

## MISSION COMMITTEES



seasonal information and reminders. The Committee is also responsible for the collection of gardening advice and in-depth articles published to Members and available on this website.

### HORTICULTURE

The Horticulture Committee gathers and disseminates tips and advice on home gardening.

Club Members are invited to attend workshops organized by the Committee on a wide variety of topics, such as garden design, pruning, container planting, wreath making, indoor plants, and vegetable gardening.

During the gardening year, the Committee issues monthly newsletters to Club Members with

### INVASIVE PLANT TEAM



- Coordinates and works with Conservation Agent and homeowners to address invasive plants.
- Consults with and serves as liaison to Millbrook Meadow Conservancy.

## MISSION COMMITTEES



## SERVICE: DEN MAR & OPEN DOOR

The Rockport Garden Club Service Committee provides services to both "Den Mar Health and Rehabilitation Center" and to "The Open Door" which provides food and hospitality.

- At Den Mar Nursing Home garden club members arrange baskets of flowers for the dining room and nurses' stations both for Mother's Day and for the Christmas holiday season.
- At "The Open Door" we host and serve three dinners each year (April, July & October) for those seeking a meal in an inviting social setting. Garden club volunteers provide and serve the meal which includes salad fixings and delicious homemade dessert bars as well as a delicious entree.

Needless to say, our service efforts are enthusiastically received by both Den Mar Nursing Home and "The Open Door".



## TOWN GARDENS

The Chairperson supervises the thirteen gardens, which are designed, planted, and maintained by the Rockport Garden Club.

- Appoints the chairperson/ persons if there is a vacancy.
- Makes sure the gardens are fully staffed.
- Recruits and assigns volunteers to each garden. Contacts all new members who designate they are interested in working on a town garden. Reviews with them what the responsibilities are and assesses based on gardening knowledge and time commitment what garden might be the best fit. Preference is given to gardens that need volunteers.

## MISSION COMMITTEES

### TOWN GARDENS, CONT'D

#### **Calendar of Duties:**

- January- Get an updated list from each chairperson of their volunteers and determine if there are any staffing needs. Provide list to yearbook compiler.
- February/March- Contact chairperson to discuss budgets for upcoming year. Provide budget history. Discuss any additional costs that might be incurred. Discuss staffing to see if any volunteers need to be added.
- April through November – If we have new members/new volunteers pass their contact information on to the teams they are being assigned to.
- May – Encourage everyone to get their gardens cleaned out and planted on or before Memorial Day.
- May through September – Tour gardens regularly to ensure they are well maintained. Acknowledge to the chair when gardens are looking exceptionally beautiful. If possible, photograph each garden and forward pictures on to PR to be posted on Facebook and website.
- September – Work with Barbara Sparks to prepare a Tree pruning budget for the trees we oversee. Provide proposal to board/members for approval. Also, touch base with Daffodil project team – Peggy Coonley to see what they have in mind for bulb planting.
- October – Prepare a report of the Club's Annual Report.
- November – Speak with each chairperson and ask them to rally their volunteers to ensure as many as possible commit to coming back next year. Address any chairperson resignations. Assign volunteers/new members to gardens that are going to be short staffed. Ongoing.

#### **Additional Responsibilities:**

- Attend all monthly board meetings. Prepare status report to be given verbally.
- Liaison to the Beautification chair/committee
- Liaison to the DPW
- Responsible for the Tree pruning/currently overseen by Barbara Sparks

## SCHOLARSHIPS

The Rockport Garden Club awards two different scholarships: one to a graduating senior and one to a college or graduate schools student.

The High School scholarship is available to a graduating Rockport high school student " who has demonstrated leadership in a 'green initiative' (e.g.sustainability, ecology, environmental protection or conservation)." The guidance department traditionally chooses the recipient and a Rockport Garden Club member awards this at the Rockport High School graduation.

The Rena Kurth Scholarship is awarded annually to a graduate (or graduates) of Rockport High School who has successfully completed one year at an accredited institution of higher education pursuing studies in horticulture, ecology, environmental studies or conservation. The recipient (or recipients) of this scholarship will be presented with the award at the Rockport Garden Club's August picnic meeting. Applicants must submit a letter of interest detailing their career plans. With this letter, a summary of school and/or community activities during the previous year and a summary of volunteer and/or employment since finishing high school must be included. A copy of final grades for the school year just completed is to be submitted as well.

Last year we awarded one high school scholarship to James Fritz and two Rena Kurth scholarships to Sarah Visnick and William Gleckner. Each individual received \$2000. The amount of the scholarship is determined each year by the Rockport Garden Club Board Members.

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The letter of interest and copy of grades should be sent to Ms. Cynthia G. Johnson@ Rockport Garden Club, P.O. Box 712, Rockport, MA 01966, no later than June 17, 2019.

