

PRESIDENT

GOALS:

To enthusiastically guide and direct the club and its members to its greatest potential toward accomplishing the objectives of The Gardeners of America, as stated in its bylaws, through appropriate programs and activities from National, Regional and Local sources. Emphasis should be on sharing gardening information with members and the public.

ACTIVITIES:

1. Provide an enjoyable gardening experience which creates friendships and the caring and sharing program for members and the public.
2. Provide for the enhancement of your community and the environment through club programs.
3. Request and use the President's Guidebook (Redbook) from TGOA/MGCA Headquarters for in-depth information.
4. Review constitution and bylaws to confirm that they are fulfilling the needs and goals of the club and are being followed.
5. Work with club Program Committee Chair to assist this committee in providing the club with educational and entertaining programs for the members and the public.
6. Appoint or select Committee Chairs that are qualified and willing to guide and direct their committee members to fulfill the goals and objectives of the committee.
7. Review the financial condition of the club.
8. Meet with the Executive Board and elected Board members to plan the club's agenda and activities for the year. Actively communicate with the Board and club on programs and activities.
9. Work with Chair by using proven practices and procedures to increase club membership and TGOA/MGCA Life Memberships.
10. Work with Chair of the Awards Committee in reviewing awards programs established by the Club, Regional and National organizations to recognize members for their efforts to all three organizations.

11. Conduct all Board and General Meetings by Robert's Rule of Order.
12. Prepare an agenda for Board and General Meetings. Keep within the time schedule in order that the meetings keep the interest of members and guests.
13. Assure that all reports required by Regional and National are prepared properly and submitted on schedule, including membership, new officers, award nominations, membership dues, etc..
14. If questions as to TGOA/MGCA bylaws, policies, and procedures cannot be answered locally, by your Club Liaison representative, or by your National Director, call, write or e-mail Headquarters for clarification.
15. Conduct all club business at Board Meetings except items needing membership approval or requesting club member participation in programs or activities.
16. Attend and participate in all Regional and National meetings and encourage others, especially Club Officers and board members, to attend these meetings and learn how the organization works and what it can do for your Club.
17. Encourage members to lend their expertise and time by becoming active members of TGOA/MGCA, Region and Club Committees.
18. Promote and conduct Home Gardener programs. Obtain details from TGOA/MGCA Headquarters.
19. Implement and promote Youth Gardener program.
20. If not already done, lead the club to incorporate and seek tax exempt status, either directly or through the Headquarters office.
21. Promptly pass along information received from Region or National which is needed by, or is of interest to, club members or officers.

CLUB LEADERSHIP GUIDE

PRESIDENT



Developed for Affiliated Clubs by:

The Gardeners of America
Men's Garden Clubs of America
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Email: tgosecy@qwestoffice.net

Revised 9/23/2013

FIRST VICE PRESIDENT

GOALS:

To assist and support the President and provide appropriate and interesting programs for the year.

ACTIVITIES:

1. Chair the Program Committee.
2. Select program topics that are of great interest to members (take a member poll), appropriate for the season, and horticultural related. Keep in mind that “hands-on-programs” are normally well attended.
3. Select knowledgeable speakers, from the membership, community, extension service, plant societies, universities, etc. If none are available, contact your National Director or Headquarters for suggestions.
4. Try to have all your speakers and program titles selected before the year begins so they can be published in the club yearbook or other handout. Having at least one backup speaker ready at each meeting may “Save the Day”.
5. When speakers are selected, write a letter of confirmation for the program, giving subject, time, date, place and desired length of the program. Enclosing a TGOA/MGCA calendar with the date circled is a nice courtesy.

6. Contact the speakers a week or two before their program with a reminder of the arrangements, and determine what equipment is desired by the speaker to enhance the program.

7. Get the necessary information about the speaker to properly introduce him/her, or enlist a member who knows the speaker well.

8. Monitor the time allotted to the speaker in order to keep the meeting on schedule, and try to assure that common courtesy and attention is provided to the speaker.

9. Provide a Certificate of Appreciation to the speaker, thanking him/her for the presentation. Follow up with a letter of appreciation to the speaker. Invite the speaker to join the club, if not already a member.

10. Develop and keep updated a list of qualified speakers that could be used to select future speakers, or for emergency situations.

11. Conduct regular Committee meetings.

12. Act on behalf of the President when he/she is unable to perform the duties of that office, due to absence, illness or other reasons.

