

LLH&GC

APPENDIX TO THE BYLAWS COMMITTEES & THEIR DUTIES

AUGUST 6, 2018

In April, the Board will review their areas of responsibility per the Bylaws and also review responsibilities of each Committee with the Committee Chair(s), ensuring the overall objectives and policies of the LLH&GC are achieved. The Vice President is the liaison between Committee Chairs, and the Board and will attend committee meetings when possible. All Committees will be provided a LLH&GC binder providing pertinent documents and information to assist them in carrying out their duties. Each Committee is asked to add any forms/reference sheets the Committee has used to plan, implement, or make their Committee work easier, along with contact information and names of individuals they work with. Committee Chairs are asked to mentor their replacement.

Budget Committee

- In February, the Budget Committee requests that Committee Chairs submit the proposed budget for their Committee, which includes needs, items and estimated price.
- In April, the Budget Committee meets and reviews requests. When agreed upon, the Budget Committee has the Communications Committee send the proposed budget to full membership for review, questions, and/or comments. The Budget Committee is based on total dues received by the March meeting. The Program Committee amount is set by the amount of paid speakers times the number of meetings that year. The Care and Concern Committee amount is decided by what was spent the previous year. The other Committees' budgets can vary based on their needs, and the total budget is determined by membership dues paid.
- In May, the budget is submitted for approval at the monthly meeting.
- At the request of the Board or a Board member asking for a special miscellaneous fund for a non-committee budget, the Committee will meet to approve this request.
- As recommended or needed, the Budget Committee consults with the Fundraising Committee to approve expenses associated with new fundraising projects.
- The Budget Committee is asked to work with all Chairs as needed, to assure a smooth process.
- Items not budgeted or unexpected expenses will be reviewed by the Budget Committee and/or the Board according to our Bylaws.

Bylaws Committee

- Update or amend Bylaws, as needed.
- Make recommendations for changes to the LLH&GC in accordance with the Bylaws.

Care/Concern/Phone Committee *Special Committee

- Use e-mail to notify LLH&GC members of any of the following occurrences. For those without e-mail, notify LLH&GC members by phone.
- Notices are sent for current LLH&GC members only.
- It is important that we receive permission from the member involved, prior to sending out the emails.
- In the case of a serious illness of a member, a card is sent from the LLH&GC.
- In case of hospitalization of a LLH&GC member, send appropriate remembrance (in lieu of flowers, may send book, plant, note paper, etc.) from LLH&GC (not to exceed \$60).
- In case of a serious illness of a spouse, a card is sent from the LLH&GC.
- In case of the death of any LLH&GC member or spouse, send appropriate memorial (flowers, charitable donation etc.) from LLH&GC (price not to exceed \$70.00)
- In case of the death of a parent, child, or grandchild of LLH&GC member, a card is sent from LLH&GC.
- Make calls to members, if necessary, as directed by the President.

In all cases above, members are encouraged to send individual cards.

Communications Committee

The communications committee shall be responsible for:

- Monthly meeting invitation
 - Designing and issuing the invitation for all members for the upcoming meeting (currently Evite is being used to create and send the invitation)
 - Tracking Evite RSVP's
 - Meeting Country Club's RSVP deadlines
 - Coordinating final numbers with the Country Club and the Program Committee
- All member master club Roster
 - Maintaining and updating the master club roster and Committee lists
 - Distributing as necessary
- All member communications
 - Reviewing and distributing all-member communications
 - Evites for upcoming meeting and program, sent at least 10 days prior to the monthly meeting
 - The Minutes and Treasurer's Report so they can be reviewed by the total membership, and voting to approve will be at the next general meeting
 - Distribution of the Post sent at least one week prior to the upcoming meeting, and including in each issue of the Post the following:
 - Articles and pictures about recent activities and field trips
 - Informative articles relevant to the mission of the LLH&GC and in keeping with the goals and values of the Club may be submitted by any member
 - Announcements of upcoming field trips, events, speakers and meetings
 - A "Spotlight" article focusing on a member of interest each month
 - Any Committee or Care and Concern announcements

- Important news and updates as requested by the Board or committee chairs

Additional Responsibilities:

- Reminders to Board and Committee Chairs to provide information and updates for the upcoming issue of the POST. All committee reports must be received by the 17th of each month.
- Ensuring that all emails and publications represent the “brand image” of the Club.
- Reviewing and formatting submitted updates for the Post and adding recognition of the author prior to distribution.
- Maintaining permanent copies of the Post and other communications as deemed necessary for historical purposes.