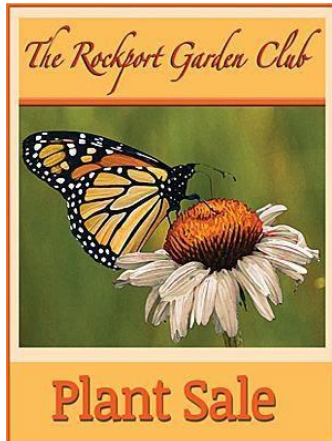
## STRUCTURE COMMITTEES



## MEMBERSHIP

### Duties:

- Accepts applications for membership in the Rockport Garden Club
  - Coordinates assigning a mentor to new members - *What are mentors functions?*
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- Reports names of new members to board
  - Records membership information into membership database.
  - Forwards names and email addresses of members to person doing club emails
  - Mails out dues mailing, activities sheets, yearbooks in the spring
  - Coordinates with treasurer to report/record membership dues



## COMMUNICATIONS

The role of the Communications Committee is to:

- Inform members and the public about activities of the Rockport Garden Club. In the process of doing that, there may be opportunities to remind the public of the following civic projects:
  - Planting and maintaining of 13 town gardens
- Provide multiple scholarships to graduates of Rockport High School
- Provide flowers and plants for residents of Den Mar Nursing Home
- Prepare and serve meals at Open Door
- Provide educational programs and workshops
- Other events as they occur, i.e. Barletta tree pruning, or initiatives to control plants that are considered invasive in this area
- Send notices of monthly meetings to the Gloucester Daily Times two weeks prior to the meeting date. Program chairs are responsible for writing the copy and sending it to the Public Relations/Publicity Committee a week before deadline. The Public Relations/Publicity Committee will review and submit the copy to the paper. All copies of public meetings sent to the GDT will mention that new members (men and women) are encouraged to join the club.
- Give special attention to the two major fundraising events, which are the garden tour and the plant sale. Harvest Fest requires additional promotion. Fundraising event committees will write the press releases and send a copy to the director of Public Relations/Publicity. The Public Relations /Publicity Committee will submit press releases to the media.
- Update the media contact list yearly.
- Update the email list of previous garden tour attendees (information obtained from raffle ticket stubs) and send a "Save the Date" to everyone on the email list in the month of April.
- Update RGC web page.

## STRUCTURE COMMITTEES

### COMMUNICATIONS, CONT'D

- Update RGC Facebook page. Publicize Evening Program(s) to members and general public. Program chair to provide information for publication. Public Relations/Publicity Committee will distribute press release.
- The Public Relations/Publicity Committee will post for publication an article about scholarships and recipients. Scholarship chair will submit the article to the committee for publication. Scholarships will be awarded at the annual picnic in August.

The Communications Committee will be made up of a director and committee members who will each have designated roles for the dissemination of material via electronic, paper and social media. All material for dissemination will be submitted to the director of the Communications Committee. The director will forward this information to the appropriate committee member who is responsible for getting material to their assigned area.



### HOSPITALITY

Duties for Chair/ Co-chairs:

- Responsible for organizing and participating in Garden Club functions such as monthly lunches, picnics, and Holiday Tea.
  - At the October and November meetings, solicit members to be hostesses for the teas for the following year.
- Provide the yearbook with the hostess list in January.

Chairs are responsible for supplies, maintaining the storage cabinet, shopping for perishables, self-laundry linens, and arranging for help as needed, e.g. dishwasher, Gloucester Rentals, cleanup, take home trash per rental agreement, and send a thank-you email to hostesses.

Program committee arranges for table/chair setup and breakdown, cleanup at the Community House for the year. The treasurer pays the vendor at each meeting.

Introduce yourself to Diane and Paula Bertelino who work in the Community House. Rental of Community House space is setup by program committee and club president.

Hospitality chairs are managers not main workers; supervise/assist hostesses where needed.

## STRUCTURE COMMITTEES

### HOSPITALITY, CONT'D

- **Prior to first meeting**, polish silver.
- **One month before next meeting**, call monthly hostesses and provide a list of member volunteers (usually 18-20) for the hostesses to call to provide sandwiches and desserts, centerpieces, and to pour. If lacking volunteers, you can spend money on sandwiches/desserts.
- **One week prior to meeting**: inventory cabinet and locker downstairs; stock staples decaf coffee, tea bags, cubed sugar, artificial sweetener, plates, napkins, paper cups, doilies, vinyl gloves, toothpicks for fruit, wood stirrers.
- **Prior to meeting**: purchase 1 pint half & half, 1 pint milk, 2 lemons, 1 bag ice.
- **Day of meeting: 10:30** -- make tea and coffee. 30 tea bags per 50 cups/4 cups ground per 50 cups. Instructions on percolators. Attendant at COA provides cart for us.
- **Day of meeting: 11 am** -- unlock cabinet and locker, greet hostesses of the month and orientate to downstairs locker, supplies for setup to begin. Begin tea at noon.
- **Prior to moving upstairs**, put all silver/supplies on cart, push to kitchen for hired helper Alison to wash and put away.
- **Cleanup** includes assessing tablecloths to be laundered by chairs. Leave kitchen clean. Put away supplies, lock cabinet and locker, and take trash home.

