

Board • Roles • Responsibilities and Committees



November 2023

Garden Club of PebbleCreek

Board of Director Positions and Responsibilities

The Garden Club of PebbleCreek (Club) Board of Directors (Board) includes the officers: president, vice president, secretary, and treasurer; as well as the immediate past president, membership chair, webmaster, and two members-at-large. The president is the chief executive officer and is the liaison between the Club and the PebbleCreek Homeowners Association (PCHOA). The Board periodically meets a week prior to the monthly Club meeting. Officer attendance is requested, and committee chairs may be invited as needed. All Board positions need to become familiar with the bylaws and procedures of the Club.

Officer Positions – Two-Year Terms

President and secretary are elected for a two-year term in odd years (2021, 2023, 2025, . . .).

Vice president and treasurer are elected for a two-year term in even years (2022, 2024, 2026, . . .).

President

An elected officer, the president is the face of the Club, guiding and directing its membership to meet goals while adhering to bylaws and procedural rules; introducing meetings, supporting its committees, and looking for opportunities to make the Club visible to the PebbleCreek community.

- Makes sure there are opportunities for fun, social interaction, and that all members have a chance to get involved in events. Helps members feel welcome and recognizes and rewards hard work.
- Gets feedback from the membership on procedures, changes, or areas of possible controversy.
- Works with the Board, presiding over periodic meetings and holding at least one Board meeting per year for planning and review.
- Club meetings – secures a meeting place, develops the agenda for distribution, and presides over monthly membership meetings. Casts the deciding vote in case of a tie.
- Oversees expenditures of the Club in coordination with the treasurer.
- Works with committees to recruit chairs and oversees committees by setting priorities, reviewing planned events and approving where applicable, checking calendars and resolving issues. Supports fundraising and civic projects, soliciting new ideas, evaluating, and making changes to committees as needed.
- Keeps membership and the PebbleCreek community informed by utilizing its methods for email and social media, places an article in the “PebbleCreek Post” in August prior to the first meeting of the season in October, and sends a reminder the month of September.
- Reaches out to membership and solicits nominees for officer positions in September, gathers the nominee names, and oversees the vote and election of officers in October/November.
- Upon completion of the term, the president attends all Board meetings for the following year in an advisory capacity.

Vice President

An elected officer, the vice president supports the president. Should the president leave office, the vice president shall succeed the president, and therefore should prepare to assume the duties of the president. The vice president oversees meetings and events in the absence of the president, assists in finding nominees for officer positions, oversees the Audit Committee, and takes roll call at Board meetings.

Secretary

The secretary records and maintains (hard copy and electronic) the minutes of monthly meetings and periodic meetings of the Board; sends minutes to the president before the end of the month for review and provides meeting minutes to the webmaster after they are approved by the Club. The secretary may be asked to assist other officers.

Treasurer

The treasurer is custodian of all financial records, manages funds, and pays bills approved by the Board; reports receipts, expenses, and balance on hand each month to the Board; works with the Membership Committee to collect dues and the Fundraising Committee to track proceeds and expenses for events; balances the checking account and monitors bank statements.

Membership Chair

The chair manages the membership – receives applications, collects dues from members, and sends a welcome email to new members. Assists members in selecting a committee based on their interests and provides those names to committee chairs. Also works with committee chairs to identify needs and fill volunteer positions as needed for events. Maintains a spreadsheet/detailed record for membership and shares that information with the webmaster. Orders name badges twice a year, mid-October and mid-January after monthly meetings, and collects replacement fee if needed. Works with the president to send greeting cards as needed.

Webmaster – “pcgardenclub.org”

The webmaster is responsible for maintaining the club website and keeping the information current; maintains member listings for website access based on information provided by the Membership chair, and posts information provided by officers, chairs, and photographers. Submissions are subject to webmaster and Board approval.

Member-at-Large

Serves on the Board and participates as assigned in providing coordination and oversight of Club activities.

Audit Committee

The Audit Committee is responsible for conducting an annual review or informal audit of the Club’s books. The committee shall include the vice president and two other Club members, excluding the treasurer, appointed by the board of directors. The audit findings are reported to the Club members.

Membership of the Club

Members are asked to take an active role in the club by selecting a committee or subcommittee that interests them. Roles are many and varied and you may choose to participate on more than one committee. Committee members should take part in the selection of their chair, attend monthly club meetings and chosen committee meetings if possible, and contribute to fulfill your committee’s tasks and goals.

Committees

Communications	Events & Projects	Fundraising
Horticulture Research	Field Trips	Green Team
Newsletter	Projects	Plant Sales
Outreach	Social	
Photography	Speaker/Instructor	General Volunteer

Committee Chair Roles and Responsibilities

The committee chair's role is to work with the Board to set goals for the year, then lead their committee/subcommittees members to complete the tasks required to fulfill those goals.

- Meet with Board or president to review project activity and obtain approval as necessary.
- Review goals, determine tasks, set schedules, and communicate deadlines with committee members.
- Provide updates of your committee's progress and needs at monthly Club meetings.
- Become familiar with all committees' responsibilities to accomplish common goals/help as needed.

General Procedures

1. Develop: gather information to compile a list of activities to meet the committee's goals; events, work party, field trip, etc.
2. Approval: committee chair presents to the Board for approval.
3. Planning: committee identifies specific tasks, assignments, schedules, and deadlines.
4. Logistics: consider needs, such as space, equipment, purchases, and volunteers.
5. Engage: include other committees, such as photographer or membership for volunteers.
6. Publicize: contact Communications Committee to announce the activity.
7. Prior to: send reminders, gather equipment, supplies, etc.
8. Day of: perform duties such as setup, assistance, and cleanup.
9. Thanks: hand deliver or send a thank you note when applicable.

