

# Board • Officers • Committees Roles & Responsibilities



January 2025

## Board of Directors

The Garden Club of PebbleCreek (Club) Board of Directors (Board) includes elected officers: president, vice president, secretary, and treasurer; as well as the membership chair, webmaster, chairs of the Communications, Events, and Fundraising Committees, and the immediate past president (only non-voting member).

The Board meets prior to each monthly club meeting. All Board positions should become familiar with the Bylaws and Roles & Responsibilities of the Club.

The Board works with committees to recruit chairs; oversees committees by setting priorities; reviews planned events and approves where applicable; resolves issues and makes changes to committees as needed; supports fundraising and civic projects; and oversees the expenditures of the Club and the Audit Committee.

### Officer Positions – Two-Year Terms

President and secretary are elected for a two-year term in odd years (2021, 2023, 2025, . . .).

Vice president and treasurer are elected for a two-year term in even years (2022, 2024, 2026, . . .).

### President

An elected officer, the president is the liaison between the Club and the PebbleCreek Homeowners Association (PCHOA). The president guides and directs its membership to meet goals while adhering to bylaws and procedural rules, introducing meetings, supporting its committees, and looking for opportunities to make the Club visible to the PebbleCreek community.

Specific tasks:

- Makes sure there are opportunities for fun, social interaction, and that all members have a chance to get involved in events. Helps members feel welcome and recognizes and rewards hard work.
- Presides over monthly board and membership meetings, including arranging the location for the meeting.
- Casts the deciding vote in the case of a tie.
- Is a signatory at the bank where Club funds are held in collaboration with the treasurer.
- Keeps membership and the PebbleCreek community informed, utilizing its methods for email and social media, places an article in the “PebbleCreek Post” in August prior to the first meeting of the season in October, and sends a reminder the month of September.
- Oversees the Nomination Committee for officer positions in September and the election of officers in October/November.
- Upon completion of the term, the past-president serves on the Board in an advisory capacity as a non-voting member.

### Vice President

An elected officer, the vice president supports the president. Should the president leave office, the vice president shall succeed and therefore should prepare to assume the duties of the president. The vice president oversees meetings/events in the absence of the president; schedules speakers for monthly meetings including preparation of contract and payment request from the treasurer as needed; maintains a database of speakers; works with the Communications Committee to promote the speaker/event and the Events Committee to meet the needs of the speaker; and is a member of the Audit Committee.

### Secretary

An elected officer, the secretary prepares agendas for the Board and Club meetings; records and maintains (hard copy and electronic) the minutes of the Board and monthly meetings of the Club, including roll call; sends minutes to the president before the end of the month for review and provides meeting minutes to the webmaster after they are approved by the Club. The secretary may be asked to assist other officers.

### Treasurer

An elected officer, the treasurer is custodian of all financial records, manages funds, and pays bills approved by the Board; reports receipts, expenses, and balance on hand each month to the Board and Club; works with the Membership Committee to collect dues and the Fundraising Committee to track proceeds and expenses for events; balances the checking account and monitors bank statements.

### Membership Chair

The chair manages the membership – receives applications, collects dues from members, and sends a welcome email to new members. Assists members in selecting a committee based on their interests and provides those names to committee chairs. Also works with committee chairs to identify needs and fill volunteer positions as needed for events. Maintains a spreadsheet/detailed record for membership and shares that information with the webmaster. Orders name badges twice a year, mid-October and mid-January after monthly meetings, and collects replacement fee if needed. Works with the president to send greeting cards as needed.

### Webmaster – “[pcgardenclub.org](http://pcgardenclub.org)”

The webmaster is responsible for maintaining the club website and keeping the information current; maintains member listings for website access based on information provided by the Membership chair, and posts information provided by officers, chairs, and photographers. Some submissions may be subject to Board approval.

### Audit Committee

The Audit Committee is responsible for conducting an annual review or informal audit of the Club’s books. The committee shall include the vice president and two other Club members, excluding the treasurer, appointed by the Board. The audit findings are reported to the Board and Club members.

### Nomination Committee

The Nomination Committee is responsible for obtaining names of those candidates interested in an officer position and providing those names to the president in September for elections to be held in October/November. The committee shall include the president and two other Club members.

## **Membership of the Club**

Members are asked to take an active role in the Club by selecting a committee or subcommittee that interests them. Roles are many and varied and you may choose to participate on more than one committee. Committee members should take part in the selection of their chair, attend monthly club meetings and chosen committee meetings if possible, and contribute to fulfill your committee’s tasks and goals.

## Committees

Communications	Events	Fundraising
Horticulture Research	Field Trips	Green Team
Newsletter	Activities	Plant Sales
Outreach	Social	
Photography		General Volunteer

## Committee Chair Roles and Responsibilities

Committee chairs are voting members of the Board.

The committee chair's role is to work with the Board to set goals for the year, then lead their committee/subcommittee members to complete the tasks required to fulfill those goals.

- Meet with the Board to review activity and obtain approval as necessary.
- Review goals, determine tasks, set schedules, and communicate deadlines with committee members.
- Provide updates of your committee's progress and needs at monthly Board and Club meetings.
- Become familiar with all committees' responsibilities to accomplish common goals/help as needed.