Community Beautification Committee

Currently, the primary responsibilities are for the Tranquillity Garden, the Civil War Cemetery, and the Deer Sculpture area:

- Increase Community awareness of the Tranquillity Garden by participating in World Labyrinth Day and planning an event at the Labyrinth for the membership.
- Research and investigate landscaping projects for beautification of the Loch Lloyd community and present the project to the Board, then membership and the HOA for approval and coordination. This could be an area planting, a tree, a sculpture, or a wildflower area.
- In the Spring and Fall, the Beautification Committee will create an all-member email announcing a plant exchange. The email will be forwarded to the Communication Committee for distribution to the members. Members will respond if they have plants available or are looking for plants, and will contact each other to make arrangements for digging, dividing, and pick up or delivery.
- Several times a year, or as needed, the Beautification Committee will create an all-member email requesting volunteers for a clean-up of the Tranquillity Garden, Civil War Cemetery, deer area, and other community projects. The email will be forwarded to the Communication Committee for distribution to the membership. As needed, members will be contacted who have previously volunteered to clean the deer, trim the roses, etc.
- Coordinate and work with the Loch Lloyd HOA manager, **Manager@lochlloyd.hoa**, who oversees the maintenance of the trees, flower beds, mowing, mulching, and watering of the Tranquillity Garden. The watering of the Tranquillity Garden is on a timer, and any watering issues must go through the Loch Lloyd HOA manager. The LLH&GC agreed not to add any new features to the Tranquillity Garden that would require maintenance by the HOA.

Conservation/Environment Committee

- The first week in April, the Bluebird Committee volunteers meet at the Pro Shop at the Country Club where teams of two are assembled. Trails are assigned to each team. A worksheet is provided by the Chair for recording and tracking what is in each house.
- Each week, usually Tuesday morning, the teams check the houses and record activity.

- The Chair combines information from each team, updating the record worksheet which is returned to the team to see the progress in activity.
- At the end of the season, all bluebird activity recorded is compiled, and a form is mailed to the Missouri Bluebird Society (MOBS) at PO Box 105830, Jefferson City, MO 65110. Communications are via e-mail at **admin@birds-i-view.biz**. The recorded bluebird activity of all bluebird teams across Missouri is compiled by MOBS and shared with the National Bluebird Society.
- At the end of the season, the group checks and makes repairs on any house needing it and relocates any houses that need to be moved. The Golf Superintendent buys needed repair materials and furnishes an associate to help with any repairs and moving any houses.

Field Trips Committee

- Research, plan and arrange several field trips per year. The LLH&GC doesn't meet in August or January, so field trips may be considered for these months.
- We encourage members to present ideas for any field trip they would like to be considered; i.e. public gardens, growing fields, vineyards, home design, home tours, or special homemaking presentations.

Fundraising Committee

- Receive ideas from the members for fundraising projects.
- Each idea will be analyzed by the Committee and reviewed with the Treasurer to establish the viability of the project.
- The project will then be presented to the members for approval. If approved, volunteers will go forward with the project.
- All monies collected for charities will be given to the Treasurer. The Treasurer will write one LLH&GC check for distribution to the charity.

Garden Therapy/Charity *Special Committee

- Every March, contact Megan Sperry, Horticultural Therapist at Ozanam, at **(816)-508-3660**, or via email at **megan.sperry@cornerstonesofcare.org**, to determine their gardening needs. The Committee usually plants a tree for Arbor Day.
- Invite our members to attend. Chair has information on the contact person.
- Arrange for any other charitable event as recommended and approved by members during the year.

Garden Tour Committee

- A Home & Garden Tour takes place every third year, with a year of preparation in advance.
- Usually 5-6 Loch Lloyd homes or gardens are on the tour, followed by lunch and a raffle drawing at the Loch Lloyd Clubhouse.
- Several Committees will be formed by the LLH&GC Garden Tour Chair to handle the details with members.
- The next tour will be in the spring of 2020. Chair or Co-Chairs need to be in place by February 2019, and all Committee Chairs in place by May of 2019.

Historian Committee

- Responsible for keeping a yearly visual record of the LLH&GC activities, which includes procuring or taking photos at meetings, on field trips, and other activities.
- This record is to be placed in a scrapbook or on a computer, and may consist of the photographs, pictures, flyers, handouts, and other documentation of projects, speakers, and monthly LLH&GC meetings.
- Digital photos are taken, edited or stored online.

