



IDEAS FOR YOU, THE CLUB PRESIDENT



As the president of your club, you are the leader, the sparkplug and the person that members look to for guidance and help to improve their club.

Officer training is a continuing process and for a club to grow in membership, quality, and activities, its leaders must individually continue to grow and learn. Strength is obtained by placing in leadership positions persons with a record of performance and an attitude of regarding the honor not as a reward, but as a trust and challenge for the future.

Please read and study this publication. It will help you in leading your club.

It is important that you work as a team with the other officers, directors, and committee chairmen. With cooperation of all, you will have a banner year. Be in contact with the officers, directors, and committee chairmen as to the activities and work done, or to be done.

_ WHY HOLD A BOARD MEETING?

The board meeting is the place to take care of all business that does not need the vote of the membership. This gives more time for the program at the club meeting, which makes the meeting more interesting to members and visitors.

As club president, make sure all officers, directors, and committee chairmen are called and informed of the time and place of the board meeting.

Make out the agenda in advance of the meeting, so the meeting will move along smoothly. List the items of business that should be presented. The time spent preparing for the meeting is most important.

_ ITEMS FOR A BOARD MEETING AGENDA

- 1. Call to order (ON TIME)**
- 2. Roll Call**
- 3. Reading of the minutes**
- 4. Treasurer's report**
- 5. Committee reports**
- 6. Unfinished business**
- 7. New business**
- 8. Announcements**
- 9. Adjournment**

Committee reports will give you a better handle on the activities of the club.

Some clubs will also serve refreshments after the meeting, but remember some people are watching their weight and do not need additional food.

Having the meeting well planned, you will be able to keep the meeting under control and accomplish more. Be sure to keep the meeting outline for future reference. A three-ring notebook is an ideal place to keep the outlines.

_ CLUB MEETING SUGGESTIONS

Have one or two members at the meeting room door to greet members and visitors. This creates a warm feeling. Some clubs use new members as greeters to aid them in getting acquainted.

Start the meeting on time. This is very important.

Stand up when conducting the meeting so you can see the members. You will have better control and the members will be able to hear you. Use the gavel. Be sure to have your meeting well planned with an outline for you to follow and refer to in the meeting.

_ SUGGESTED AGENDA

- 1. Call to order on time**
- 2. Welcome members and introduce visitors**
- 3. Questions and answers on gardening problems (10 minutes only)**
- 4. Awards to members**
- 5. Introduction of speaker and/or program (be sure to allow time for speaker to answer questions - 30 minutes is enough)**
- 6. Announcements**
- 7. Any special business that must be presented to members**
- 8. Adjournment**
- 9. Refreshments/Social time**

Announcements may include sick members, time and place of special activities, meeting, events, etc. Also communications received from TGOA/MGCA office, officers, and other clubs that are of importance to the club and members. Many reports and communications received are also for the membership; pass it along.

_ CLUB CALENDAR OF EVENTS

A monthly calendar of events for your club will be helpful to you and your members. Prepare it at the beginning of the year, you can always make changes as the year moves along. Use it as a guide. This will also be very helpful in planning the next years' activities, as well as serving as a checklist of things for you.

_ SUGGESTED ITEMS FOR A CLUB CALENDAR AND PRESIDENT'S CHECKLIST

MONTHLY ACTIVITY CHECKLIST

- 1. Board meeting date**
- 2. Club meeting date**
- 3. Sign up new members and report them to TGOA/MGCA**
- 4. Give your club bulletin editor any news items, and also check with the local T.V., radio, and newspaper for additional publicity**
- 5. Have your bulletin editor send one copy of your club bulletin to TGOA/MGCA**
- 6. Inform your club of any communications received from: other clubs, officers, TGOA/MGCA officers, or the TGOA/MGCA office**
- 7. Catch the TGOA/MGCA fever . . . and PASS IT ON! Encourage every member to wear a TGOA/MGCA lapel pin.**

THEN . . . check your monthly calendars for additional projects and programs. Some suggested activities include:

JANUARY

- 1. Board Meeting**
- 2. Club meeting**
- 3. Distribution of year book - which includes members, officers, committees program, goals, etc.**
- 4. Membership roster and dues to TGOA/MGCA (due January 1)**
- 5. List of officers to TGOA/MGCA (due December 30)**
- 6. Report of inactive and deceased members to TGOA/MGCA**
- 7. Sign up new members**
- 8. Check club activities for the month**
- 9. Give bulletin editor news items**
- 10. News items to newspaper, radio, or T.V.**
- 11. Submit nominations for TGOA/MGCA awards to awards chairman.**
- 12. Scholarship nominations to TGOA/MGCA scholarship chairman.**

DEADLINE FEBRUARY 1

FEBRUARY

Get approval from school superintendent to contact grade schools to encourage youth to participate in one of the five Youth Gardening Programs available from TGOA/MGCA.

