

THE GARDEN CLUB FEDERATION OF PENNSYLVANIA

BOARD OF DIRECTORS MANUAL

"BOD"

2025

A GUIDE FOR MEMBERS OF THE BOARD OF DIRECTORS

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THE GARDEN CLUB FEDERATION OF PENNSYLVANIA

BOARD OF DIRECTORS MANUAL

2025-2027

FORWARD

Dear Members of the Board

It is an honor to serve as your President for the 2025-2027 term. To our new board members – welcome! To those returning – thank you for your continued dedication and passion for our mission. Together, we will build on the strong foundation of the GCFP and continue to make a lasting impact across Pennsylvania

This Board of Directors Manual is designed to be a valuable resource, outlining your roles, responsibilities, and key information to support your work. Additionally, our website, pagardenclubs.org, serves as a hub for GCFP bylaws, standing rules, event calendars, essential forms, and updates from our districts and clubs. I encourage you to explore it and use it as a guide throughout your term. If you have any questions, please do not hesitate to reach out – I am always happy to assist.

For the next two years, my theme is – Plant America: Pennsylvania Celebrates Nature and Embraces the Future. This theme reflects both our pride in past achievements and our commitment to moving forward with renewed energy. Let's celebrate nature by cultivating gardens, promoting theme and community gardens and fostering sustainability.

At the same time, let's embrace the future by inspiring the next generation. Take our horticultural message into schools, encourage youth participation in flower shows and establish youth garden clubs within our local clubs.

And, of course, let's come together to celebrate our shared mission! This term, I invite you to participate in a statewide Pennsylvania Garden Party where clubs across the state will host simultaneous garden tours, showcasing the beauty and impact of our work.

Thank you for your dedication, vision, and enthusiasm. I look forward to working with each of you as we cultivate a vibrant and thriving GCFP. Here's to a successful and fulfilling term ahead!

Together, Let's Make Our Keystone a Gemstone!

Patricia Wolanski

President, The Garden Club Federation of Pennsylvania

ESSENTIAL CONTACT INFORMATION

NATIONAL GARDEN CLUBS, INC. (NGC)

4401 Magnolia Avenue, St. Louis Mo 63110

(314) 776-7574

www.gardenclub.org

CENTRAL ATLANTIC REGION OF STATE GARDEN CLUBS, INC. (CAR-SGC)

www.car-sgc.org

GARDEN CLUB FEDERATION OF PENNSYLVANIA (GCFP)

3245 Water Street Road, Collegeville PA 19726-1535

www.pagardenclubs.org

President	<u>GCFPpresident@gmail.com</u>
1 st Vice President	<u>GCFPvicepresident1@gmail.com</u>
2 nd Vice President	<u>GCFPvicepresident2@gmail.com</u>
Database Manager	<u>GCFPdatabasemgr@gmail.com</u>

ESSENTIAL DATES

CHECK YOUR CALENDAR in order to avoid conflicts and to arrange your own attendance at Important meetings.

FROM THE NATIONAL GARDENER:

National Convention - spring
National Board Meeting - fall
Central Atlantic Regional Conference - fall

FROM THE KEYSTONE GARDENER:

State Convention - spring
Annual District Meetings – fall
Special District Meetings as announced by the Directors
Meetings of the State Board of Directors – June and October
Gardening Study Courses and Refreshers
Flower Show Schools and Symposiums
Landscape Design Schools and Refreshers
Environmental Studies Schools and Refreshers

STATE BIRD DAY - March 21

ARBOR DAY IN PENNSYLVANIA - Last Friday in April

NATIONAL GARDEN WEEK - Week of first Sunday in June

IMPORTANT AREA EVENTS: Check local sources for dates

Pennsylvania Horticultural Society

Philadelphia Flower Show --early March

AWARD INFORMATION and DEADLINES:

Award year is January 1 to December 31, annually
December 1 is the deadline date for all award applications except
where otherwise noted in the award description.

GCFP SEE THE CURRENT AWARDS MANUAL ON THE GCFP WEBSITE

www.pagardenclubs.org

CAR-SGC

www.car-sgc.org

Award deadline: to be received from the State Awards Chair -- May 1
NGC National Awards are listed in the fall issue of *The National Gardener*.
** Only the State Awards Chair may send applications to the National Awards Chair.

SCHOLARSHIP APPLICATION DEADLINES:

National Scholarship Applications –February 1
State Scholarship Applications - February

PROCEDURES FOR THE BOARD OF DIRECTORS

GCFP Bylaws, Article IX, Sec. 1 states, in part:

The Board of Directors shall:

- A. Consist of the Elected Officers, Appointed Officers, District Directors, State Committee Chairpersons, the Advisory Committee and members of the Nominating Committee.*
- B. Be empowered to transact the affairs of the GCFP and be responsible for its operation.*
- C. Take action on matters presented to it by the Executive Committee.*

BOARD OF DIRECTORS

The Board of Directors manages the affairs of the GCFP except as may otherwise be provided for in the Bylaws.

