



**The Gardeners of America/
Men's Garden Clubs of America**

PRESIDENT'S

AND

OFFICER'S

DUTIES

CALENDAR

TO MOTIVATE YOU MUST COMMUNICATE

This manual is prepared as a guide for the TGOA/MGCA president during his/her term of office.

This is a loose leaf manual to accommodate continual updating and improvement.

Each succeeding president should add suggestions and improvements or deletions to aid his successor. When each president completes his term of office, he should turn his book over

to the home office for review and updating by the administrative assistant.

When there are changes, replacement sheets should be supplied for insertion

in the book. Replacement sheets are to be identified by noting the year in the lower margin.

It is expected that each president will have a different style of leadership.

This is as it should be. Each succeeding leader, with his particular experience, brings new dimensions to the organization. This adds to the knowledge of our management and helps to continually "fine tune" the business of

The Gardeners of America/
Men's Garden Clubs of America

Wishing great success to the TGOA/MGCA leadership in the years ahead.

Paul Dixon
MGCA President (1986)

RESPONSIBILITIES OF TGOA/MGCA PRESIDENT

1. Guide the growth and services of TGOA/MGCA as chief executive officer.
2. Maintain contact/communications with headquarters regarding business matters that need attention, with assistance from the Executive Committee, in conformity with the policies established by the board of directors.
3. Utilize to the maximum the wisdom and ability of members of the board of directors and past presidents.
4. Extend the range of activities and influence of TGOA/MGCA to states and communities that are not represented by TGOA/MGCA clubs.
5. Establish a system to ascertain the needs/desires of members and act accordingly.
6. Have a working knowledge of practical parliamentary procedure, to be able to conduct a meeting in an orderly fashion.
7. Call for business and preside at scheduled meetings, (Executive Committee, Board of Directors' and Members' Meetings.)
8. Appoint special committees as needed.
9. Help establish activities and goals, which will give continuity to TGOA/MGCA objectives and strategy for growth.
10. Maintain and update the calendar of activities for both the president and the office staff. The President's Calendar should be in duplicate, with a copy to be presented to the president-elect.
11. Work with the treasurer and Finance Committee in preparing a budget for TGOA/MGCA, including various committees' needs.
12. Work closely with the convention chairman, Convention Site and Planning Committee chairman, and office manager for the annual convention.
13. Provide input and/or changes to the agenda for meetings of the Executive Committee, board of directors, and member meetings at the convention.
14. Prepare a verbal report of national activities, for presentation at the meeting of the board of directors.

15. Maintain contact with officers and directors regarding function of the organization.
16. Respond to all communications promptly.
17. Write the president of each new club to be chartered, offering congratulations and best wishes. Also, the President's Message in the newsletter should congratulate the sponsor of each new club.
18. Visit as many clubs/regions as possible.
19. Meet all deadlines for submission of the President's Message for input in to the bi-monthly newsletters (**Dec 1st**, Jan/Feb NL; **Feb 1st**, Mar/Apr NL; **April 1st**, May/June NL; **June 1st**, July/Aug NL; **July 1st**, Sept/Oct; **Sept 1st**, Nov/Dec.)

RESPONSIBILITIES OF VICE PRESIDENT

1. Assume full administrative responsibility for the proper execution, within the policy decisions of the board of directors, of all TGOA/MGCA activities in those areas assigned by the president.
2. Supervise and assist each assigned “Standing Committee”. Direct the development of both short and long range goals and objectives for each committee. Keep in close communications with each committee chairperson to be sure the committee responsibilities are being preformed on time.
3. Accept responsibility to counsel committee members selected as proposed by each chairman.
4. Keep the president informed of the status of each activity in the area under the vice president’s control, so the president can be kept up-to-date and inform the Executive Committee, the directors and membership of the activity.
5. Represent the president in official visits to affiliated clubs and regions in as wide a geographic area and as often as possible.
6. Consider all assignments as part of a training program leading to elevation to the presidency.
7. Assist officers assigned for your supervision, also assist local clubs that need help.
8. Present a written report of activities at the board meetings.
9. Communicate with fellow officers and directors, to keep them informed.
10. Respond to all communications promptly.
11. Groom yourself for the future presidency – working to deserve that position through acquiring the necessary information and skills. Consider the goals you want TGOA/MGCA to obtain during your term as president.
12. Have a working knowledge of practical parliamentary procedure to be able to conduct a business meeting in an orderly fashion.
13. Start early in the year obtaining committee chairmen and members for the national committees.