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FIRST VICE PRESIDENT



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SECOND VICE PRESIDENT

GOALS:

To assist and work with the President to accomplish the goals of the club, with emphasis on recruiting and retaining new members.

ACTIVITIES:

1. Chair the Membership Committee and conduct regular committee meetings.
2. Plan and implement a membership Recruitment and Retention Program for the club, with the assistance of committee members.
3. Develop or provide the necessary membership recruitment materials to hand out to visitors, the public and any other prospective members, which define the purpose and objectives of the club; giving the meeting place, time and dates.
4. Request ideas and suggestions from Spade Club and other members, and the Region organization that would provide new and innovative ways to attract and keep new members.
5. Maintain the present membership.
 - a) Provide greeters at the door at each meeting and make each person welcome.
 - b) Provide temporary or permanent name tags for each member.
 - c) Direct committee members to shake hands with as many members and guests as they can at each meeting to make them welcome and to come early to carry out this responsibility.

d) Develop ways to involve members in club activities.

6. Properly introduce all visitors and new members at each meeting. Request their name, gardening interest, how long they have lived in the area and how they learned about the club.

7. Assure that all new members get a new member packet, consisting of the bylaws, club directory and a welcome letter from the President, describing various club activities and how the member can get involved.

8. Distribute membership applications at nursery and garden centers and have members assist in recruitment of new members by passing out membership applications.

9. Publish a club directory as early in the year as is feasible.

10. Keep accurate club membership records and see that the membership dues received are turned over to the Treasurer at each meeting, with all the necessary information to be submitted to Headquarters.

11. Submit new member names and other information to the Editor of the club newsletter for insertion in same.

12. Actively recruit National Life Memberships for at least two meetings prior to dues paying time.

13. Promote and attend Regional and National meetings as a means of broadening knowledge and interest in the larger organization.

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SECOND VICE PRESIDENT



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PAST PRESIDENT

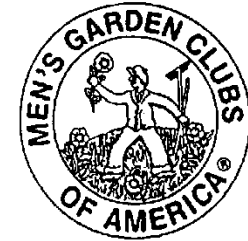
GOALS:

To provide assistance, experience and leadership to current club officers and Board of Directors during their term of office.

ACTIVITIES:

1. Advise the President, Board of Directors and other officers in conducting the business, activities and programs of the club.
2. Attend all General and Board Meetings where your expertise and leadership can be used to assist in club activities.

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SECRETARY

GOALS:

To record and preserve minutes of all Board meetings and Club meetings where business is conducted, and to provide secretarial assistance to the Board.

ACTIVITIES:

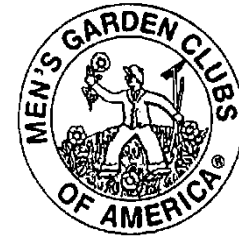
1. Record minutes of all Board meetings and other meetings where official business is conducted.
2. Sign and submit all minutes to the Board for approval.
3. Assure that all member names, addresses and telephone numbers are correct. Mail the President's letter of welcome and the New Member Packet promptly to all new members.
4. Send letters and answer all correspondence as requested by the Board, such as thank you's, get well wishes, condolences, etc..
5. Notify Headquarters promptly of the death of any member.
6. Send a list of the new club officers with addresses and phone numbers to Headquarters and to the Regional President by January 1, with approval of the President.

7. If there is not a Publicity Chair, the Secretary shall correspond with the media as necessary to obtain publicity.

8. Copies of all correspondence shall be available for viewing by the Board.

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Committee on club's financial transactions to facilitate budget planning.

TREASURER

GOALS:

Keep current all financial transactions of the club by the proper accounting procedures, and lead in preparing the annual budget.

ACTIVITIES:

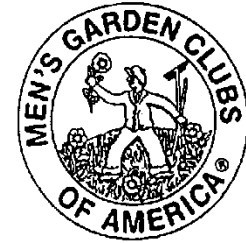
1. Set up a double entry accounting system to record all financial transactions and an income and expense ledger.
2. Collect and deposit all monies received in the Board approved club bank account on a timely basis.
3. Pay all club expenditures which are approved as specified in the bylaws.
4. Keep the Board apprised of the club's financial condition at each Board Meeting and have financial report approved by the Board and signed by the Treasurer.
5. Monitor all budgeted accounts to assure that expenditures in these accounts are not exceeded except by Board approval.
6. Pay all accounts payable when due. A two- signature check may be required for checks over a certain amount (see your bylaws).
7. Advise the Board and Budget

8. Retain all copies of club financial transactions; bills, receipts, checkbook stubs, bank deposit slips, invoices, etc., that will be needed for yearly audit.