MEETINGS

1. All members of the Board of Directors are expected to attend all State Board Meetings and the Annual Convention of the GCFP, contributing their services and staging exhibits for the Annual Convention when requested.
2. State Board Members should attend the Annual District Meetings in their home Districts and in other Districts when feasible.
3. Special committee Chairs shall attend the State Board Meetings when requested by the President.
4. Garden Club Presidents are welcome to attend Board of Directors meetings as non-voting members.

COMMITTEE CHAIRS

In most instances, State Chairs will have corresponding Chairs on the District level, in which case these Chairs shall comprise their committee. However, because of distances within the State, it may be advisable to collaborate via Zoom meetings.

CORRESPONDENCE

1. Answer all mail and electronic mail promptly. All letters, reports, or directives **MUST BE DATED** and identified with return addresses.
2. Send copies of important correspondence, all communications with any member of the National Board, and articles for **THE NATIONAL GARDENER** to the State President.
3. Board Members are entitled to GCFP stationery but are requested to use it with discretion. Stationery can be ordered from the President by email, mail, or phone, giving the exact number of the particular type of stationery needed. The request for stationery must be made several weeks before a Board meeting, and it will be carried to the Board Meeting for distribution.

RECORDS

1. Board Members are expected to become thoroughly familiar with the Bylaws and Standing Rules and Policies of the GCFP. Underline information pertinent to the chair's duties or list these in a Record Book for quick reference.

PROCEDURES FOR THE BOARD OF DIRECTORS, Continued

2. It is strongly recommended that each member of the Board of Directors keep a Record Book dealing solely with their particular job and giving all pertinent information, which will be of use to their successor. Any motion recorded in the minutes should be copied into this record book by the Board member. This Record Book shall be passed on to the next chair upon their appointment.

REPORTS

1. The State Chair shall request a brief report from the District Chair prior to each Board meeting.
2. All Officers, District Directors, and Chairs shall email or hand deliver one copy of all Board Meeting reports to the Recording Secretary at least week before the meeting. The Recording Secretary's copy shall subsequently be filed with the minutes.

GENERAL PROCEDURES

1. Members of the Board of Directors having matters to bring before the Board requiring discussion and vote should notify the President at least two (2) weeks in advance of the meeting in order to request a place on the agenda for this action.
2. A member should have the privilege of being included on the agenda of the Finance, Investment, and/or Executive Committee to present his/her subject, address any questions and defend his/her position if necessary.
3. Chairs are encouraged to contribute articles to the *Keystone Gardener* when requested by the Editor. They should also feel free to send interesting and informative articles to the *Keystone Gardener & KG Online* as well as the GCFP website at any time. The *Keystone Gardener* deadlines are Feb 1, May 1, Aug 1, and Nov 1.
4. All checks made out to the Garden Club Federation of Pennsylvania must be sent to the Treasurer immediately upon their receipt.

ESSENTIAL INFORMATION FOR BOARD MEMBER FILES

1. **State Bylaws** – additional copies may be printed from the GCFP Website.
2. **The Board of Directors Manual** – this manual is to be kept up-to-date with each administration on the GCFP website. As new material comes out or department activity changes, the Chair of Organizational Study should be alerted, a new insert added, new publications added, and the website updated.
3. **Directory Issue of the *Keystone Gardener*** contains a list of GCFP Officers and the Board of Directors; this is published and distributed to all GCFP members in the first year of an administration.
4. **State Awards Manual** –copies may be obtained from the GCFP Website.
5. **CAR-SGC Newsletter** – "The CAR Review" is available at www.car-sgc.org
6. **National Awards Information** – *The National Gardener*, fall issue and the NGC, Inc. website.

DUES – FEES – CONTRIBUTIONS

GARDEN CLUB FEDERATION OF PENNSYLVANIA

Checks should be made payable to THE GARDEN CLUB FEDERATION OF PENNSYLVANIA, or where applicable to the appropriate State Officer or Chair.

DUES – The Financial Secretary receives all dues.
The current Club Roster must be sent or emailed with payment of annual club dues.

Federated Garden Clubs (Includes CAR-SGC, NGC dues)	\$10.00 per member
(New member dues are prorated quarterly)	
Affiliates (organizations)	\$35.00 per organization
Members-at-Large (individuals)	\$25.00 per member
Youth Garden Clubs	\$2.00 per club

FEES - Send to the Financial Secretary	
Admission fee for new clubs	\$25.00
Reinstatement fee	\$20.00 per club

CONTRIBUTIONS - Send to appropriate State Chair

Book of Recognition – Memorials or Appreciation Gifts	\$5.00 or more
Flower Show School/Symposium Fund	Any amount
Scholarship Fund – Memorials or Appreciation Gifts	\$5.00 or more
Natural Disasters/USA	Any Amount
Land Trust	Any Amount
Plant -A-Tree (formerly Penny Pines)	\$50.00 or any amount
Life Membership	\$100.00 each
(Proportional distribution of Life Membership fee shall at no time assign less than 50% to the Scholarship Fund – <i>See By-Laws Art V, Sec 2C and Art. VII, Sec 5 D3b and Standing Rules and Policies, 4d</i>)	

CENTRAL ATLANTIC REGION OF STATE GARDEN CLUBS

Make checks payable to CAR-SGC and send to the CAR-SGC Treasurer – name and address are on their website

DUES	
State Garden Clubs - Paid by GCFP (included in GCFP dues)	\$0.09 per member

CONTRIBUTIONS	
CAR-SGC Life Membership	\$50.00 per member

NATIONAL GARDEN CLUBS, INC.