MARCH

Order seeds for the Big Pumpkin and Giant Sunflower Contest from TGOA/MGCA office. Encourage attendance at the national convention. Place orders for any Arbor Day

materials, select the trees, the place to plant, and plan the program.

Check and see that all members are receiving the TGOA/MGCA newsletter. (Members not renewing prior to March 1 will be removed from the TGOA/MGCA mailing list.)

APRIL

Package the pumpkin/sunflower seeds. Plan youth activities with your county agent. Develop a Gardening from The Heart project. Plan a display for the Home/Garden Show held locally.

MAY

Distribute the seeds for the Big Pumpkin and Giant Sunflower Contest.

JUNE

Order next year's calendars from TGOA/MGCA. Check with each committee chairman that has any activities scheduled during the next quarter (3 months). Spring Flower Show. Check the progress of any civic plantings.

JULY

Sign up new members. (New members after JULY 1, dues are half price for the rest of the year.) Have a garden tour or a summer picnic?

AUGUST

Garden tours and club picnics. Appoint a nominating committee for club officers. Plan a Fall Vegetable/Flower Show. Exhibit at the County Fair.

SEPTEMBER

Nominating committee presents a slate of officers for the coming year. Judge entries in the Big Pumpkin and Giant Sunflower Contest and/or other youth contests available; report to TGOA/MGCA Youth chairman. Order bronze medals, past president's pin, other officer pins and certificates needed for club awards. Distribute the calendars.

OCTOBER

Attend the fall region conference if applicable. Officers should attend the meeting for officers training. Hold a Jack-o-Lantern Contest. Start collecting dues for next year. Elect officers for next year and have them begin planning. Report new officers to TGOA/MGCA. Hold an awards meeting and invite guests to attend. Sell TGOA/MGCA calendars.

NOVEMBER

Install new officers. Remember to give the retiring president a past president's pin and new pins to the newly elected officers. Collect next year's dues and report them to TGOA/MGCA office. Hold an annual party or banquet. Make awards to members for outstanding service to the club. Sell TGOA/MGCA calendars.

DECEMBER

Send list of new club officers (addresses, phone numbers, and email addresses) to TGOA/MGCA office (due December 30). Collect dues and send reports with dues to TGOA/MGCA. Pass on the record books to new officers and have the treasurer's books audited. Standing committees complete their activities. Plan for next year with goals, ways and means to accomplish them. Also schedule for each month the activities planned. Publish a "Program of Activity" for the coming year. Check "Ideas To Help Your Club." Prepare the budget for the new year and get it approved. Sell TGOA/MGCA calendars. (They make great Christmas gifts.) Submit copies of newsletters to the TGOA/MGCA chairman for recognition at the national convention. (deadline December 31)

CHARACTERISTICS OF A GOOD, PROGRESSIVE CLUB

- 1. Growing membership**
 - a. Maintain a prospect list of future members**
 - b. All members should be continually seeking new members**
- 2. Program of Activities includes**
 - a. Objectives and goals**
 - b. Ways and means of accomplishing the goals**
 - c. Monthly activity schedule**
 - d. Planned monthly meetings**
- 3. Awards to members**
 - a. Spade club**
 - b. Bronze award (2)**
 - c. Certificates for outstanding contribution to club or others**
 - d. Beautification awards to members and/or non-members**
 - e. President's pin**
 - f. Past president's pin; other officer pins**
- 4. Active committees**
 - a. Every member on one or more committee(s)**
 - b. Each committee helps make up the Program of Activities**
 - c. Each committee have an objective, goals, and ways and means to reach the goals**
- 5. Community projects**
 - a. Attend flower beds**
 - b. Help beautify member's homes/community**
 - c. Work with City Parks Commission**
- 6. Participate in activities of TGOA/MGCA**
 - a. Attend TGOA/MGCA conventions**
 - b. Apply for awards for members and the club**
 - c. Serve as officers and on committees**
 - d. Contribute to TGOA/MGCA headquarters maintenance fund**
 - e. Participate in TGOA/MGCA calendar sales project**