RESPONSIBILITIES OF TREASURER

1. Maintain a current set of financial records, conforming to the guidelines of the board of directors, under the supervision of the president.
2. See that all funds of the organization are properly handled by headquarters and/or project agent.
3. Sign checks for payment of approved invoices.
4. Submit monthly financial reports to the Executive Committee; quarterly reports to Executive Committee and board of directors.
5. Work with the Executive Committee and Finance Committee in the preparation of the annual budget.
6. Monitor expenditures to insure TGOA/MGCA is staying within the approved budget.
7. Submit financial books to a CPA firm for the purpose of preparing annually a review report on the financials and preparing the annual 990 tax return.
8. Ascertain that insurance coverage is adequate for TGOA/MGCA by reviewing policy annually with broker. Coverage should include adequate property and liability limits, workmen's compensation and a fidelity bond/crime policy
9. Give a written report of activities to the board of directors at each business meeting.

JOB DESCRIPTIONS

OFFICE MANAGER

(20 hrs per week)

The Office Manager follows the guidelines of the TGOA/MGCA Operating Policy for Headquarters and the directions of the Executive Committee and Directors. The Treasurer is the immediate supervisor.

Position responsibilities include:

- Office Manager of the office to include all bookkeeping duties, Administrative duties to include secretarial/receptionist duties and onsite supervision of the headquarters and grounds employees. Works with offsite accountant and National Treasurer.
- Monitors all bills for approval for office and prepares and/or signs checks as prepared.
- Makes deposits as needed.
- Works with accountant to complete all financial reports monthly.
- Publishes twelve directories (executive; past presidents; national directors; committees; club officers; club presidents & meeting information; judges) and keeping them current with all changes as they occur. These changes are obtained either from direct notification, club newsletters and/or physically calling of individuals for changes/corrections. This should be accomplished on a month-to-month basis; thus, keeping all directories as current as possible. All directories will be sent to the webmaster monthly for posting on the TGOA/MGCA website.
- Responsible for the written content and publication of the bi-monthly national newsletter. This will be accomplished by selecting articles from other publications/club newsletters; articles sent in by other club members; information pertinent to the membership and other research to produce an informative newsletter for TGOA/MGCA. Also, responsible for the final production, formatting and coordination with the printer, if used, in order to have the newsletter printed in a timely manner, mailed and published on the TGOA/MGCA website. The newsletters are due to the printer February 15; April 15; June 15; August 15; October 15 and December 15 for final production. Maintains current listing of the members who have requested a hard copy to be mailed to them and processes the printing/mailing of these.

- Prepares/develops all packets that are needed for the annual convention and the yearly meetings. These packets will include a variety of items to include; agendas; director and committee reports (obtained from the directors/presidents); directories; minutes from the past meetings and all other pertinent material relating to the business of the TGOA/MGCA. The agendas will be coordinated with the national president and other board members before inclusion in the packets. Coordinates with the convention planning committees for preparation of this event.
- Receives all registrations and monies for the convention. Processes these for a count of monies, number attending, etc. Approve and pay all expenses as submitted by the Convention Committee. Prepares reports as required.
- Prepares and orders all merchandise to take to the convention. Works with designated personnel on the sales of the merchandise.
- Takes minutes of all meetings at the convention and transcribes them into hard copy to be published and used at future meetings/conventions.
- Answers correspondence requests daily via email, mail, fax or phone.
- Works with vendors on appropriate quotes/purchases as needed for our organization. Authorizes orders as needed.
- Interacts with the Executive Committee and directors in working with clubs and regions on a variety of requests supporting their affiliation or requesting their disaffiliation. Works with all personnel interested in forming a new club. Prepares a packet of information to send to these individuals and follows up on their progress.
- Prepares and mails thank you and sympathy cards when notified of deaths and memorials.
- Orders and mails seeds for the Youth Gardening program. Prepares invoices for such. Works with Youth Gardening chair and processes all awards for this competition
- Orders all ribbons and name badge holders and coordinates with clubs and the convention committee on their needs.
- Takes orders and mails out merchandise/calendars as requested.
- Maintains library and publishes an annual index to be distributed to the TGOA/MGCA affiliated clubs and the website. Publishes update of library listing as new books are acquired and offers them out for review.