Make checks payable to National Garden Clubs and send to:
4401 Magnolia Ave., St. Louis, MO 63110-3492

DUES – FEES – CONTRIBUTIONS, Continued

NGC, Continued:

DUES

State Garden Clubs – Annual dues paid by GCFP \$1.00 per member

Youth Gardening – Annual Dues paid by GCFP \$10.00 (all clubs)

CONTRIBUTIONS

Life Membership \$200.00 per member

(\$100.00 credited to Scholarship Fund, \$100 credited to Permanent Home)

Special CONTRIBUTIONS, GIFTS AND MEMORIALS

Permanent Home \$50.00 or more

Stewards of Tomorrow (5 1/2" x 18" plaque) \$2,000-4,999

Stewards of Tomorrow (12"x 18" plaque) \$5,000

Path of Success (4" x 8" plaque) \$250

STANDING RULES AND POLICIES

06/2025

1. GENERAL

- a. It is understood that no member of the Board of Directors may accept any form of remuneration when asked to advise a GCFP Club, District or GCFP sponsored activity in her official capacity. Reimbursement may be accepted for necessary expenses. However, this rule does not apply when programs are presented.
- b. The membership list of the GCFP may neither be given nor sold to any other organization, business firm or individual without the consent of the President.
- c. A replica of the GCFP President's pin, reduced in size, shall be the GCFP official Past President's pin, and must be returned to the GCFP Treasurer when the former President is no longer involved, or by the family, for redistribution to new presidents.
- d. Funds contributed for a special purpose, such as Scholarship, Natural Disasters USA, Habitat for Humanity, Plant a Tree, Flower Show School/Symposium, Blue Star Markers, and Book of Recognition shall be used only for the purpose for which designated or upon vote of the Board of Directors, in the event that the original need is discontinued, for purpose similar to the intent of the original fund.
- e. The official logo and/or seal of the GCFP shall be used only on publications, programs, advertising and media associated with the Federation.
- f. The President of the GCFP accepts no personal favors, gifts, or tours from a commercial organization without approval from the Executive Committee.
- g. At the National Convention following election of the GCFP officers, the immediate past GCFP President shall present the GCFP report and shall accept all awards. If she is unable to attend, the newly elected GCFP President shall assume these duties.
- h. District Directors and Past District Directors pins shall be made available for purchase by the Districts through the Treasurer.
- i. The GCFP accepts the endangered species list as presented by the Judges Council; this is posted on the GCFP website (see "*Flower Show Judges' Info*").
- j. A biographical file shall be kept on all former GCFP Presidents by the Personnel Chair.
- k. All eligible candidates for the National Garden Clubs, Inc. Nominating Committee and eligible candidates for Central Atlantic Regional Director shall be contacted by the GCFP President to ascertain their willingness to serve.
- l. All contracts (excluding agreements pertaining to the Board meetings) shall be signed by the GCFP President or Incoming GCFP President.

2. AWARDS

- a. All GCFP awards and contests and changes to existing awards and contests must be cleared through the Executive Committee.
- b. The GCFP shall present one Gold Seal Award annually, "if applied for and merited".
- c. The GCFP Chair of Judges Council shall present, at the Philadelphia Flower Show, eight (8) Special Achievement Awards of the GCFP, if merited, to exhibits of unusual excellence; two (2) in Conservation, two (2) in creativity, two (2) in Education and two (2) in Horticulture. The Blue and Gold Ribbon of

STANDING RULES AND POLICIES, Continued

the GCFP shall be presented daily to the highest scoring Blue Ribbon Winner in the Niche Classes scoring 95 or more points.

- d. The GCFP Chair of Judges Council shall select the Judges for the Special Achievement Awards for the Philadelphia Spring Flower Show. They should be assigned from our Judges Councils on a rotating basis.
- e. Exceptional Horticulturalists shall be presented with a printed card indicating that their names have been placed in the GCFP Book of Exceptional Horticulturalists. The card is to state when they were so honored and by whom.
- f. The GCFP shall present a monetary award to each club as it reaches its 50th, 75th, and 100th anniversary as a member of the GCFP. Certificates may be awarded for other anniversary years.
- g. The GCFP shall purchase rosette ribbons that correspond to the top State Flower Show Awards and make them available, through the GCFP Flower Show Awards and Ribbons Chair, to garden clubs for their flower shows. The clubs are to pay the cost of the rosettes plus postage.