9. Bank signature cards for the Treasurer and two other officers should be executed to accommodate two-signature checks and emergencies.

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TREASURER



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BOARD OF DIRECTORS

GOALS:

To attend all club and Board Meetings and to conduct and manage the business affairs of the club.

ACTIVITIES:

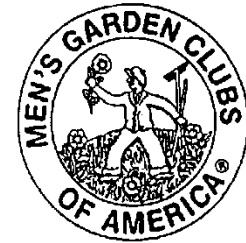
1. Be familiar with the club bylaws and assure they are being followed.
2. Actively participate in Board discussions and decisions by utilizing your experience and expertise.
3. Actively participate in club programs and activities and be identified with TGOA/MGCA and the garden club by wearing TGOA/MGCA apparel at these events.
4. Willingly accept the responsibility of conducting club business; chair or member of a committee, Ambassador of "Welcome" at club meetings and representing the club in other gardening, conservation environment or civic organizations.
5. Rules to be followed by Chair and Board Members for getting the most out of a Board meeting:
 - a) Have a specific agenda.
 - b) Ask members for corrections or additions.
 - c) Approve the agenda.
 - d) This meeting belongs to you and the success rests

- e) largely with you.
Enter into the discussion enthusiastically.
- f) Give freely of your experience.
- g) Confine your discussion to the item being considered.
- h) Say what you think.
 - i) Only one person should talk at a time. Avoid private conversations while someone else is speaking.
 - j) Listen alertly to the discussion.
 - k) Be patient with other members.
 - l) Appreciate other people's point of view.
- m) Be prompt and regular in attendance.
 - n) Ask a question when you have one.
- o) When necessary, think of how you can apply and/or pass along the information.

6. The Club President is the Chairperson of the Board.

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BOARD OF DIRECTORS



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SCHOLARSHIP CHAIR

GOALS:

- 1) Obtain applications for local scholarships from qualified students of horticulture or floriculture and select the winners.
- 2) Provide the National Scholarship documentation and application forms to students meeting the requirements there-in, and evaluate and forward the best applications to the National Scholarship Chair.

ACTIVITIES:

A. Local scholarships

1. Determine amount of money available for scholarships, and obtain Board approval.
2. Develop and distribute instructions and application forms to local High Schools (for seniors interested in horticulture or floriculture) and surrounding colleges and universities offering horticulture or floriculture programs. The submission deadline should be about April 1 for the following academic year.
3. Develop an evaluation scheme and select the winning application(s).
4. Provide information on, and pictures of, the winners(s) to the Publicity Chair.
- 5) Invite the winners(s) to a club meeting and your Christmas Banquet, and recognize them at these events.

B. National Scholarships

- 1) Distribute instructions and application forms from the Awards Manual to surrounding colleges and universities offering programs in horticulture and floriculture. If practical, visit the Scholarship Coordinator of each school to further explain the program and answer questions.
- 2) Establish a submission deadline to allow time to review the application(s) and interview the applicant(s). Attach your comments to the qualified application(s), and forward them to the National Scholarship Chair to arrive no later than the deadline specified in the Awards Manual.
- 3) Assure that any of your applicants receiving a National Scholarship receive recognition in the National Newsletter, your local Newsletter and your local newspaper.
- 4) Invite any winners to a club meeting and your Christmas Banquet. If appropriate, invite an advanced student to present a program on his/her research at a club meeting.

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SCHOLARSHIP CHAIR

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GARDENING CLINIC CHAIR

GOALS:

Plan and direct a gardening clinic that provides an educational experience for club members and the public.

ACTIVITIES:

1. Develop a plan that includes participants, sites, and dates.
2. Insure there is adequate parking within a safe walking distance from the site.
3. Select a location that has as many of the plant and site requirements as needed for the gardening clinic.
4. Select knowledgeable members or other qualified persons who will be team leaders or demonstrators, and assign them to their duties.
5. Set program times that are most advantageous for demonstrations, the owner of the site, and the public to ensure a large attendance.
6. Publicize the event far enough in advance to guarantee attendance. Remember when planning your dates to check the calendar carefully, check with other plant societies, sporting events, etc. As many large cities have many events going on each weekend, try not to have a major date conflict.