Purges books as required and follows the guidelines as stated in the Operating Procedure, adopted by the Executive Committee for the TGOA/MGCA national headquarters lending library. Works with publishers on acquiring new books for our library and for review by our National Book Committee. Does book reviews periodically for the newsletter.

- Monitors the Spade and Trowel program; Gold, Silver, Bronze, Honorary Program and all other award programs and prepares all necessary awards.
- Coordinates and compiles all information to order plaques and prepares certificates for all awards as requested. Invoices and sends these out as per membership requests.
- Types communication requirements as needed and requested by the Executive Committee, directors and clubs.
- Monitors and works with utility companies, insurances, etc. to make sure we have the most cost-effective rates for our organization.
- Purchases all office supplies and picks up what is needed.
- Maintains files pertinent to operation of TGOA/MGCA.
- HQS point of contact for American Horticultural Society. Coordinates a yearly contract with them to present for approval to the executive board representative and the board of directors. Prepares the spreadsheet and submits them to AHS on a monthly basis as new membership is acquired. Makes sure payment is submitted to AHS as needed. Keeps the TGOA/MGCA ad in the AHS magazine current and maintains a roster of TGOA/MGCA membership in AHS.
- Prepares yearly ballots as required and disperses them according to procedures outlined in the Standing Rules.
- Maintains membership data base and completion of all reports produced from this. Inputs updates/corrections in database as they are received via emails, newsletters, telephone or such.
- Keeps the Red Book, Standing Rules, all forms, brochures and other TGOA/MGCA printed material current and sent to the webmaster for update on the website if needed.
- Submits publicity items as requested.

- Cleans office as needed; trash, vacuums; bathrooms, etc.
- Other duties as presented to maintain the office.

OFFICE ASSISTANT

(12 hours per week)

The Office Assistant follows the guidelines of the TGOA/MGCA Operating Policy for Headquarters and the directions of the Executive Committee and Directors. The Office Manager is the immediate supervisor.

Position responsibilities include:

- Become familiar with the Red Book and Blue Book and the operation of the national headquarters.
- Assist Office Manager in the duties of fulfilling the duties as stated in the Office Manager's job description. Will be assigned responsibility for some of these duties and will be cross-trained as time allows.
- Other duties as assigned by the Office Manager or Executive officers.

WORK REQUIREMENTS FOR GROUNDSKEEPER

(LUMP SUM ACCOUNT TO USE AS NEEDED)

1. To work on and oversee the care and operation of the grounds of TGOA/MGCA (excluding the office), part time and seasonal.
2. To chart, order, plant and water the flowerbeds, arranging unpaid volunteers help as needed from April 15 to November 1. The position is seasonal and part-time.
 - a. Check with Treasurer for approval (in line with the annual Budget) for authorized funds available.
 - b. Arrange with club members, friends, gardeners, floral businesses, etc., for nursery stock (perennials and annuals) that they may be thinning out or giving away.
 - c.
3. To work with others to accomplish efficient mowing of the grounds with volunteer(s) qualified to operate powered equipment, and safely. (Treasurer recommends leaving mowed grass NO SHORTER than 1 ½".)
4. Expenses for ANY Budgeted items not listed must first be authorized by Treasurer of TGOA/MGCA before purchase.
5. Any hours worked over authorized Budget are counted as **VOLUNTEER HOURS BY GROUNDSKEEPER**. Per-hour pay is to be computed by Office Manager and/or Treasurer.
6. To oversee and recommend the care of equipment, tools, ponds, trees, gazebo, tool shed, fence, etc., and work with volunteer(s), keeping Treasurer informed.
7. Written reports, while not required generally, are encouraged.
8. This position as GROUNDSKEEPER is seasonal, part time, and temporary, and may or may not be renewed from one month (or year) to the next, per decisions of Treasurer and/or Executive Committee of TGOA/MGCA.

