC President and Convention Chairman
- Names of new VFGC Life Members, Book of Honor recipients, and Dogwood Society members are published in the *Old Dominion Gardener* on a space-available basis
- Additions and/or changes to Bylaws are presented in the ODG prior to the membership voting on them. The Organization Study/Policy and Procedure Chairman will forward additions/changes to the ODG editor once approval from the VFGC President or the VFGC Parliamentarian is given.
- Attend VFGC Board of Directors Meetings and Annual Convention

#### **CIRCULATION MANAGER**

##### **Chairmanship Description:**

- Maintains an up-to-date mailing list to be used by the mailing company for the *ODG*

##### **Specific Duties:**

- Maintain an Excel file of all VFGC members/clubs and addresses as provided by the VFGC Treasurer
- Send the file to ODG editor and/or the mailing company for each printing of the *ODG*
- Inform VFGC Treasurer and VFGC Club Membership Chairman of members removed from list by notification of death
- Attend VFGC Board of Directors Meetings and Annual Convention

## **DISTRICT EDITOR**

### **Chairmanship Description:**

- Organize information from the District and submit it to the *ODG* Editor for publication

### **Specific Duties:**

- Collect club articles from the district newsletter and/or newspaper clippings that would be noteworthy for placement in the *ODG*
- Encourage District Chairmen to write articles
- Pre-edit all information and submit by the *ODG* deadline for each issue
- Submit important District dates to *ODG* Editor and VFGC Website Manager for placement in the Calendar of Events

## ROADSIDE BEAUTIFICATION/LITTER PREVENTION/RECYCLING

### Chairmanship Description:

- Stimulate interest in roadside beautification, litter clean-up, and recycling

### Specific Duties:

- Provide program materials and information on possible projects for roadside beautification, if requested.
- Provide sources of litter control aid and information on disposal of hazardous waste and recycling, when requested
- Encourage clubs to educate youth groups and promote their participation in clean-up projects
- Encourage garden club members and community members to promote litter prevention through recycling and/or proper disposal of refuse.
- Present ideas at meetings, such as repurposed used products that otherwise might become litter if left as waste.
- Conduct contests, if applicable, to encourage crafting useful items from spent products
- Chairman may explore possible solutions for Litter Prevention and Recycling and promote ideas throughout the Districts through posters, displays or other visual aids at VFGC Board Meetings and Conventions.
- Submit at least one article each administration to *Old Dominion Gardener* and website
- Attend VFGC Board of Directors Meetings and Annual Convention

## **SAR PROJECTS**

The SAR Director selects a project or projects for each administration.

### **Chairmanship Description**

- Promote the South Atlantic Region's (SAR) projects and encourage the participation of all clubs.
- 

### **Specific Duties**

- Provide information on the SAR project/s to club members through the *Old Dominion Gardener*
- Encourage clubs to apply for awards offered on SAR projects.
- Attend VFGC Board of Directors Meetings and Annual Convention

## **SCHOLARSHIPS VFGC, SAR, NGC**

The **VFGC Scholarships** are: (See VFGC Bylaw, Article XII – Finances, Section 6., and VFGC Standing Rules XI.)

- Thelma W. Utt Scholarship – awarded to a junior, Senior or Graduate student majoring in a horticulture related field
- Peg Grinus Scholarship – awarded to an undergraduate student attending any accredited college or University
- Minna D. Adams Scholarship – awarded to a student of Virginia Tech
- The President's Horticulture Scholarship – awarded to a student of Virginia Tech
- Any other scholarships that may be established

Applicants must be full-time students majoring in Agriculture Education, Horticulture, Floriculture, Landscape Design, Botany, Plant Pathology/Science, Forestry, Agronomy, Environmental Concerns, Environmental Conservation, Habitat or Forest/Systems Ecology, Land Management and /or other garden related or allied subjects. Career goals must demonstrate objectives that are garden-related. Applicants must be a resident of Virginia and must be enrolled at an accredited college or university.

Funding for Scholarships is derived from many sources including Life Memberships, donations, and established endowments. Judging or recipients for the scholarships is based on need, scholastic record, character, initiative and general attitude. The selection of the scholarship winners is made by the Scholarship Committee of the Virginia Federation of Garden Clubs, Inc.

