

## Yearbook Chair- Job Description

9/2021

The Yearbook Chair is responsible for the overall presentation and information contained in the yearbook. Input from the president is required regarding all committee chairs, board meeting hostesses and new National Council and Federated Garden Club board members.

### Responsibilities:

The Yearbook Chair provides in the Yearbook the following:

#### Table of Contents

Front Page (date, name, town, statement of purpose, membership number, affiliations...e.g. National Garden clubs, Inc., Federated Garden clubs of Connecticut, Inc. etc.)

List: officers... pictures help, committee chairs, past presidents, life members, obituaries

Active Members, Life Members, Honorary Members ... include Member's name, address with zip code, telephone number, and any other pertinent information, pictures a great help.

Information on General Meetings, Artistic Schedule General Rules, Hostess Responsibilities

Calendar- One page for each month

- a) Board Meeting... Date, time, place
- b) General Meeting .... date, time, place with address, speaker, bio, program; hostesses, chair and workers; artistic schedule and exhibitors
- c) Workshops...what, when and where
- d) Federated Garden Club Meetings...what, when, where
- e) Guilford Garden club activities.... What, when and where

Guilford Garden Club Constitutions

By-laws

Calendar - September through June.... Guilford Garden Club Yearbook

Back Cover- Great space for "Quick List"

Request need for two excellent proof-readers

## Yearbook Information From President to Yearbook Chairperson

The president sends the following information to the yearbook chair by July 15 for inclusion in the upcoming Yearbook.

### Committee Chairs:

- Membership Chair.... Sends list of members, addresses and phone numbers
- Christmas on Broad Street Chair... corrects blurb in book, sends list of committee membership
- Other Club Chairs not mentioned or new (describe activity, etc.)
- Garden Therapy Chair at Hospice... corrects blurb, sends list of members, etc.
- Hyland House Chair.... Corrects blurb, send list of committee, etc.
- Post Office Chair, Town Hall Chair, Mary Schmidt Garden Chair, Griswold House and Garden Chairs...corrects blurb, sends list of committee, etc.
- Griswold House and Garden Chairs...corrects blurb, sends list of committee, etc.
- Donation Chair... corrects blurb, sends list of committee, etc. Sends list of donations.
- Ways and Means Chair.... Corrects blurb, sends list of committee, etc.
- Artistic Design Chair.... Sends list of description of designs and who volunteers for each month
- Hospitality Chair... sends list of monthly chairs and committee members
- Program Chair.... Sends list of each speaker, a small bio, date and time of meetings and the subject.

In addition, information on new National Council, and Federated Garden Club Board members.