7. Make preparations to secure all equipment needs, safety measures, welcoming committee, host for the program, educational handouts, club membership applications, and sign-up sheet or guest register.

8. Arrange for refreshments if agreed on by the Board.

9. Club shall secure liability insurance for all club events and activities.

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HISTORIAN

GOALS:

To provide a documented chronological history of the club programs and activities.

ACTIVITIES:

1. Historian and committee members seek out and collect all information on the club's history, which includes programs and activities.
2. Solicit members to submit to the Historian any articles or pictures in publications about members and club activities.
3. Set up a chronological form to record and display this information.
4. Club newsletters, rosters, yearbooks, committee reports, and the minutes of the Board of Directors are great sources of historical information and should be retained in the file. Assure that historical records are kept in a safe place, available to all members, at normal business hours or with reasonable notice.
5. Make available or on display the historical records in publication form at designated meetings. This can be done in loose leaf or scrapbook form.
6. Once the format of this publication is approved by the Board, follow it diligently.

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BEAUTIFICATION AWARDS CHAIR

GOALS:

Plan and direct a Beautification Award Program. Encourage club members and the public to beautify their property which will improve the environment.

ACTIVITIES:

1. Select a committee that is knowledgeable in what constitutes a good beautification project, both commercial and individual.
2. Develop a set of qualifications and rules to judge these beautification projects.
3. Submit recommended award nominees for Board approval.
4. On site inspections at specified times of the year by committee members.
5. This is a prestigious award and should meet the high standards of the club and be limited to a small, specific number as not to dilute the significance of this award.
6. Provide a presentation ceremony with media representatives invited to record the event; provide meeting area, podium, microphone, etc.

7. Present a framed award or plaque of the quality required by this prestigious event.

8. Submit the applications and all supporting data of your Top Award winners in organization and individual categories to TGOA/MGCA Awards Committee Chair to compete for a National Award.

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ARBOR DAY CHAIR

GOALS:

Plan and direct an Arbor Day Program and activities that are meaningful and rewarding to club members and the public.

ACTIVITIES:

1. Establish a location for an Arbor Day Program.
2. Plan a program that is educational and has public participation.
3. Work out a budget if trees are purchased for the program.
4. Get Board approval for the program.
5. Assign committee members or volunteers to dig tree holes or arrange to have them dug prior to the program. See that the proper equipment and materials are available to accomplish the job.
6. Establish safety rules that will be followed at the program.
7. Publicize the event far enough in advance to insure good public participation and invite media representatives to attend.

8. The program should point out the significance of planting a tree. Example: Provides oxygen, shade, cooling to save power, trapping particles, beautification, etc..

9. Invite schoolteachers and their classes to participate. Involve whole schools as much as possible.

10. Record the event in writing and with photos. Include the number of individuals (i.e-school members, public, and club members) present and the time spent on the program. Forward this information to the Historian and Awards Chair.

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ARBOR DAY CHAIR

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YOUTH GARDENING CHAIR

GOALS:

To establish and direct a Youth Gardening Project that gets youth excited about gardening and that participates with community, non-profit agencies, or schools that have Board approval.

ACTIVITIES:

1. Request TGOA/MGCA Youth Gardening Committee Chair's handbook from the National Office.
2. With Board approval, contact a potential organization that has the grounds, constituency and the need for such a program.
3. Review the whole program, its needs, financing, and liability requirements with the responsible persons or parties.
4. Assist both organizations and youth in developing a plan that is agreed to by both parties. Provide a written document signed by both parties outlining each party's responsibilities. Include goals and objectives of the projects.
5. Establish a budget for the program with Board approval for expenses the club plans to incur for the project.

6. Get the plan approved by the Board of Directors.

7. Recruit club members to participate in the programs by their expertise and communication skills. Set up a schedule agreeable to members and the participating organization.

8. Continue to monitor the program each week to see that the program is meeting the goals and objectives.

9. Develop an awards program with the participating organization to recognize participants at end of each year's program.

10. Publicize the program to the local media and record the program activities in writing and photos to give to the Historian and Awards Chair.