Membership Committee

The Membership Committee shall be responsible for:

- The membership brochure with application for membership, including any necessary revisions and updates
 - Include a copy of the membership brochure in each new Loch Lloyd homeowners' welcome packet
 - Ensure copies of the membership brochure are available at the entry table in the clubhouse, the ladies' locker room, and at the Fitness Center
- The New Member Packet which consists of the member nametag, the LLH&GC Roster with name, address, email, and phone number of all members; the Board and Committee Chair list; and the Committee List with each participating committee member.
- Creating the LLH&GC nametags for each member.
- Welcoming all new members at their first monthly meeting by providing a seat for them at the membership table. The new member will be introduced to the full membership and presented with a New Member Packet (above). The current membership count should be reported at each meeting.
- Prepare for the monthly meeting, arriving by 9:30 to set up the Welcome Table, including:
 - Welcome sign
 - Sign-in book and pens
 - Blank name tags for guests and members, as needed

Nomination Committee

- A Nomination Chair will be appointed by the President before or at the November meeting. The President and the Committee Chair will complete the Committee by adding two other members at large.
- The Nomination Committee will request persons interested in serving on the Board contact members of the Committee by November 15. The Nomination Committee will also solicit names and their areas of interest by canvassing the membership. Any interested candidates will receive a copy of the job description from the Appendix.
- The Nomination Committee shall select one person for each office to be filled. The slate will be presented to the President by December 15 and to the members at the February meeting. Only those who have consented to serve will be eligible for nominations either by the Nomination Committee or from the floor. A vote will be taken to elect new officers.

- In the case of a third consecutive term, the Nomination Committee shall notify the entire membership by email or U.S. Mail by December 20, and include absentee voting instructions along with the proposed slate. Absentee votes will be returned to the Chair and must be received no later than December 31.
- The Nomination Committee chosen in November shall submit recommendations to the Board to fill vacancies occurring in an unexpired term. The Board will confirm the recommendation by a simple majority vote and notify members.

Program Committee

The Program Committee is responsible for the monthly Programs of the LLH&GC. The April program will include honoring the outgoing Board Members and introducing the new Board Members. Responsibilities include:

- Establish a speaker/program/theme/lunch menu/table décor.
- Establish a Lead Person from the Program Committee each month.
- The Lead Person is responsible for initial contact with speaker, and sending the initial confirmation letter and/or email with time, place, date, and speaker fee.
- Reserve lunch for the speaker(s), seat them at the Lead Table, and ensure reservations are made through Evite. Any questions may be directed to the Communications Chair.
- Discuss with the speaker what equipment they need; audio or any other items/props. If they need a projector, microphone, or any other audio equipment, make sure it is set up and checked the day before. Arrange for a microphone for the business meeting.
- Notify the speaker by phone if the meeting is cancelled, and confirm cancellation with the Vice President.
- Confirm with the speaker two days prior to the luncheon.
- Notify the Treasurer if the speaker will be staying for lunch so that the club will cover that expense.
- Follow up with a nice email or thank you note.

DAY OF MEETING, Lead Person:

- Meet with the Treasurer prior to the meeting to get the check for the speaker. There is a \$50 speaker fee. This fee is not to exceed \$60.00 without prior approval from the President.
- Meet the speaker in lobby at a prearranged time.
- Make sure they have everything they need.
- Seat them at your table for lunch.
- Introduce them to the membership.
- Walk them out when they are ready to leave.

All necessary information and special instructions regarding the speaker will be given to the Program Chair. The Program Chair will relay and coordinate the event with the Food & Beverage associates and the Club's Events Coordinator.

The Program Committee will work closely with the Communications Committee since they are responsible for the Evite, receiving RSVPs, meeting Club deadlines and getting RSVP numbers to the Club.

Social Committee

- Responsible for the planning and execution of an evening social gathering when decided upon by membership, except I the year the Garden Club Tour is held.
- The Social Committee decides if the event is open to the community and Club members or solely to LLH&GC membership.
- The Social Committee plans the theme, decorations, location, and entertainment for the event.
- The Social should be self-funded by attendance fees.

****Please Note: All Committees shall be responsible for maintaining copies of any important materials that are used or developed during their term of service.**

****Any communication with The Country Club at Loch Lloyd and staff for the arrangement for any LLH&GC activities or events must go through the Program Committee Chair.**