3. CONVENTION AND MEETINGS

- a. The GCFP Annual Convention shall be geographically rotated annually and a schedule set up for three (3) years in advance. Odd year conventions are planned in the area of the incoming President's installation if agreed upon by the hosting district.
- b. A record book from the convention should be completed by July 1st, containing written reports and records from the Chair and all committee Chairs. This book may be prepared in hard copy or digitally, and given to the Chair of the next convention as soon as possible. Hard copies are to be returned to the original District.
- c. Twenty-five percent of the net balance from the Annual Convention shall be returned to the Host District for a District project. When two or more Districts host, fifty percent of the net balance will be shared equally by the Districts. The remaining fifty percent will be retained by the GCFP.
- d. All dates for the District Annual Fall Meetings shall be set two (2) years in advance.
- e. Delegates to the NGC Convention and the CAR-SGC Conference shall be briefed by the State President on business that will be on the agenda of the convention at which they will serve.
- f. GCFP Board Meetings shall be held in the center of the state, when feasible.
- g. The convention committee shall be granted funds up to \$3,000 in advance to cover initial costs such as printing, etc. This advance is to be returned to the GCFP as soon as possible.

4. FINANCE

- a. A GCFP official Past President's pin, in 14K gold, shall be presented to the GCFP President at the end of the administration with instructions for its return. (See *GCFP Return Policy in BOD Manual, "Advisory Council"*). This expenditure is to be included in the Annual Budget.
- b. The GCFP shall carry insurance for full value on the President's Pin, the Governor's Trophy, and the Mrs. Ernest N Calhoun Attendance Bowl and the Junior Gardener's Trophy.

STANDING RULES AND POLICIES, Continued

- c. In the event of the death of a current member of the Board of Directors, or spouse, a \$50/\$25 donation shall be given to the GCFP Scholarship Fund as a memorial.
- d. In the event of the death of a former or current State President, \$100/\$200 shall be placed in the GCFP Scholarship Fund as a memorial.
- e. When the immediate Past President attends the NGC Convention following the election of the GCFP officers, the GCFP shall provide an expense allotment as agreed to in the annual GCFP budget.
- f. The expenses of the Scholarship Committee for postage, notepaper, printing, etc., shall be paid from the proceeds of the Scholarship Fund.
- g. The expenses of the State Life Membership Chair for postage, note cards, etc., shall be paid from the proceeds of the State Life Membership Fund.
- h. When a deposit is required by the motel/hotel for booking board meetings, an advance not to exceed \$500 shall be paid from GCFP funds by the Treasurer on request from the 2nd Vice President and repaid at the time of the meeting.
- i. The GCFP shall send annual membership dues and contributions to organizations approved by the Board and included in the annual GCFP budget.
- j. The GCFP shall cover the meal expenses of the State-Essay Contest winner and two guests to attend the State Convention.
- k. All GCFP stipends shall be reviewed by the Finance Committee in the even numbered year.
- l. Dues submitted by a club to GCFP are non-refundable as portions are allocated to other organizational expenses. In the event of a member's death after dues have been paid, the Club may, at its discretion, refund a portion to the family. However, the \$10 per member fee remitted to GCFP remains non-refundable. (pending approval 06-2025)

5. SCHOOLS

- a. All schools and symposiums shall submit budgets of anticipated expenses per course to the appropriate State Chair for approval before making final commitments to speakers, etc.
- b. All these schools shall be granted funds in advance to cover the cost of printing, publicity, etc., said funds to be returned promptly to the Treasurer from school receipts at the end of the series of courses.
- c. In the event the GCFP shall at any time select a co-sponsor of any School or Symposium and the co-sponsor agrees to act as such, it shall also agree to share equally in all revenue gains and losses incurred in the event.
- d. All Schools, Conventions and Symposiums are required to send an Annual Report for each Fiscal Year, with an itemized account of income, expenses and net balance to the GCFP Treasurer and GCFP Investment Chair. Due date – June 15.

6. KEYSTONE GARDENER

- a. Complimentary copies of the *Keystone Gardener* and the *KG Online* shall be sent to the NGC President, and the CAR-SGC Director. The Directory issue, only, will be sent to State Presidents in the NGC.
- b. The GCFP will publish up to three issues of the *Keystone Gardener* per administration – the Directory issue and two (2) Convention issues. The *KG*

STANDING RULES AND POLICIES, Continued

Online will publish three (3) issues per years that will be posted on the GCFP website.

- c. The list of awards shall be published in the *Keystone Gardener* or the *KG Online* annually following the State Convention.
- d. The Board of Directors roster shall only be published in the Directory issue in the odd numbered year, and the revisions to the roster will be updated as needed on the Website.

7. CO-SPONSORSHIPS AND GRANTS

- a. In the event the GCFP shall select a co-sponsor of a conference, program or workshop (hereafter "event" or "events"), and at the time such co-sponsor agrees to act as such, it shall also agree to share on an equal basis with the GCFP the loss, if any, incurred in the operation of such events.
- b. All monies in excess of expenses realized from any-event shall be returned to the GCFP Treasurer within six (6) weeks after the event. Fifty percent of the net balance shall be returned to the co-sponsor.
- c. In the event the GCFP shall sponsor any event based on a grant from an outside source, the following guidelines shall apply:
 - i. All requirements of the grantor shall be presented to the Executive Committee before approval is given to apply for a grant.
 - ii. Copies of all materials required by the grantor and submitted in order to qualify for a grant shall be sent to the State President.
 - iii. It is customary for a grant to be paid directly to the GCFP after which it shall for forwarded to the Treasurer of the event.
 - iv. A complete financial accounting of the event shall be forwarded to the GCFP Treasurer along with any remaining funds within six (6) weeks after the workshop
 - v. Any remaining funds are to be used for other projects of the same intent and purpose within the GCFP, subject to the requirements of the grantor.

d. NOTE: It is very important that these financial rules be followed in order for our audit to show proof of our funds being used for educational purposes so as not to jeopardize our Federal and State tax exemptions.