11. Review program and agreements each year including budget; get Board approval.

12. Submit projects to TGOA/MGCA Awards Committee.

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PUBLICITY CHAIR

GOALS:

To establish and direct a Club Publicity Program utilizing all avenues of news media to report or advertise all the club programs and activities which result in public awareness and bring about the opportunity to recruit new members and charter new clubs.

ACTIVITIES:

1. Select a committee who has knowledge of submitting copy to the media for publication, or is willing to learn.
2. Assign a committee to contact by phone or in person all media representatives responsible for garden columns, public service, or calendar of events programs.
3. Advise the media representatives of the value of publishing the clubs meeting dates, programs and activities. Civic improvement through beautification and enhancement of the environment are key issues most news media like to print stories about. The media copy will be in a form requested by the media representative and by the date due to be included in the specific publication.
4. Always invite media representatives to cover club programs and activities and to attend meetings. Better still; ask them to join the club.
5. Always cooperate fully with media representatives by furnishing the necessary information to fit their needs. Make yourself, or an appropriate club member, available for interviews or TV appearances in support of club programs and activities and to support gardening.

6. Review region or out-of-state gardening publications for persons to contact for publicity submission and due dates. These are publications that have general circulation in your area.

Submissions of publicity items in some periodicals are due four months in advance.

7. If a news reporter has a "Gardening Question and Answer" column, provide knowledgeable club member names and phone numbers that they can contact to get answers on gardening or related fields. This is a terrific way to establish rapport with a reporter.

8. Provide recognition to these editors and reporters, this is important and should be made at a club meeting or personal presentation of a framed Certificate of Recognition or Appreciation or a plaque.

9. Mail media representatives a copy of club newsletter each month, a TGOA/MGCA calendar and show schedules if you conduct one in your area.

10. Contact the gardening reporters if you hear of some new gardening idea, plant or system that would be of public interest.

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GARDENING FROM THE HEART CHAIR

GOALS:

Establish and direct a Gardening From The Heart program in cooperation with an organization or institution whose constituents need horticultural therapy.

ACTIVITIES:

1. Request the TGOA/MGCA Gardening From The Heart manual from National Headquarters.
2. With Board approval, contact a potential organization or institution that needs a gardening project that will provide horticultural therapy to their constituents. It is important that a top level person for the client is behind the project.
3. Request GFTH slide program from National Headquarters for club viewing and discussion at scheduled meetings.
4. Request a supply of green GFTH donation envelopes to hand out at club meetings for members and the public.
5. Plan and execute a memorandum of agreement between the club and top management of the organization (client) being serviced, setting out the responsibilities of each party, and come to some agreement as regards a budget for the program. Several meetings may be necessary to complete this memorandum of understanding. Board of Directors must approve this agreement for the program to go forward.

6. Select club members whom with their knowledge of gardening and communication skills will fit the needs of the program and will act as advisors for the club. The horticultural therapy project could include the handicapped, blind, mentally retarded, emotionally disabled and residents of hospitals and nursing homes.

7. Start on a small scale and use committee members of both institutions to list equipment, material, plants, fertilizers, planters, water requirements and level of therapy requirements to carry out a successful program.

8. Establish a recognition program for the participants of both club and organization constituents.

9. Publicize the program in the local media, which can increase public support for your club activities and TGOA/MGCA.

10. Submit a write-up of your project to the National GFTH Chair in accordance with the requirements and submission date in the National Awards Manual.

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GARDENING FROM THE HEART CHAIR

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NEWSLETTER EDITOR

GOALS:

Produce an informative and attractive monthly club newsletter in an easy-to-read format.

ACTIVITIES:

1. Request a copy of "How To Spread The Word" manual from TGOA/MGCA Headquarters
2. Develop a newsletter that provides educational articles, club business, club activities and programs.
3. Produce a first class publication that fits the needs of the club, within the budget approved by the Board.
4. Establish a format and title for the newsletter.
5. Develop a budget that will cover the costs of paper, printing and mailing of the newsletter. Submit for Board approval.
6. Secure a non-profit exempt status mailing privilege with the U. S. Postal Service to get the needed reduced postal rates if you are mailing 200 copies or more of each issue.
7. Establish the size and content of the newsletter and the type of printing.

8. Recruit member garden correspondents or other knowledgeable persons to provide articles on horticultural or floricultural subjects that will interest the members.

9. Establish a deadline for all items to be submitted for publication in order that the membership receives the newsletter prior to the General Meeting.

