

Corresponding Secretary & Sunshine Responsibilities

9/2021

The Corresponding Secretary shall have charge of Club correspondence.
She shall have charge of all announcements.

Responsibilities

- Check P.O. mailbox for any incoming mail.
- She will send all thank you notes for donations and gifts on behalf of the Club, and read thank you notes received at both the Executive Board Meetings and General Meetings.
- She will submit any costs associated with these mailings to the treasurer for reimbursement.
- She will notify club members about invitations from or news about events taking place at other clubs. Notification may be via the president's monthly newsletter and/or at board and general meetings.
- Attend all Board meetings held on the first Wednesday of the Month, September- June.
- Attend all General Meetings held on the second Wednesday of the Month, September - June.
- Mail out Monthly newsletter to members who do not have email.
- Ask the chair of the Broad Street homes for a list of names and addresses of the homes.
- In December, send letters informing residents of Broad Street details regarding Broad Street decorations for GGC Holiday Boutique. (see pg. 3)

- In December, write thank you letters to all home owners on Broad Street who participate in the Walk on Broad Street (First Friday in December)
- In December, write thank you letters to all merchants who donate merchandise or gift cards to the Holiday Boutique Baskets.
- In January, she will send invitations to all past presidents to the Valentine Tea, including directions to the venue. Invitations are usually only sent to those past presidents who are not active in the club. Costs for these mailings are also submitted to the treasurer of reimbursement.
- In May, if requested by membership, send out letters to members who have not paid dues following the instructions of the membership chair.

Sunshine Committee- Responsibilities

9/2021

The Chair of the Sunshine Committee is responsible for sending out cards to members or close family member who are ill.

Responsibilities:

1. Inform president of any members that are ill so that information may be shared with the members.
2. Send a card or flowers to the member/ family member who is ill or in need.

Dear Broad Street Homeowners,

The Guilford Garden Club is preparing to continue the Broad Street Candlelight Walk in a modified version during this unprecedented year. As of now, the Holiday Celebration on the Green is not scheduled, and The Guilford Garden Club will be holding a scaled down outdoor Holiday Boutique Night on December 4th.

We will be continuing our tradition of decorating the fences in front of your houses with garland greens and red bows. In addition, every home on Broad Street will receive a Holiday wreath for their front door. Breaking from tradition, the wreaths this year will be made with a classical theme in mind. All wreaths will be adorned with natural embellishments such as mixed greens, pinecones, berries, nuts, pods, etc. and a red bow.

Club members will place the wreaths on your doors starting Wednesday, December 2nd. Please have a hook or some other means to hang the wreaths in place. We ask that you try to illuminate your door with a spotlight or your porch light, as well as placing a single candle in each of your front windows. Even though there will not be a designated Candlelight Walk Night, those added touches will allow residents to enjoy your beautiful street throughout the Holiday season.

Please contact Barbara Flagge at 203-430-5308 with any questions regarding the wreaths. Thank you in advance, as we are most grateful for your continued support.

Sincerely,

The Guilford Garden Club
PO Box 608

Guilford, Ct 06437