

Garden Club Book Chair- Job Description

9/2021

The Chair is responsible for ordering books and materials from the Federated Garden Club for our club.

Responsibilities:

- Chair will keep the club informed of any new or interesting books on subjects of interest (gardening, landscaping, artistic design, birds, environment, etc.)

- Prior to the September meeting, contact FGCC Book Chair for current pricing of the "Handbook for Flower Shows", and the "Vision Calendar". Obtain book chairperson's name by calling the FGCC Branford office at 488- 5528 from a listing in the FGCC green newsletter or from the president.

- Make an announcement at our September Board Meeting as well as at the Club General Meeting that there is a sign-up sheet available for anyone who wants to order the "Handbook For Flower Shows" and/or the "Vision Calendar". If interest, place order and plan for delivery of books at the next Garden club meeting.

- Chair should submit monies collected for books ordered by club members to the Treasurer and she should request a check to pay for the books ordered and paid for by club members.

Order and deliver books selected for the Guilford Free Library with recommendations from the library with monies allocated for book donations. The treasurer will inform Book Chair on this allocated amount.