- f. **Purchase and display TGOA/MGCA merchandise.**
- 7. Publish a club newsletter for members**
 - a. **Print timely subjects**
 - b. **Mention member's names**
 - c. **Give credit to members**
 - d. **Issue on a specific date each month (prior to the meeting)**
- 8. Conduct Money-generating Activities**
 - a. **Spring plant Sale**
 - b. **Plant auction**
 - c. **Plant and care for flower beds**
 - d. **Raise plants for commercial events**
 - e. **Sell TGOA/MGCA calendars**
 - f. **Check the money-generating activities list as published by TGOA/MGCA**
- 9. Conduct club business at board meetings**
 - a. **Leaves more time for speakers and/or program**
 - b. **Meetings become more interesting to guests and members**
 - c. **Shortens the regular meeting time**
- 10. Make programs of the club TIMELY AND INTERESTING**
 - a. **Allow the speaker 30 minutes for presentations and answering questions**
 - b. **Period for garden questions or problems (10 minutes)**
 - c. **Introduction of guest speaker properly**
 - d. **Announcement and awards**
 - e. **Refreshments and social time**
- 11. Start early for next year**
 - a. **Nominate officers in September**
 - b. **Elect officers in October**
 - c. **Use October, November, and December to develop a "Program of Activities"**
 - d. **Appoint committees, collect dues, and report rosters to TGOA/MGCA**
 - e. **New officers assume office on January 1.**
- 12. Make reports to TGOA/MGCA early and regularly**
 - a. **Allows the officers of those organizations to get their reports out on time**
 - b. **Helps your club get the answers you need for the coming year**
 - c. **Saves money for you and others**
- 13. Answer all correspondence promptly**
 - a. **Non-answered letters delays someone else in their job**
 - b. **Delays require additional letters, more expense, and higher dues next time**
 - c. **Reflects on the club - your club**
- 14. Promotes Youth Programs and Gardening from The Heart Projects**
 - a. **Big Pumpkin/Giant Sunflower Program; Container Gardening; Favorite Flowers; Perfect Plants**
 - b. **Garden buddies**
 - c. **Jack-o-Lantern Contest**
 - d. **Awards can be ribbons, cash, or certificates**

_ MEMBERSHIP DEPENDS UPON...

1. **ENTHUSIASM** of each member towards the club.
2. **AWARENESS** of the club image in the community.
3. **QUALITY** of the meeting and programs.
4. **COMMUNITY ACTIVITIES** in the interest of the public.
5. **TIMELY** and good **PUBLICITY**.
6. **LEADERSHIP** exhibited by the **CLUB PRESIDENT**.

EVERY MEMBER

GETS ONE NEW

MEMBER!

__ RESPONSIBILITIES OF THE CLUB PRESIDENT

- 1. Guide the growth and service of the club as the Chief Executive Officer.**
- 2. Preside at all the meetings of the club - board, regular, and special meetings.**
- 3. Appoint a committee chairman and members, including standing and special committees.**
- 4. Be versed on how to conduct a business meeting.**
- 5. Keep in close touch with other club officers and committee chairmen and check on activities in progress and those to be started.**
- 6. See that reports are properly prepared and sent to the correct office on or before they are due.**
- 7. Answer all correspondence immediately.**
- 8. Attend TGOA/MGCA conventions when possible.**
- 9. Provide materials for the club bulletin editor to use.**
- 10. Help develop the club's programs for the twelve (12) monthly meetings including the topic, speaker, and program chairman for each meeting.**
- 11. Check with the program chairman to be sure monthly meetings are booked. Present a TGOA/MGCA calendar to each guest speaker, with the date of their appointment clearly noted.**
- 12. Lead, but do not order or change planned events or actions taken in your absence.**
- 13. Urge early collection of dues.**
- 14. Promote increase in membership and use recognition of members for recruiting new members.**
- 15. Help prepare the club's program of activities which includes monthly meeting programs, committee goals and activities, monthly calendar of events and activities.**
- 16. Pass information, reports, etc. from TGOA/MGCA, on to the incoming president.**
- 17. Pass your president's pin to the newly installed president.**