- Application Due Date: Received by February 1. (Recipients are notified in May and Scholarships dispersed in July/August for Fall Semester of application year)

### **SOUTH ATLANTIC REGION OF NATIONAL GARDEN CLUBS**

#### **Corrie Whitlock Memorial Scholarship**

- This scholarship is open to a college sophomore or junior for use during the junior or senior year of college. Each state within the South Atlantic region may submit one application to be in competition for the Scholarship. A qualifying student is one who is majoring in the study of Horticulture, Floriculture, Landscape Design, Botany, Plant Pathology, Biology, Forestry, Agronomy, Environmental Concerns, City Planning, Land Management and/or allied subjects. Changing from a major study of garden club interest will result in forfeiture and/or reimbursement of the Corrie Whitlock South Atlantic Region Scholarship.
- The Corrie Whitlock Memorial Scholarship Amount is set by the SAR Board of Directors
- As long as a student maintains a "B" average, he/she may reapply for a second-year scholarship
- Application Due Date: Received by February 1

#### **NATIONAL GARDEN CLUBS**

- National Garden Clubs offers, annually, thirty-five to forty-one (35-41) scholarships to Juniors, Seniors and Graduate Students that are majoring in horticulture and related fields. These scholarships range in the amounts of \$3,500 to \$4,000. In addition to the required majors to qualify, the student must be pursuing a career related to gardening, landscape design, environmental issues, floral design or horticulture. (Applicants may be submitted by Sophomores

for grants to be awarded for the Junior year). To apply, all applicants must have a 3.25 cumulative GPA.

- Application Due Date: Received by February 1

**To qualify for SAR and NGC Scholarships, application must also be made for VFGC Scholarships**

**Chairmanship Description:**

- Possess a current knowledge of NGC, SAR and VFGC scholarships and assist members in recognizing students qualified for the scholarship awards
- Has oversight of VFGC Scholarship Programs

**Specific Duties;**

- Immediately after taking office, introduce yourself to the Program Support Technician, Virginia Tech, College of Agriculture and Life Sciences, Department of Horticulture, Blacksburg, VA to initiate a relationship for soliciting scholarship applications and facilitating scholarship awards.
- Make a request before the Fall VFGC Finance Committee meeting for the scholarship amounts to be determined for the award distribution in the following year. (VFGC Bylaws, Article XII, Finances, Section 6 – The amount of each VFGC Scholarship to be awarded each year shall be determined by the Finance Committee with the approval of the Board of Directors. See VFGC Standing Rules, Article XI, Scholarships, A through G)
- Coordinate Scholarship committee plans with District Chairmen
- Update Application form (Chairman address, etc.) and website information
- Solicit/verify contacts for Colleges and Universities that offer programs which meet the Scholarship criteria
- Reach out to potential applicants through ODG and District Chairmen
- Prepare packets of Scholarship information and send to colleges and Universities.
- Evaluate applications received for conformance. Coordinate Judging of Applications with District Chairmen
- In accordance with deadlines, mail selected applications and documentation for SAR and NGC award consideration
- Follow-up on SAR and NGC Scholarship applications
- Send notification of all Scholarship Awards to students and respective college or university, including the Program Support Technician at Virginia Tech
- Collect payout information and consult with the VFGC Treasurer to insure payments are made to schools by mid to late July
- Prepare and present a scholarship summary report for the VFGC Board of Directors Annual Convention
- Annually file in VFGC Office: Original applications of winners and non-winners, point scoring sheets and list of winners.
- Attend VFGC Board of Directors Meetings and Annual Convention

## **SMOKEY BEAR/WOODSY OWL POSTERS**

### **Chairmanship Description**

- To provide the rules of the Smokey Bear/Woodsy Owl Poster Contest to all District Chairmen and encourage participation in the program

### **Specific Duties**

- Determine the deadline for winning posters from each district to be submitted
- Submit an article to *ODG* and or VFGC website describing the rules of the contest
- Acquire a judging panel; judge entries; submit winner to NGC Chairman
- Attend VFGC Board of Directors Meetings and Annual Convention

# ***THE NATIONAL GARDENER***

## **Publicity & Subscriptions**

### **Chairmanship Description**

- Promotes subscriptions and renewals of the NGC publication, emphasizing the benefits to members in the knowledge of horticulture, information on the NGC projects and schools, project ideas of clubs throughout the U.S., lists of national awards for individuals/club/states, landscape and floral design pictures and descriptions, and scholarship and award information for students.