#### Hostess Responsibilities:

- The co-chair provides a list of 18-20 member volunteers who signed up to help at your luncheon.
- Call 9 volunteers to make 2 dozen\* **tea sandwiches** or **\*bite size\*** wraps. Formula: 6 whole sandwiches and cut into quarters for 2 dozen. Ask for a variety, including a veggie option.
- Call 6 volunteers to make 2 dozen bite size desserts, and 1 volunteer -- 1 large fruit platter, (formula of 2 bags grapes snipped and 1 box strawberries seem to work; all washed ahead and plated).
- Remind these volunteers to bring their food on a platter, delivered to table. **\*\* READY TO SERVE\*\* DO NOT BRING IN BOX\*\*** We do not handle food! Ask to label all; example: vegetarian or no nuts.
- From the volunteer list, ask 2 to pour tea and coffee.
- Ask 2 volunteers to provide 8 centerpieces (7 round tables; 1 food table).
- Ask these volunteers to drop off their food platter, dessert platter, at 11:30 am at the Community House and place directly on the food table.
- Centerpieces should be set up by volunteers starting at 11:15 am. Service is 12 noon to 12:30 pm.
- If needed, due to lack of volunteers, please call co-chair and inform as we can spend money on sandwiches or desserts. Submit for reimbursement to chair.



### HOSPITALITY, CONT'D

#### **General Duties of Hostess Day of Event:**

- Arrive at 11 am. Tables are set up prior to the meeting. Table configuration and diagram is on tablecloth container in Rockport Garden Club locker downstairs of Community House.
- Set tablecloths on the 7 tables provided. Set up paper dishes, paper cups, paper napkins, water pitchers on side table. All supplies are downstairs in our locker.
- There is time for lunch, but please oversee and look for cues from pourers and provide tea/coffee/milk/cream if supplies run out. These items will be on the cart near food table.
- Prior to moving upstairs, please see to a quick cleanup of paper goods, and clean tablecloths to be put away in downstairs locker, and all trash in barrel provided in room. Alison, our table/chair set up person, will wash silver, percolators, and supplies.
- Leftover food can be brought to Police/Fire station, Action, or leave in next room for our seniors.
- Your co-chairs will make tea/coffee and are responsible for kitchen cleanup. Co-chairs will also take dirty tablecloths to be laundered, trash, and do final cabinet lockup.



## NOMINATING

The Chair if appointed by the president.

- The Nominating Committee consists of the chair, two members selected by the Board and two members elected by the club.
- The Nominating Committee prepares a slate of officers as needed by the club. Three directors are also presented each year. Directors should expect to take an active, leadership role in the club.

The Chair will present a list of nominees for a vote of the RGC membership at its November meeting.

The term of the Nominating Chair over the last several years has been for two years though there is nothing in the by-laws that requires this term.



## PROGRAMS

- Maintain and add to a file of program speakers to be passed along.
  - Soon after the annual meeting in November, convene a committee of 7 – 8 members, one to be responsible for 'Liaison' for each program presenter.
  - Get input for a few speakers from the committee. Contact all prospective speakers for the 7 programs and firm up the fee they will charge.
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- Prepare a 'contract packet' for each liaison consisting of two copies of contracts, directions to the Community House, and publicity materials to be ready for a January Program Committee meeting.
  - Prepare the yearly Calendar of Events along with special events of remembrance for the yearbook by mid-February.
  - Give a list to the Treasurer, Publicity/Communications chairs, and Liaisons so that the Liaison will have a check in hand before her/his chosen meeting.
  - Greet the presenter and have lunch with the presenter.

Program Chair Activities by date (for undated document received from past president):

- August
  - Establish meeting dates with president for the coming year
  - Check with previous committee members for their interest in continuing
  - Fill any vacancies ( 8 members in addition to chair)
- September
  - Start establishing programs
  - Send confirmation notes to any speaker booked
- October
  - Programs should be completed with some choices left for the committee's input
  - Get suggestions for picnic and Holiday Tea

## STRUCTURE COMMITTEES

### P ROGRAMS, CONT'D

- November
  - First meeting of the committee; they should choose the dates they want to present and also make suggestions for the locations for the Picnic and Holiday Tea. They help select speakers for unfulfilled programs
  - Go over duties of program host including helping to set up audio, any tables, slide projector and podium.
  - Decide if there will be a raffle.
- December
  - Finish up loose ends. Prepare contract folders
- January
  - Final meeting with committee
  - Distribute folders
  - Go over dates and duties
  - Establish who will write thank notes.