General Volunteer

All members are strongly encouraged to join a committee. Members who have no specific interest or wish to assist wherever help is needed can sign up as a general volunteer and will be contacted by the Membership Committee as needed.

Communications Committee

The Communications Committee includes subcommittees: Horticulture Research, Newsletter, Outreach, and Photography. This committee assists the Club with announcements of events, creating a monthly Club newsletter, horticulture research for articles, photography, and other communications. Provides reliable and consistent information, some requiring Board approval before distribution. Utilize Club email and PebbleCreek listservs as well as the PebbleCreek Post. Work with webmaster for social media posts. Members who do not have email are contacted via phone.

Horticulture Research

Horticulture Research is a subcommittee of Communications that researches articles to submit to the Newsletter Committee, such as: gardening tip for the month, what to plant each month, herb of the month, and one-off articles.

Horticulture Research shares a brief topic at each monthly Club meeting – may be a short discussion, a quick demonstration, or a gardening-related handout.

Newsletter

Newsletter is a subcommittee of Communications that is charged with creating an informative, fun monthly newsletter, including content and design; providing acknowledgement of source and approval of the president as needed. The subcommittee works with Horticulture Research for topics and all other committees for event information, photos, etc. to promote the Club. Final newsletters are sent to the webmaster for posting.

Outreach

Outreach is a subcommittee of Communications that researches and creates a list of potential gardening related PebbleCreek and local community projects that the Club may sponsor and/or participate in. The project(s) is first presented to the Club and then HOA for approvals. The committee works closely with the Club president and vice president to develop the scope of the project and the initial plan(s) and works with the Fundraising Committee regarding funds for the chosen project. Outreach develops implementation of the approved, chosen project and organizes the work party.

- PebbleCreek Projects – works with PCHOA, developer, designer, landscape company, etc. and keeps residents informed along the way.
- Community Projects – works with Goodyear City, School District, etc.

Photography

Photography is a subcommittee of Communications that works with all Club committees to take photos at events and provide them for posting on social media, in the newsletter and printed material, obtaining president's approval when necessary, and acknowledging the source for all photos.

Develops a featured Club member program to post on the website and in the newsletter, including writeup and photo; inform Club committees of monthly posting/contest; sets deadline and publication dates.

Events & Projects Committee

The Events & Projects Committee includes subcommittees: Field Trips, Projects, Social, and Speaker/Instructor. This committee plans and coordinates monthly events and projects related to gardening based on members' interests; this may include guest speakers, craft workshops, DYIs, cooking demonstrations, field trips, and Club social events.

Field Trips

Field Trips is a subcommittee of the Events & Projects Committee that plans several daytrips to visit places of horticultural interest, usually within a 30-mile radius of PebbleCreek, such as worm farm, nurseries, etc. Trips are open to all Club members, and some may require individual entry fees. Trips are planned on both weekends and weekdays to accommodate the membership. The subcommittee organizes carpools and meeting places and works with the Communications Committee to promote the field trip and webmaster for trip signup.

Projects

Projects is a subcommittee of the Events & Projects Committee that helps to promote projects, gather materials and setup necessary equipment, etc. for a project, assist presenter(s) as needed and make introductions.

Social

Social is a subcommittee of the Events & Projects Committee that arranges a party for the last meeting of the Club year. The subcommittee chooses the type of party (restaurant, PebbleCreek facility, member home) based on Club funds and president and vice president approval.

Speaker/Instructor

Speaker/Instructor is a subcommittee of the Events & Projects Committee that identifies and contacts instructors/speakers (presenters) to schedule an event. As needed, prepares contracts and requests payment from the treasurer. They work with the Communications Committee to promote the event. Gather material, setup necessary equipment, assist the presenter and introduce the presenter.

Fundraising Committee

The Club will depend on the funding we receive from membership dues, community contributions/donations, earned income from hosting events, and other yearly fundraising events. To carry out our mission, we have instituted a core group of members whose focus is on fundraising efforts. Such efforts are not unlike gardening. You start with a few “seeds” in the form of initial donations, you tend to the growth of the fund, and you patiently sustain the process from season to season. As in any garden, many hands make light work, so we need ALL Club members involved.

The Fundraising Committee includes subcommittees: Plant Sale and Green Team. This committee organizes events, such as, plant sales, herbs in containers, etc., that will generate funds to help support the efforts of all Club committees.

Plant Sale

Plant Sale is a subcommittee of the Fundraising Committee responsible for planning and organizing plant sales, soliciting plant donations from membership and the public, and working closely with the Green Team. Purchases annuals, herbs, vegetables, and hanging plants from local nurseries to sell for a profit; keeping notes about suppliers, quantities of plants ordered, and prices. Works with the treasurer on expenditures and the collection of money from sales. Sends “thank you notes” where applicable.

Green Team

Green Team is a subcommittee of the Fundraising Committee and is an important contributor working closely with Plant Sales. Members dig and pot perennials from members’ gardens to sell, solicit plant donations, coordinate digs and potting sessions, maintain the holding beds, keep records on type and number of plants held, and prepare laminated photo tags for plant sale displays.

Plant digs and potting sessions may be in the fall or spring and are scheduled at various times of the day so all members can participate.