### **Specific Duties**

- Submit one article per administration soliciting subscriptions
- Subscribe to/read the newsletters from as many districts as possible to determine if there are any articles that should be submitted to the *National Gardener* from Virginia
- Attend all VFGC Board Meetings and Annual Convention

## **VFGC BOARD MEETING REGISTRAR**

### **Chairmanship Description:**

- Maintain a list of all VFGC Board of Directors members along with contact information
- Receive registration funds
- Check in registered Board members at meetings

### **Specific Duties:**

- Received funds from VFGC Board members for meal reservations for Board meetings
- Predetermine with VFGC treasurer whether to mail or bring the registration checks to the VFGC Board meeting
- Create a list of those registered for each meeting. Supply this list upon the request of the VFGC president
- Create name tags for each board member to be used throughout the administration. Remind board members to return name tags at the conclusion of each meeting,
- As members arrive at a board meeting, check as present
- Give a report at Board meetings to include number of members registered and number attending.
- Attend all Board of Directors meeting and Annual Conventions.

## **VFGC CONVENTION CHAIRMAN/VICE-CHAIRMAN**

**Chairmanship Description and Specific Duties:** See VFGC Convention Guidelines

## VFGC PROJECTS

### Chairmanship Description

- Raise funds for VFGC projects

### Specific Duties

- Consulting with the VFGC President, select which items may be offered for sale on the VFGC website or at the VFGC Meetings
- Assist the VFGC President in presenting these ideas (logistics of items, how to distribute, etc.) to the VFGC Finance Committee for approval
- Present in motion format to VFGC Finance Committee, the means for using these funds for the purchase of the item(s)
- Determine the need to submit an article to the *Old Dominion Gardener* (ODG) informing club members of sale item(s)
- Attend VFGC Board of Directors Meetings and Annual Convention

## VFGC WEBSITE

### Chairmanship Description

- Design and maintain the VFGC website, [www.viriniagardenclubs.org](http://www.viriniagardenclubs.org)

### Specific Duties

- In consultation with the VFGC President, design the VFGC website, making regular updates, including changes, additions of new information and deletion of outdated information
- Information placed on the website must have the VFGC President or Board of Directors approval. This includes any new or existing information
- To the VFGC President, provide any technical information regarding the enhancements or improvements available for publishing the website.
- Post all information in a timely manner
- Attend VFGC Board of Directors Meetings and Annual Convention

## VFGC YEARBOOK SPONSORS

### Chairmanship Description

- Solicits contributions from clubs and individual members to pay for the printing of the VFGC Yearbook.

### Specific Duties (See VFGC Standing Rules, XI, Publications A. VFGC Yearbook, 3 Sponsors' Page)

- At the Fall VFGC Board meeting, ask District Presidents to have a Yearbook Sponsor Chairman by January 1, of the year the yearbook will be published.
- For the *ODG* Spring issue, submit an article, including the deadline and the form, encouraging members to become sponsors.
- Submit an article to be included in the call letter for the spring meeting of each District, inviting clubs and members to become Sponsors of the Yearbook.
  - A cover letter should be prepared to the District Chairmen and District Presidents to include the forms for receiving money, recording the clubs and member names, and a procedural explanation for submitting this information to the Yearbook Editor. For the benefit of all members, this letter of procedural explanation should be included at the Spring District Meetings and District newsletters.
- In consultation with the VFGC President and VFGC webmaster, consider if this information should be included on the VFGC website.
- Any change in the Yearbook Sponsor fee must come before the finance Committee and requires a VFGC Standing Rule Change.
- Submit the list of sponsors, grouped by clubs and by members per district, to the VFGC Yearbook Editor and/or VFGC Yearbook Layout Editor.
- Present an oral report at the VFGC Convention, reminding members to be yearbook sponsor.
- Attend VFGC Board of Directors Meetings and Annual Convention.