### General Procedures

1. Develop: gather information to compile a list of activities to meet the committee's goals.
2. Approval: committee chair presents to the Board for approval.
3. Planning: committee identifies specific tasks, assignments, schedules, and deadlines.
4. Logistics: consider needs, such as space, equipment, purchases, and volunteers.
5. Engage: include other committees, such as photographer or membership for volunteers.
6. Publicize: contact Communications Committee to announce the activity.
7. Prior to: send reminders, gather equipment, supplies, etc.
8. Day of: perform duties such as setup, assistance, and cleanup.
9. Thanks: hand deliver or send a thank you note when applicable.

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## General Volunteer

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All members are strongly encouraged to join a committee. Members who have no specific interest or wish to assist wherever help is needed can sign up as a general volunteer and will be contacted by the Membership Committee as needed.

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## Communications Committee

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The Communications Committee includes subcommittees: Horticulture Research, Newsletter, Outreach, and Photography. This committee assists the Club with announcements of events, creating a monthly Club newsletter, horticulture research for articles, photography, and other communications. Provides reliable and consistent information, some requiring Board approval before distribution. Utilize Club email and PebbleCreek listservs as well as the PebbleCreek Post. Works with the webmaster for social media posts.

### Horticulture Research

Horticulture Research is a subcommittee of Communications that researches articles to submit to the Newsletter Committee, such as: gardening tip for the month, what to plant each month, herb of the month, and one-off articles.

Horticulture Research shares a brief topic at each monthly Club meeting – may be a short discussion, a quick demonstration, or a gardening-related handout.

### Newsletter

Newsletter is a subcommittee of Communications that is charged with creating an informative, fun monthly newsletter, including content and design; providing acknowledgement of source and approval of the Board as needed. The subcommittee works with Horticulture Research for topics and all other committees for event information, photos, etc. to promote the Club. Final newsletters are sent to the webmaster for review and posting.

### Outreach

Outreach is a subcommittee of Communications that researches and creates a list of potential gardening-related PebbleCreek and local community projects that the Club may sponsor and/or participate in. The project(s) is first presented to the Club for approval. The committee works closely with the Board to develop the scope of the project and to request funds needed for the chosen project. The president then reaches out to the HOA as needed for approval. Outreach develops implementation of the approved, chosen project and organizes the work party.

- PebbleCreek Projects – works with PCHOA, developer, designer, landscape company, etc. and keeps residents informed along the way.
- Community Projects – works with Goodyear City, School District, etc.

### Photography

Photography is a subcommittee of Communications that works with all Club committees to take photos at events and provide them for posting on social media, in the newsletter and in printed material, obtaining approval if needed, and acknowledging the source for all photos.

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## Events Committee

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The Events Committee includes subcommittees: Field Trips, Activities, and Social. This committee plans and coordinates events and activities related to gardening based on members' interests. This committee also assists the vice president with guest speakers.

### Field Trips

Field Trips is a subcommittee of the Events Committee that plans several day trips to visit places of horticultural interest, usually within a 30-mile radius of PebbleCreek, such as the worm farm, nurseries, etc.

Trips are open to all Club members, and some may require individual entry fees. Trips are planned on both weekends and weekdays to accommodate the membership. The subcommittee organizes carpools, meeting places, and works with the Communications Committee and webmaster to promote the field trip.

### Activities

Activities is a subcommittee of the Events Committee that helps to plan an activity for the club to participate in, such as, a craft project, DIY, cooking demonstration, etc.; gathers materials, sets up, and makes the arrangements for whatever is needed for that activity.

### Social

Social is a subcommittee of the Events Committee that arranges a party for the last meeting of the Club year. The subcommittee chooses the type of party (restaurant, PebbleCreek facility, member home) based on Club funds and Board approval.

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## Fundraising Committee

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The Club will depend on the funding we receive from membership dues, community contributions/donations, earned income from hosting events, and other yearly fundraising events. To carry out our mission, we have instituted a core group of members whose focus is on fundraising efforts. Such efforts are not unlike gardening. You start with a few “seeds” in the form of initial donations, you tend to the growth of the fund, and you patiently sustain the process from season to season. As in any garden, many hands make light work, so we need ALL Club members involved.

The Fundraising Committee includes subcommittees: Plant Sale and Green Team. This committee organizes events, such as, plant sales, herbs in containers, etc., that will generate funds to help support the efforts of all Club committees.

### Plant Sale

Plant Sale is a subcommittee of the Fundraising Committee responsible for planning and organizing plant sales, soliciting plant donations from membership and the public, and working closely with the Green Team. Purchases annuals, herbs, vegetables, and hanging plants from local nurseries to sell for a profit; keeping notes about suppliers, quantities of plants ordered, and prices. Works with the treasurer on expenditures and the collection of money from sales. Sends thank you notes where applicable.

### Green Team

Green Team is a subcommittee of the Fundraising Committee and is an important contributor working closely with Plant Sales. Members dig and pot perennials from members’ gardens to sell, solicit plant donations, coordinate digs and potting sessions, maintain the holding beds, keep records on type and number of plants held, and prepare laminated photo tags for plant sale displays.

Plant digs and potting sessions may be in the fall or spring and are scheduled at various times of the day so all members can participate.