10. Mail copies of your newsletter to all local news media, advertisers, guests, TGOA/MGCA Club Newsletter Chair and TGOA/MGCA Headquarters.

11. Trade newsletters with other editors in your region.

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AWARDS CHAIR

GOALS:

Make recommendations to the Board of Directors for those members eligible for local, Regional and National award consideration, and direct preparation of Regional and National award nominations.

ACTIVITIES:

1. Keep records of all participants in club programs and activities.
2. Meet all required deadlines for submission to Regional and National Awards Chairs.
3. All certificates and orders for plaques for special awards for local club should be completed at least a month prior to presentation at meeting.
4. The awards presentations are the highlight of all club activities and because of this, it is so important that the ceremony shall be properly planned and executed to honor your members.
5. Before presentation of each award, prepare a biographical sketch of the recipient and an explanation of the award's significance, club members service or activities, which merited the award.

6. Indiscriminate proliferation of minor awards to many club members becomes demeaning and detracts from the awards significance. For example, twenty honor awards or thirty certificates of appreciation. Award those who work hard for the club.

7. In submitting nominations for Board approved members for Region or National Awards, the committee should adhere to all the specific guidelines and deadlines listed in the Regional or National Awards Manual.

8. Order ribbons and plaques for the club's Flower and Vegetable Shows, and have the plaques engraved as required.

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COMMUNITY SERVICE CHAIR

GOALS:

Plan and direct a community service program and activities that would involve club members and get public recognition for the club and TGOA/MGCA.

ACTIVITIES:

1. Establish community service projects in which the club could participate.
2. Public service projects include:
 - a) Global Re-leaf: Planting and care of trees.
 - b) Keep America Beautiful: Clean up and recycling; adopt a highway.
 - c) Take pride in America: Clean up and beautify.
 - d) Historical Preservation: Clean up and beautify.
 - e) Public parks: Clean up, maintain and beautify areas in your community.
3. Execute the agreed public service projects by utilizing as many club members as possible. Invite the public to participate in these projects.

4. Record in writing and by photos all public service projects; the hours spent; number of club members participating; amount of trash or material recycled. Publicize the event in the club newsletter. Distribute press release to garden and news editors of the local newspapers. Forward information to TGOA/MGCA Headquarters, Club Historian and Awards Chair.

5. Review TGOA/MGCA Environmental Issues and Resolutions for other environmental and conservation projects.

CLUB LEADERSHIP GUIDE

COMMUNITY SERVICE CHAIR

Developed for Affiliated Clubs by:

The Gardeners of America
Men's Garden Clubs of America
5560 Merle Hay Road, Box 241
Johnston, Iowa 50131-0241
515-278-0295

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Revised 9/23/2013



FLOWER AND GARDEN SHOW CHAIR

GOALS:

Plan and direct a flower and garden show which provides club members and the general public an opportunity to receive recognition for their gardening achievements and which results in an educational experience for the public.

ACTIVITIES:

1. Use the TGOA/MGCA Judges Manual to help establish a Show Schedule. Also use the Manual for suggestions of chairs for various required functions.

2. Get Board of Directors and club members approval to have a flower and garden show; the date for the event; and budget funds for the expenses. Coordinate show date with other clubs in region to assure availability of judges. Send out judging invitations at least two to three months prior to show to list of TGOA/MGCA Accredited Judges.

3. Chair and the committee survey suitable sites for a location that is accessible to members and the public. Set aside an area for show material storage and exhibit preparation. Select an area with easy access to the show area for the exhibitors and with adequate parking for the public.

4. Contact owner or manager of locations selected in the company of several knowledgeable committee members. List the following information in printed form for use of both parties.

- a) Number of exhibits expected.
- b) Space needed to put on show and potential areas selected by the committee that will fit this need.
- c) Club liability policy to cover such an event.
- d) Number of tables, covers and show design.
- e) The educational aspects of the show, the publicity planned that would increase shopper traffic and attendance that would benefit the institution or merchants.

