

Vice President/Program Chair of the Guilford Garden Club

Responsibilities

9/2021

The Vice President assists the president and shall perform all of the duties of the president in her absence.

Responsibilities:

- The Program Chair will make arrangements for the general meeting programs for the year. The budget for the current year may be obtained from the president and/or treasurer.

- For the combined meetings, the President, along with the Vice President, Artistic Design Chair, and Hospitality Chair will initiate a meeting with the Leete's Island and Madison clubs before the coming year to arrange for speakers and payments for the combined meetings. A listing for the club responsible for providing the program for the combined meetings may be obtained from the President.

Monthly Responsibilities:

1. Plan meeting programs for:

* September

October- Joint Meeting with Leete's Island Garden Club

* November

December- Boutique workshop - no general meeting

* January

February- Valentine's Tea

* March-

April - Tri-meeting with Leete's Island and Madison Garden Club

* May

June - end of year luncheon

2. Send a contract and cover letter to the speaker arranged for the meeting and give a copy to the president. She will ensure that the fee and props necessary for the program are clearly understood by both parties.

3. Request a bio from the speaker for use in introducing him/her at 1:00 pm on the day of the program. The speaker should arrive prior to 1:00 pm so that the chair may greet,

and help with set up. Chair will notify speaker in advance to keep to a 45 to 1 hour time schedule for the presentation.

4. Provide location of the general meeting with a diagram for the set up of tables, chairs, microphone, etc. (60 chairs for general meeting, 100 chairs for the joint meeting.) This information should be provided to the venue on the Friday before the meeting. If the meeting is canceled, the chair is responsible for notifying the venue.

Venues: *St. George's Church Hall, Guilford Community Center, St. John's Church Hall*

5. Make arrangements with the venue to reserve rooms for the following year. Submit Room reservation request form. (See schedule attached)

6. Prior to the current month's meeting, request a check from the treasurer to pay for the individual presenting at that meeting, providing the name of the speaker and amount needed on the check.

7. Do the Evaluation Form for the Federated Garden Club.