STAFF HOLIDAY SCHEDULE

THANKSGIVING: OFFICE CLOSED THANKSGIVING DAY AND DAY
AFTER

CHRISTMAS: OFFICE CLOSED DECEMBER 24, 25

NEW YEAR: OFFICE CLOSED DECEMBER 31 & JANUARY 1

MEMORIAL DAY: OFFICE CLOSED

LABOR DAY: OFFICE CLOSED

INDEPENDENCE DAY: OFFICE CLOSED

OFFICE HOURS: 7:30 a.m.-11:30 a.m. weekdays. At various times, additional hours may be required in preparation for conventions, membership influx, etc. Vacations are scheduled so one person is in the office during normal business days.

HOLIDAY PAY: After three months of employment, staff receives holiday pay based on number of average hours worked per day.

RESPONSIBILITIES OF DIRECTOR

1. Liaison between your club and TGOA/MGCA officers and headquarters. Let each group know what is going on and what you are doing in your club.
2. Attend and participate in TGOA/MGCA Board Meetings.
3. Report to TGOA/MGCA President any special Region project or problems.
9. Report any special or outstanding club project to headquarters for the newsletter.
8. Give a written report of your club activities for the convention or director's meeting if no convention.
11. Keep your club informed by way of a quarterly newsletter.
Suggestions include:
 - A. Actions taken by the board of directors.
 - B. TGOA/MGCA programs for club participation.
 - C. Schedule of TGOA/MGCA reports.
 - D. Awards available from TGOA/MGCA.
 - E. Encourage your club to apply for awards.
 - F. The goals and objectives to TGOA/MGCA.
 - G. Special activities.
 - H. Club activities of interest to other clubs.
 - I. Encourage good officer candidates to apply for or be nominated for TGOA/MGCA offices.

VISITATION POLICY

Goal: Improve relations with clubs and individual club members by having at least one visit annually by national officers.

RESULTS TO ACHIEVE: Improve communications through personal visits.

NATIONAL OFFICERS

1. Visit as many club meetings as possible.
2. Be on call to TGOA/MGCA president to visit clubs on an emergency basis.

NATIONAL DIRECTORS

1. Attend membership and board meetings.
2. Liaison between your club and the national organization.

NATIONAL PAST PRESIDENTS

Be on call for five years after serving as national president to visit clubs as requested by the current TGOA/MGCA president. This would be restricted to emergency occurrences and attendance at special events.

PRESIDENT'S MONTHLY CALENDAR

JANUARY

TGOA/MGCA PRESIDENT

Write to all committee chairs stating your appreciation for things they have initiated. Encourage them to be frequently in touch with all members of their committee, and the vice president responsible for the committee. Encourage chairperson to submit an article for the newsletter on committee activities. Offer any ideas you may have that may be helpful in achieving their goals. State the importance of early planning and assigning tasks to each of their committee members.

NOTES:

HEADQUARTERS:

1. Complete updating directory of clubs (usually not finished until February) and distribute to Executive Committee, directors, past presidents, and all clubs and to the website manager.
2. Update membership dues for the current year. Mail new rosters to each club submitting dues for the current year along with a new year's membership card for each one paid. Mail letter and membership card to all new members. For members-at-Large, mail their membership cards direct. (Life members get a plastic card and only receive one when their dues are paid in full. Do not mail every year.)
3. Mail/email order forms and instructions for Youth Gardening Pumpkin & Sunflower Contest to all clubs. Order Pumpkin and Sunflower seeds for Youth Gardening Contest. To be distributed to clubs upon receipt of their order form.
4. Email year-end Financial reports & Membership summary and Calendar Sales Report to Executive Committee, past presidents and board of directors.