__ RESPONSIBILITIES OF THE FIRST VICE PRESIDENT

- 1. This is a "training office" for the observant person to become acquainted with the obligations of the president assuming they will be nominated and elected by the club, and are willing to assume the duties and responsibilities of the president the following year.**
- 2. Serves as chairman of the Program Committee. Has the responsibility of preparing the monthly meeting schedules which includes:**
 - a. Theme, or topic for the meeting.**
 - b. Speaker and/or program.**
 - c. Selecting the member to chair the meeting.**
 - d. Selecting a member to chair the refreshment committee for the meeting.**
- 3. Programs to be planned and approved by the board in advance of the printing of the Program of Activities booklet.**
- 4. Check with the member responsible for the monthly meeting to see if the**

program is prepared. This should be done one month before the meeting and again shortly before the meeting.

5. **Serve as president in his absence.**
6. **Attend the TGOA/MGCA conventions, if possible.**
8. **Attend club and board meetings.**
9. **Study the "Club President's Guide".**

_ RESPONSIBILITIES OF THE SECOND VICE PRESIDENT

1. This office offers training for the observant person to become acquainted with the obligations of the first vice president and the club president. The club expects you will accept the duties of the first vice president and eventually become president.

2. The second vice president serves as chairman of the Membership Committee; also, has the responsibility of the committee's goals with ways and means for the year, using the previous year's program as a guide and making changes as needed.

3. Basic duties of the Membership Committee are:

- a. **Increase attendance at meetings.**
- b. **Increase club membership.**
- c. **Responsible for the "Spade Club Award Program"; send reports to TGOA/MGCA.**
- d. **Develop a list of prospective members.**
- e. **Make available membership applications.**
- f. **Approve applications for membership.**
- g. **Assist in collecting dues.**
- h. **Assist in starting new clubs.**

4. Attend the TGOA/MGCA convention, when possible.

5. Serve as president in the absence of the president and the first vice president.

6. Attend club and board meetings.

7. Study the "Club President's Guide".

8. Select a Calling Committee to call members to remind them of meetings and events.

_ RESPONSIBILITIES OF THE CLUB SECRETARY

In any club, the unsung hero is the club secretary. Your role in handling club affairs is looking after the details of the club, reports to be made, answering correspondence, keeping records up to date; all important if the club is to run smoothly. There is yet to be a successful garden club with a disinterested or ineffective secretary.

1. The basic duties are:

- a. **Prepare and read the minutes of the board and club meetings - minutes of the previous meetings should be kept in a Minutes Book for reference.**
- b. **Attend to the correspondence of the club.**
- c. **Count and record standing votes.**
- d. **Help prepare club reports.**

- e. **Assist in collecting dues.**
- f. **Read communications.**
2. **Attend the TGOA/MGCA convention, when possible.**
3. **Attend club and board meetings.**
4. **Study the "Club Secretary's Guide".**

_ RESPONSIBILITIES OF THE CLUB TREASURER

1. As treasurer, you have been elected to an office demanding not only absolute integrity, but also financial ability. It is your task to deposit all funds of the club and to disburse them upon direction of the board, or president. You will report on the club's finances at such times as the club president or board requests.

2. **The basic duties of the treasurer are:**
 - a. **Collect dues and send with membership roster to TGOA/MGCA.**
 - b. **Keep club's financial records.**
 - c. **Make regular financial reports.**
 - d. **Assist with the club's membership records.**
 - e. **Assist with the preparation of the club's budget each year.**
 - f. **Assist the auditing committee.**
 - g. **Keep neat and accurate records.**
3. **Attend the TGOA/MGCA convention, when possible.**
4. **Attend club and board meetings.**
5. **Study and use the "Club Treasurer's Guide".**

This publication has been prepared to give Club Officers ideas to help them in their leadership responsibilities.

Suggestions and ideas presented in this publication are basically ones that have proven to be of value

to many clubs in the past.

ACKNOWLEDGEMENT

**This publication is dedicated
to the memory of**

EVERETT J. BAABE

**who was actively involved for a
period of five years, in the
development of
guide books for
Men's Garden Clubs of America,
Inc., affiliated clubs and regions.**