- f) Sample of show schedule or previous show schedule with the number of awards and ribbons needed.
 - g) Space needed for judge's refreshments and meeting prior to show.
 - h) Restaurant or catering space for judges' lunch.
 - i) Times of day that the club would need access to the show area prior and during the show. Times and dates of the show opening and closing.
 - j) Security arrangements for the show. Roped off and monitored by security officers or club members.
5. Negotiate with owner or manager as to what they are willing to contribute in materials or finances to put on the show.
6. Someone that is good in negotiation should lead the discussion. Areas of compromise are needed depending on if that is the only place available and on club funds available to spend. When negotiations are finished the owner or manager of the property will prepare a contract that states each party's responsibilities in all areas, signed and dated by both parties.
7. Contact with the site representative should take place at least a year in advance to facilitate the date and times needed for the show and fit the site owner's calendar.
8. Organize the flower and garden show by selecting or appointing a committee to take over the tasks and duties necessary to produce a successful show.
9. Invite other gardening organizations to put up exhibits.
10. Provide recognition to owner or manager of show location and ask members to patronize the business and merchants at the location. Club members should be identified by TGOA/MGCA apparel or name badges and willing to answer all questions asked by the public.

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FLOWER AND GARDEN SHOW CHAIR

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JUDGES CHAIR

GOALS:

Encourage participation in the TGOA/MGCA judges program and maintain a current list of Student, Apprentice, and Accredited Judges in the club. Obtain qualified judges for the Flower and Vegetable Show.

ACTIVITIES:

1. If judges training is not offered in your Region, work with your Region Judges Chair and/or the National Judges Chair to get a program established.
2. Promote judges training in your club and encourage members to enroll when training is offered in your Region.
3. Enlist accredited judges from other clubs to serve as judges for your Flower and Vegetable Shows.
4. Assist the Region Judges Chair to find Accredited Judges and Apprentice Judges in your club who can judge shows of other clubs in your Region.

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CLUB LIAISON

GOALS:

Be a responsive and responsible link between National Headquarters and the club.

ACTIVITIES:

1. Receive and appropriately distribute documents and information sent from National.
2. Attend all club Board Meetings.
3. Seek answers from National on all unresolved club questions, and report to the Board.

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Introducing.....

THE GARDENERS OF AMERICA MEN'S GARDEN CLUBS OF AMERICA

OUR FUNCTIONS, or who are we?

Now that you are a part of the gardening leadership, let's get acquainted. You should know all of our functions and be aware of their importance to your club.

THE NATIONAL ORGANIZATION

Promotes and supervises the organization of garden clubs, and issues to said clubs, charters as evidence of membership and affiliation.

Acts as a clearinghouse for information benefiting all affiliated clubs; horticultural, administrative, as well as local and national gardening activities.

Standardizes rules and regulations for the conduct of flower and horticultural shows, encouraging clubs and their membership to exhibit. This is an excellent way to learn and achieve gardening excellence. We prepare and maintain a **Judging Manual** for the training of certified judges and encourages the establishing of region and district judging schools, leading toward eventual certification.

Makes available **supplies and awards** for regional and local club awards.

Recognizes **outstanding contributions** by individuals, clubs, and businesses.

Surveys activities of local clubs and

regions and **developed guides** for leadership.

Publishes **the bi-monthly TGOA/MGCA Newsletter**, as well as an **official calendar**.

Develops and makes available a lending library of **videos**, slides, and audiocassettes to disseminate gardening and general horticultural information for learning and advancement.

Makes available other **information and reference sources** on various horticultural topics.

Receives monies contributed to the **Gardening From The Heart horticultural therapy fund** for the purpose of endowing, or funding projects, grants, and scholarships in this field.

Encourages membership to participate in neighborhood and community **beautification**.

Encourages membership to achieve proficiency in nature **photography** through national competition.

Encourages membership to participate in **youth gardening** programs and **horticultural therapy** programs.

Offers membership the opportunity to participate in regional and national activities through **meetings, seminars, conferences, and conventions**, where business, learning and fellowship are combined.

Keeps accurate records of club charter dates, active, and life members, and furnishes clubs with appropriate printouts.

REGION FUNCTIONS

Regions are the link between your club and the National Organization. There are fifteen regions covering all parts of the country. They play a vital role as a coordinator of activities, to serve member clubs and act as a liaison between the local club and the National Officers.

It is essential that you, as club officer, attend regional or district meetings. This will enable you to share ideas and plans for club administration, activities, and to get the latest information on the various national programs.

The effectiveness of the region depends on leadership, activities, and participation of local membership.

Thank you for offering to serve. We sincerely hope that the experience will be personally rewarding. Perhaps it will even lead to a desire to serve in other club offices, or in some regional or national positions. You will always be welcome.

For more information, contact.....

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DON'T GROW WITHOUT US!