TGOA/MGCA PRESIDENT

**DEADLINE FOR SUBMISSION OF “PRESIDENT’S MESSAGE” FOR
MARCH/APRIL NEWSLETTER IS FEBRUARY 1ST**

Contact vice presidents. Inquire on the progress of their committees. Offer suggestions that may be helpful.

NOTES:

HEADQUARTERS:

1. Order convention ribbons and official convention patch.
2. Inventory all library books.
3. Request clubs to put in calendar orders before March 31.
4. Monitor print schedule.
5. Based on paid membership, create and email/hard copy mail (90 days before convention), ballots for election of officers to all affiliated clubs, and members-at-large.
6. Continue to send membership cards for all paid members to club treasurer and/or members-at-large. Include in the mailing, the completed club directory. Mail new members a letter from the president and approved brochure.
7. Email January Finance Reports & Membership Summary & Calendar Sales Report to Executive Committee.
8. Deadline for March/April newsletter to printer is February 15. Newsletters are sent to all paid members with email access, via email and a hard copy mailed out to all members who have requested one.

MARCH

TGOA/MGCA PRESIDENT

Quarterly letter to club and region presidents. Discuss payment of unremitted national dues. Copy to Executive Committee, directors and past presidents.

Quarterly letter to directors. Request agenda items for convention meeting. Copy to Executive Committee and past presidents.

Letters to committee chairmen for written reports to be submitted to headquarters for convention preparation. **DEADLINE:** Depends on convention dates. Need 2 months for advance preparation.

NOTES:

HEADQUARTERS:

1. Email quarterly Financial Reports and Membership Summary to Executive Committee.
2. Contact president for agenda items/material for meetings at the convention.

TGOA/MGCA PRESIDENT

DEADLINE FOR SUBMISSION OF THE “PRESIDENTS MESSAGE” FOR THE MAY/JUNE NEWSLETTER IS APRIL 1.

1. Consult TGOA/MGCA headquarters and outline agendas two months prior to the convention. Tentative agenda is to be mailed to directors 30 days prior to the convention.
2. Consider presidential citations for presentation at the convention; usually certificates to recognize various individuals, i.e. committee chairpersons, at the discretion of the President.
3. Consider head table seating arrangements for functions at the convention. Notify headquarters. Coordinate with committee hosts.
4. Contact person to serve as parliamentarian for the convention. Notify headquarters.

NOTES:

HEADQUARTERS:

1. Email March Financial Reports, Membership Summary and Calendar Sales Report to Executive Committee, board of directors and past presidents.
2. Continue convention preparation. (Coordinate with president, convention host and convention site and planning chair.)
3. Set up tentative agendas. Mail to Executive Committee.
4. Receive information from awards chairperson regarding the winners.
6. Plaques need to be ordered for all winners and certificates need to be prepared.
7. Send May/June Newsletter to printer NLT April 15th. Newsletters are sent to all paid members via email, snail mail if they request it and is also available on the website.
8. Request reports from directors/committee chairs for inclusion in convention packet. Set deadlines for submission.
- 9.

TGOA/MGCA PRESIDENT

1. Review committee selection form for members interested in serving on committees. Request the office include a form in each packet for the convention.

NOTES:

HEADQUARTERS:

1. Email April Financial Reports, Membership Summary and Calendar Sales Report to Executive Committee.
2. Calendars should be printed and ready for distribution at convention depending on convention dates.
3. Finalize all convention agendas; head table seating, etc.
4. Assemble all convention materials and fill packets (depending on convention dates.) Give explicit instructions to the host Convention Committee that labeled packets, Executive Committee, directors, past presidents, receive the appropriate packet. Be sure to include financials in member packets as well as directors' and Executive Committee packets.
5. Follow up on requested reports from directors and committee chairs.