OFFICERS' & EXECUTIVE COMMITTEE JOB DESCRIPTIONS:

PRESIDENT

PRESIDENT'S DUTIES: FOR THE GCFP

1. As directed in the Bylaws of the Garden Club Federation of Pennsylvania (*Art. VI, Section 2*).
2. Know thoroughly the Bylaws and the Standing Rules and Policies of the GCFP. Read past minutes as a refresher on the many phases of GCFP activities.
3. Become familiar with basic parliamentary procedure.
4. When appointing Chairs, an effort shall be made, whenever possible, to change personnel so that a Chair does not serve more than two (2) consecutive terms in the same capacity.
5. Announce to the Board of Directors, meeting dates and places as soon as possible. Check these with the Vice President in charge of meetings Alert Board Members to other important dates to insure the largest attendance possible at meetings.
6. Set the dates for District Annual Meetings, 18 months to 2 years in advance, checking the dates of the National Fall Board Meeting. Publicize them via the GCFP Calendar, the website and the *Keystone Gardener* as soon as possible in order that the information will be available to clubs.
7. In the month preceding the election and installation, instruct the Webmaster to post a roster of all board members on the GCFP Website.
8. After receiving from the Pittsburgh Foundation, the Natalie Constance Smith Grant Donation for Flower show Schools, send a handwritten note thanking Natalie's son, Robert B. Smith, 6101 Stephens Crossing, Mechanicsburg, PA 17050-2371.
9. Send handwritten letters of congratulations to all new garden clubs, new Presidents, new Flower Show Judges, new Landscape Consultants, new Gardening Study Consultants, and new Environmental Consultants.
10. Whenever possible, accept all invitations from clubs. If unable to do so, inquire whether they wish to have a representative attend. If they do, appoint the representative.
11. Study the awards offered by NGC and the GCFP and be alert to projects which would qualify.
12. See that clubs sponsoring them are contacted and urged to apply for the awards.
13. Promote all NCG and GCFP Awards. Be knowledgeable about the work of the state Chairs and committees so as to encourage applications for National Awards for the GCFP.
14. Encourage Board Members to study the entire program of the GCFP and to work together increasing the interest and activities of each club and individual member.
15. Tour the state and attend all District Annual Meetings.
16. Write President's column for the *Keystone Gardener* (3 issues) and the *KG Online* (4 issues).
17. Update the Annual Club Report form and update the website.

PRESIDENT'S DUTIES: FOR NGC AND CENTRAL ATLANTIC REGION

1. As directed in the Bylaws of the National Garden Clubs, Inc., "The Board of Directors shall ratify the President of each State Federation as a member of the Board of Directors retroactive to the time they assumed office in their State."

PRESIDENT, Continued

2. Immediately following ratification, the President will send a roster of all board members to: the incoming National President, and the Executive Director of Headquarters at NGC.
3. Immediately following ratification, the Database Manager shall be instructed to include the names of the new State Presidents on the mailing list for the Directory Issue of the *Keystone Gardener* and to remove the past State Presidents.
4. Become familiar with the Bylaws of NGC. and the Bylaws and Policies of the CAR.
5. Instruct the GCFP Treasurer to pay dues to NGC as instructed in the Bylaws.
6. Shall be the official representative of the GCFP and shall attend the Annual Board Meetings of the National Garden Clubs, Inc., and the meetings of the Central Atlantic Region. If unable to attend, shall appoint a Vice President, in order of their rank, to be the representative.
7. Report the accomplishments of the state at the Annual Convention of NGC, Inc. and Annual Conference of Central Atlantic Region.
8. Prepare and forward to the National Credentials Chair, the credentials of each delegate and each alternate to the National Convention; do the same for the Central Atlantic Region Credentials Chair for the CAR Conference.
9. Shall be responsible for collecting material and information presented by National Chairs and distributing it to the appropriate State Chairs.
10. Emphasize the importance of NGC and CAR Conventions at meetings and in the *Keystone Gardener*. Encourage subscribing to *The National Gardener*.
11. Return personnel forms to the NGC Chair for GCFP members to serve on the NGC Boards.

PRESIDENT'S DUTIES: FOR GCFP ANNUAL CONVENTION

1. Serves on the committee to choose GCFP convention sites and approves the date of the convention.
2. Appoints a Convention Chair after consultation with the District Director in the area in which the convention is to be held. If two (2) Districts are sponsoring a convention, the Chair is to be chosen from one district and the Vice Chair from the other
 - i. district.
3. Confirms that the Second Vice President will preside at the Sunday evening Convention Banquet and that the first Vice President will preside at the Monday Convention Luncheon.
4. Appoints committees or individuals, as necessary, for special program duties at the annual business meeting. (See Convention Directives for specific duties relating to the convention.)
5. Selects head table and second tier honorees for banquet events.
6. Selects candidates for GCFP Presidential Citations.
7. Signs all award certificates.
8. Send invitations to National President/Regional Director to attend Convention.