## YOUTH PROJECT GRANTS

### Chairmanship Description:

- Submit articles of projects to VFGC publications, *Old Dominion Gardener*, at the direction of the VFGC President.
- Make the Application available on the VFGC website and in the quarterly publication, *Old Dominion Gardener*.
- Answer any questions or inquiries from potential applicants
- Establish the procedure for judging the grant applications
- Determine the eligibility requirements per the guidelines for the grant.
- Report to the VFGC Board of Directors at regularly scheduled meetings
- Keep a hard copy of the application/final report of clubs receiving the grant to be submitted to the VFGC Headquarters at the end of the VFGC President's term

### Specific Duties:

The Committee shall

- Be composed of the Chairman, appointed by the VFGC President; the VFGC Finance Chairman, and three members of the VFGC chosen by the VFGC Youth Projects Grants Chairman
- Determine the eligibility requirements per the guidelines for the grant
- Judge the applications to determine who shall be awarded a grant
- Determine the monetary amount of each individual grant based on the total amount of money available, which is budgeted annually by VFGC.

### First Year of Administration

#### March-June

- Select three (3) additional Committee Members; qualifications for consideration:
  - Previous experience in judging grant applications
  - Ability to receive applications and photos by email
  - Geographical proximity to the Chairman if a physical meeting is needed
- Based on recommendations from the previous year/committee, determine if there will be any changes in:
  - Deadline for the application and final report form
  - Eligibility requirements
  - The format of the application and final report form
- Update the application and final report form with current contact information
- Submit the application and guidelines to the Editor of the *Old Dominion Gardener* for the summer issue; deadline usually May 1
- Submit the application, guidelines and final report format to the VFGC Website Chairman

#### June until applications deadline

- Answer any questions/inquiries from potential applicants.
- Email application to all District Presidents.
- Accept applications.
- Acquire the total amount of money to be awarded from the VFGC Treasurer.

### **Immediately After Application Deadline**

- Send applications, by mail or email, to Committee members for evaluation/judging with information on the total amount that may be awarded.
- Determine who shall be awarded a grant per the guidelines.
- Determine the monetary amount of each individual grant based in the total amount of money available.
- Notify the recipients immediately after the decision has been made, preferably by email.
- Notify the VFGC Treasurer of the clubs and monetary amounts so that either:
  - VFGC Youth Projects Grant Chairman or the VFGC Treasurer can mail the checks to the clubs with a congratulatory/instructional letter form the VFGC Youth Projects Grant Chairman.

### **October**

- Send article to the *Old Dominion Gardener* announcing the winning recipients.

### **April**

- Send a reminder email to winning clubs as they may be finishing their projects for the information needed for the final report form (with another copy of the report form attached).
- Based on recommendations from the previous year/committee, determine if there will be any changes in:
  - Deadline for the application and final report form
  - Eligibility requirements
  - Changes in format of the application and final report form
- Update the application and final report form with current contact information.

### **May**

- Submit the applications and guidelines to the Editor of *Old Dominion Gardener* for the summer issue; deadline usually May 1.

## **Second Year of the Administration**

### **Follow guidelines for the first year's protocol.**

Give all applications and final reports to the outgoing VFGC President to be filed at the VFGC Headquarters. When the final report is filed and for some reason the entire award funds are not used, **clubs must return the unused portion of the funds to the Youth Grants Chairman.**

- Attend VFGC Board of Directors Meetings and Annual Convention.

## **YOUTH: SCHOOL ACTIVITIES ENRICHMENT PROGRAMS/SCOUTS**

### **Chairmanship Description:**

- Encourage Member Clubs to Organize Youth Garden Clubs Junior, Intermediate and High School students
- Help promote garden related activities for youth in after-school programs
- Assist in promoting garden related activities in Scout and other youth programs and awards
- Research NGC and VFGC websites for youth programs and awards

### **Specific Duties:**

- Contact VFGC District Presidents, requesting the name of their youth school activities/scout chairman
- Prepare information regarding programs available to encourage youth program participation in each respective district
- Receive Youth contest applications, as applicable, according to the rules of the specific awards and forward VFGC winners to SAR Chairman for review and consideration for awards.
- Notify the VFGC Award Chairman of winners for VFGC youth awards.
- Prepare a report of all VFGC Youth Activities for the Board of Directors Meetings
- Submit an article at least once a year to the *Old Dominion Gardener* (ODG) with examples of Youth Garden related activities or other ways to reach youth groups to encourage garden club activities
- Attend VFGC Board of Directors Meetings and annual convention