TGOA/MGCA PRESIDENT

DEADLINE FOR SUBMISSION OF THE “PRESIDENTS MESSAGE” FOR THE JULY/AUGUST NEWSLETTER IS JUNE 1.

1. Quarterly letter to club presidents. Copy to Executive Committee, directors and past presidents. Quarterly letter to directors. Copy to Executive Committee and past presidents.
2. Preside at the June/July annual meeting or when held. Install new officers for the coming year. The terms of officers are January 1 – December 31 of each year. All current officers remain in office for the rest of the calendar year they were elected for.

NATIONAL CONVENTION

Usually held in June or July

NOTES:

HEADQUARTERS

1. Send July/August Newsletter to printer NLT June 15. Newsletters are sent to all paid members, unless they opt out of receipt, via email; snail mail or the website.
2. Email May Financial Reports, Membership Summary and Calendar Sales Report to Executive Committee.
3. Assemble and pack merchandise for convention. Keep a packing list and take \$50.00 petty cash with you for the sales.
4. Assist treasurer in setting up budget for next year to be presented at convention or the annual board meeting.
5. Order outgoing president plaque.
6. Get mallet engraved.

TGOA/MGCA PRESIDENT

1. Invite members to serve on national committees. Write letter to all club presidents that can be included in the post convention packets.

NOTES:

HEADQUARTERS:

1. Email June Financial Reports, Membership Summary and Calendar Sales Report mailed to Executive Committee, board of directors and past presidents.
2. Summer months are slower regarding work required from the clubs. This is a good time to purge and organize files, make copies of manuals, forms for inventory, review Red Book and send updates to the webmaster.
3. Transcribe minutes from the convention meetings.
4. Update all awards listings for the website and files.

TGOA/MGCA PRESIDENT

**DEADLINE FOR SUBMISSION OF THE “PRESIDENT’S MESSAGE”
FOR THE SEPT/OCT NEWSLETTER IS AUGUST 1ST**

1. Work with the president-elect in reviewing the objectives of the committees and selection of committee chairpersons.

NOTE:

HEADQUARTERS:

1. Email/mail July Financial Reports, Membership Summary and Calendar Sales Report to Executive Committee.
2. Email/mail minutes of convention meetings, if not done in July, for the past convention.
3. Send Sept/Oct newsletter to printer NLT Aug 15th. Newsletters are sent to all paid members via email, snail mail if they request it and is also available on the website.
4. Executive Committee receives copies of all meetings.
5. Directors and past presidents receive copies of directors’ meeting and membership meetings.
6. Club presidents receive copies of membership meetings.

PRESIDENT-ELECT

1. During and immediately after the convention, consult with the vice presidents to appraise the work of the committees, and consider suggestions of other officers and board members. Read the committee reports and determine if the objectives of the committees are still valid. Rewrite the committee objectives if required with Executive Committee approval.
2. Ask the president to give you his/her recommendations for committee chairpersons and members. Consult with the vice presidents to determine previous committee efforts. Work with committee chairperson in selecting committee members.
3. The newly elected vice presidents may not retain the direction of their same committees. An officer should become familiar with all TGOA/MGCA committee activities. You should advise them that they are to recruit replacement members for their committees where necessary. A complete list of committees, chairmen and committee members and any revised objectives is to be forwarded to the home office by October 1st.
4. You, as president, must monitor the vice president's work with their committees until you are assured that objectives will be met. Review your own objectives for TGOA/MGCA with Planning Committee chairman preliminary to inclusion in long-range plans.
5. Critique the work of committees presently under your direction and determine if changes in objectives or persons should be made.

NOTES:

TGOA/MGCA PRESIDENT

1. Quarterly letter to club presidents. Discuss the year's success and mention it was a pleasure, etc. to serve.
2. Quarterly letter to directors.

NOTE:

HEADQUARTERS

1. Email/mail August Financial Reports, Membership Summary and Calendar Sales Report to Executive Committee.
2. Work with the president-elect to set up the committees for the coming year.