FIRST VICE PRESIDENT

DUTIES:

1. As directed in the Bylaws (*Art. VI, Section 2, B*).
2. In the event that the President shall wish for the First Vice President to act as liaison for the Districts, the First Vice President shall:
 - a. Call a meeting of the District Directors as soon as possible after the election to work toward coordinating the activities of the Districts. The District Director Manual will be the authority in this meeting.
 - b. Maintain communication with the District Directors, especially just prior to the GCFP Board meetings, notifying them of any special topics to be discussed or any information which they should bring to the meeting. These meetings are usually scheduled for the early morning of the second day, with the approval of the State President
 - c. Review the GCFP calendar and notify the *Keystone Gardener* Editor and the Webmaster with changes and corrections.
 - d. Upon request of the State President, assist the President in dispersal of information to the District Directors.
 - e. Keep the District Director Manual up-to-date and facilitate the work of the District Directors whenever possible.
3. Make arrangements for a group photograph to be taken of all attendees at the National Convention. Notify attending members of the time and location.

SECOND VICE PRESIDENT

DUTIES

1. As directed in the Bylaws (*Art. VI, Section 2, C*)
2. Supervise and coordinate the Summer and Fall State Board Meetings.
3. Make arrangements for the GCFP Board meetings as directed by the President.
4. Meetings should be set up in the center of the state whenever feasible. (See Standing Rules and Policies pg. 8, #3, f.)
5. The Summer Board meeting to be held the first full week of June unless it directly follows the GCFP Convention.
6. The Fall Board Meeting to be held the first full week of October unless it directly follows the NGC Fall Board Meeting.
7. Contact hotel.
 - a. Prefer locations outside of center cities.
 - b. Learn prices of rooms and meals – confirm in writing.
 - c. Reserve block of sleeping rooms (mostly double) for approximately 70-80 people.
 - d. Arrange for meeting room for the first day: set up classroom style, for approximately 70-80 people, beginning at a time set by President. Be certain that there is a microphone, podium, and American Flag available.
8. Arrange for the same meeting room for the following morning. Also reserve a meeting room for use by the Nominating Committee and Advisory Board.
9. Arrange for banquet room for approximately 70-80 people.
10. Set price of meals which should include tax and gratuities.
11. Notify hotel of your choice of menu and number to expect in writing or by email. Be cognizant of special dietary restrictions.
12. Meal reservations and checks are sent to the Second Vice President.
13. Forward checks for the GCFP Board meeting reservations to the Treasurer.
14. Forward the hotel and meal invoices for the GCFP Board meetings to the Financial Advisor.
15. Room reservations are made by individuals directly to the hotel, and they must ask for a "GCFP BLOCK OF ROOMS".
16. Notify Corresponding Secretary of location, directions, meal choice, and prices for the CALL.
17. Make up a "Meal Tag" for each reservation and distribute to attendees.

RECORDING SECRETARY

DUTIES:

1. As directed in the Bylaws (*Art.VI, Section 2, D*)
2. Keep an accurate record of attendance at all meetings of the Board of Directors, Executive Committee and the Investment/Finance Committee.
3. Call to the attention of the President any unfinished business or any item on the agenda that has been overlooked.
1. Read the reports of any Chair or other Board member who is unable to attend the meetings.
2. Record in the minutes all motions and resolutions which have been brought to the meeting, whether they have been accepted or defeated. All motions should be read back to the Board by the Secretary during the meeting to ensure that the motion is accurately recorded.
3. When a motion, approved by the Board of Directors, involves a particular officer or Chair/Chairs, a copy of the motion should be emailed to those involved within two (2) weeks following the Board Meeting.
4. It has been the custom of the GCFP to include in the minutes, short statements excerpted from the reports of the Chairs. The Recording Secretary may wish to instruct the Chair to underline or highlight the statements they wish recorded in the minutes.
5. Minutes of all meetings should be forwarded to the President within three (3) weeks for approval and, once approved, forwarded within one (1) week to the President for emailing to members of the Executive Committee, Investment/Finance Committee and the GCFP Board.
6. Written copies of Board Members' reports shall be filed with the minutes in the Recording Secretary's files (*see Bylaws, Article VI, Sec. 2. D3*).
7. The President may direct that all motions should be presented to the Recording Secretary in writing.
8. Following a Board Meeting, the Recording Secretary emails a copy of reports to: the President, the Historian, and the *Keystone Gardener* Editor. Recording Secretary's copies, retained to use in writing the Minutes, should be stored, with the completed Minutes. (See Procedures for Board of Directors, Reports, p. 4)
9. Keep an up-to-date book of all GCFP Motions. Once a year, email all Motion/Recommendations to the GCFP Officers, Appointed Officers, Appointed Members and Advisory Committee.
10. A copy of the approved minutes from each meeting should be filed in the binders given to the Recording Secretary at the time of his/her installation.