PRESIDENT-ELECT

1. Study objectives of the committees. If there should be revisions, discuss this with the Executive Committee.
2. Review and make needed changes to the objectives for each committee.
3. Designate the standing committees to be supervised by each vice president. With consideration for the interest and talents of the incoming vice president, assign like committees for their supervision.
4. It is not customary for the vice presidents to keep the committees they direct as they move up. You can make reassignments to even the workload or to utilize certain talents of the incoming vice president.
5. Consider your objectives for TGOA/MGCA during your year of office. Outline each issue that requires board action. Work with the president, the Planning Committee chairman, with as much advice as possible from the Executive Committee and other knowledgeable persons. Outline items you wish to complete. For each item, give a description of what is to be accomplished, why it should be considered, the action you recommend, and tentative plans.

NOTES:

TGOA/MGCA PRESIDENT

**DEADLINE FOR SUBMISSION OF THE “PRESIDENT’S MESSAGE”
FOR THE NOV/DEC NEWSLETTER IS OCTOBER 1ST**

NOTE;

HEADQUARTERS:

1. Email/mail September Financial Reports, Membership Summary and Calendar Sales Report to Executive Committee, past presidents and board of directors.
2. Email/mail forms for the clubs to report the coming year’s officers for the directories. Mail a roster of club membership for reporting dues for the next year.
2. Send Nov/Dec newsletter to printer NLT Oct 15th. Newsletters are sent to all paid members via email, snail mail if they request it and is also available on the website.

TGOA/MGCA PRESIDENT-ELECT

- 1. Set up a file for correspondence during your term of office.

- 2. Have a separate file folder for:
 - Headquarters

 - Executive Committee

 - Directors and past presidents

 - Each committee

 - Club presidents

 - Convention

 - New club activity

 - Any other important categories

NOTE: _____

TGOA/MGCA PRESIDENT

NOTES: _____

HEADQUARTERS:

1. Email/mail October Financial Reports, Membership Summary and Calendar Sales Report to the Executive Committee.

2. Email/mail a copy of committee list to all committee members on the list. Include expense reimbursement form to chairman.

TGOA/MGCA PRESIDENT-ELECT

1. As of January 1st of each year, the term of office will start for the president elect and the newly elected vice presidents.

2. Advise the new vice presidents regarding the committees they will be responsible for, and send copies to the respective committee chairmen. Also, advise the vice presidents of any changes in committee objectives.

NOTE:

TGOA/MGCA PRESIDENT

DEADLINE FOR SUBMISSION OF THE “PRESIDENT’S MESSAGE” FOR THE JAN/FEB NEWSLETTER IS DECEMBER 1ST - THIS MESSAGE WILL BE THE RESPONSIBILITY OF THE VICE PRESIDENT ELECT FOR THE UPCOMING YEAR

1. Send a quarterly letter to club presidents. Email a copy to the Executive Committee and directors and the past presidents.
2. Send a quarterly letter to the directors and email a copy to the Executive Committee and past presidents.
3. Express the need for activity in certain areas and offer guidance. Refer them to the various committee chairpersons for more information.
4. Send a thank you note to each chairman who served in the past year.

NOTE:

HEADQUARTERS:

1. Email/mail November Financial Reports, Membership Summary and Calendar Sales Report to the Executive Committee.
2. When results of the Pumpkin and Sunflower contest are received from the Youth Gardening chairman, place in the newsletter. Mail personalized certificates to the winners.
3. Update all directories for the coming year.
4. Send Jan/Feb newsletter to printer NLT Dec 15th. Newsletters are sent to all paid members via email, snail mail if they request it and is also available on the website.

TGOA/MGCA PRESIDENT-ELECT

DEADLINE FOR SUBMISSION OF THE “PRESIDENT’S MESSAGE” FOR THE JAN/FEB NEWSLETTER IS DECEMBER 1ST - - THIS MESSAGE WILL BE THE RESPONSIBILITY OF THE VICE PRESIDENT ELECT FOR THE UPCOMING YEAR

1. Take the office of President as of January 1 of the upcoming year.
2. Responsible for submitting the President’s message for the Jan/Feb newsletter.