TREASURER

DUTIES:

1. As directed in the Bylaws (*Article VI, Sec. 2, F & H, and Article VII, Sec. 5*) and in the Finance Section of the Standing Rules and Policies.
2. Shall serve as Chair of the Finance Committee
3. Shall serve as Chair of a budget Committee to be appointed by the President with the approval of the Executive Committee of the GCFP.
4. Email the Statement of Financial Activity, Balance Sheet and Annual Budget reports to Board Members for the State Board Meetings.
5. Deposit funds received on a weekly basis.
6. Sign all checks for GCFP.
7. Sign all legal documents (excluding contracts) for GCFP, such as tax reports, etc.
8. Deposit funds received from 2nd Vice President for Board meeting reservations.
9. Correspond with Chairs in reconciliation of funds of various activities, i.e., Plant a Tree, Natural Disasters, etc.
10. Receive annual reports from All Schools, Conventions, and Symposiums for each fiscal year, with an itemized account of income, expenses, and net balance. -The Due date for reports is June 15.

FINANCIAL SECRETARY

DUTIES:

1. As directed in the GCFP Bylaws: (*Art. VI, Sec. 2, G & H, Art. VIII, Sec. 5, A*)
2. Receives and deposits dues checks from the Garden Clubs, Affiliates, and Members-at-Large, and forwards these funds to the GCFP Treasurer in a timely manner.
3. Opens a GCFP checking account that has no minimum balance requirement; this account will have the GCFP Treasurer as a co-signer.
4. Prepares the printed annual dues invoices for each Garden Club, Affiliate Member, and Member-at-Large and mails them on or before May 1st; the invoice will include the official number of Club members as forwarded from the GCFP Database Manager. If requested, sends the invoice to Affiliates and Members-at Large by mail or email. Database Manager will forward the Treasurers mailing information.
5. Prepares a spreadsheet listing Clubs by District for recording annual Club dues, recording checks received, including check number, and the date deposited; makes copies of all checks before depositing them; records the date and the check number when funds are transferred to the Treasurer/General Operating Account. Maintains a balance of \$100 until the end of the Financial Secretary's term of office; closes the account.
6. Receives copies of each Club's list of members (dated as of May 1st), either from the Club or from the GCFP Database Manager to verify the correct number of members are paid. Communicates with Club treasurers when questions or discrepancies arise.
7. Notifies the District Director if Club dues are not received by July 1st and submits 2nd notice invoices.
8. If Club dues are not paid by October 15th, notifies the State President, District Director and Membership Chair that the Club should be dropped for non-payment of dues. Upon confirmation from the State President, notifies the Club Treasurer, District Director and the GCFP Database Manager.
9. When new Clubs apply for GCFP membership receives, from the District Director, a copy of the application and the new Club application fee, which is held until annual dues are paid; prepares an invoice for dues based upon the number of members and the date the application is received. Notifies the State President, District Director, Membership Chair, the 501-c-3/990 Coordinator and Database Manager when new Club dues are paid.
10. Receives notification from the District Director when Clubs resign from GCFP.
11. Prepares reports for each meeting of the Finance-Investment and Executive Committees, the Board of Directors, and the Annual Convention. At the June meeting, prepares a report for the fiscal year from May 1 to April 30, including information on new Clubs and any which have resigned.
12. Prepares an article for the biennial Directory Issue of the *Keystone Gardener* explaining the dues procedure, in particular any changes; forwards this document to the GCFP Webmaster for the GCFP website.

FINANCIAL SECRETARY, Continued

13. Participates (if asked) in any GCFP training that covers information about paying dues; responds to questions from Club Treasurers or other Club officers relating to the payment of dues.

CORRESPONDING SECRETARY

DUTIES:

1. As directed in the GCFP Bylaws (*Art. VI, section 2, E.*
2. The Corresponding Secretary is appointed by the President
3. Update Contact List – Obtain board members’ names, emails, and mailing addresses from the Database Manager as soon as the new State Administration takes office.
4. Distribute Roster – Send board roster to NGC President, CAR Director, and NGC Headquarters.
5. Manage Nametags – Update nametags for new and departing board members before the June meeting; keep extras available. Submit expenses to GCFP Treasurer.
6. Prepare Meeting Communications – Load board members’ emails, organize them into smaller groups, and send board meeting notices (“Call”) via blind copy (Bcc).
7. Format & Send Meeting Notices – Combine documents from the President and 2nd VP, standardize font (Verdana, Trebuchet MS, Calibri, or Arial), and distribute in both Word and PDF formats. The Subject Line should read: GCFP Board Meeting and date.
8. Mail Hard Copies – Send printed “Call” to members without email.
9. Notify the Webmaster when the “Call” is sent and ensure the Webmaster receives “the Call” at the same time as the Board Members as the Webmaster is also a member of the Board.
10. Send Reminders – Follow up on hotel and dinner reservation deadlines.
11. Assist with Roommates – If requested, help members find roommates by sending a group email.
12. Prepare a Brief Report – Provide a written update at board meetings; email a copy to the Recording Secretary.
13. Collect & Store Nametags – Ensure members return nametags after meetings; organize for future use.
14. It is not necessary to take nametags to the GCFP Convention.
15. Update Contact Information – Keep email lists and nametags current; confirm updates with the Database Manager.
16. Handle Additional Correspondence – Assist the President with any required communications.

PARLIAMENTARIAN

DUTIES:

1. As directed in the GCFP Bylaws (*Art. VIII, Sec. 1, A*)
2. The Parliamentarian is appointed by the President.
3. Become familiar with GCFP Bylaws and Standing Rules and Policies. Robert's Rules of Order, Newly Revised. He/she shall be the parliamentary authority for the GCFP except where it is inconsistent with the Bylaws or the Standing Rules and Policies of the GCFP.
4. Be present at the meetings of the Executive Committee, the Board of Directors, and the business sessions of the Annual Convention as the Parliamentary Advisor to the President. At the request of the President, he/she shall serve on any committee where his/her knowledge and understanding of parliamentary procedure would be valuable.
5. The Parliamentarian sits at the immediate right of the President at business meetings.
6. Upon request, assist the Districts and Federated Garden Clubs in formulating or amending their Bylaws and Standing Rules or Policies.
7. Upon request, give information and opinions on parliamentary questions of concern to the GCFP, the Districts and the Federated Garden Clubs.

APPOINTED MEMBERS

DUTIES:

1. As directed in the GCFP Bylaws (*Art. VIII, A; Art. IX, A*)
2. Appointed Members are appointed by the President and approved by the Board of Directors.
3. Attend the Finance Committee, Investment Committee, Executive Committee and Board of Directors meetings.
4. If asked to chair a special committee or project, keep the President informed of all activities and be prepared to report at regular Board meetings.
5. Must be a member in good standing of a Federated Garden Club.

DISTRICT DIRECTORS

DUTIES:

1. As directed in the GCFP Bylaws (*Art. XI*)
2. As outlined in the District Directors Manual.
3. Attend all meetings of the Executive Committee and Board of Directors.
4. Represent all the member clubs in your District. Be prepared to bring their needs and thinking to the attention of the Board Members. Limit reports at these meetings to two (2) to three (3) minutes as directed.
5. Emphasize that Assistant Directors are part of the Board of Directors and are welcome at the GCFP Executive and Board of Directors meetings. (*Bylaws Article XI, Sec. 6.*)
6. Stress the importance to clubs in your District of:
 - a. Notifying the GCFP Database Manager of changes in club officers
 - b. Notifying the District of changes in club officers
 - c. Notification of changes should be done by the club as soon as possible.
 - d. Stress to the clubs the need to send all changes in their membership addresses and deletions to the GCFP Database Manager *promptly. This information must be kept up-to-date.* The guidance of the District Director is vital in this matter.
7. Pertinent mailings/emails which you send to District Club Presidents should also go to the State President and the First Vice President. Such as newsletters, and special event information, to which they are invited.
8. If your District has a corresponding State Chair, urge them to send their names and addresses to them (as soon as they take office).
9. Keep clubs informed of all Federation projects and their part in them.
10. Be knowledgeable. Promote ALL NGC AND GCFP Awards.
11. Notify the State President when a club in your District reaches its 50th, 75th, and 100th ANNIVERSARY as a member of the Federation. (See page 7, Standing Rule 2.f.)
12. If possible, hold a Club Presidents Workshop in the District each year and encourage Club Presidents to attend the GCFP Leadership Workshops held in the odd numbered years.
13. Establish and maintain a map showing the location of the clubs in the District. This map should be shared with the GCFP Membership Chair.
14. Assist the Investment/501(c)(3)/990 Reporting Chair in the collection of the 990 Forms from Clubs within your District.

ASSISTANT DISTRICT DIRECTORS

DUTIES:

1. As directed in the GCFP Bylaws (*Art. XI, Section 6*)
2. Attend the Garden Club Federation of Pennsylvania Executive and Board of Directors meetings. However, when voting, there is only one vote per District.
3. If requested by the District Director, pre-arrange for winter, spring, and fall District meetings.
4. If requested by the District Director, contact club presidents and/or Chairs to make arrangements for meetings.
5. If requested by the District Director assist with hosting club to arrange for speaker for District Annual meeting.
6. Supply host clubs with "Quarterly" Board Meeting and District Annual Meeting Host Duties, with spreadsheet for finances.
7. Be willing to assume leadership, when the Director is absent.
8. Assist in duties assigned by the Director.

COMMITTEES JOB DESCRIPTIONS

501(c)(3)/ 990 COORDINATOR

DUTIES:

1. Work under the direction of the GCFP Treasurer and Finance Committee.
2. Solicit assistance from District Directors in notifying garden clubs of the requirement to file the 990 forms, in order to maintain sub-ordinate organization "active status" under the GCFP501(c)(3) "umbrella".
3. Keep the 990 form up-dated and submit the current form to the GCFP Website, for downloading.
4. Solicit assistance from District Directors in the collection of the 990 forms, from the clubs in their Districts.
5. Collect 990 forms from all clubs, by the DUE DATE; notify delinquent clubs; and turn over forms to the accountant.
6. Be in close contact with the CPA, the GCFP Financial Adviser, and the GCFP Treasurer, and make every effort to provide all the information needed, in a timely fashion.
7. Expect to-receive and respond to inquiries from clubs about tax issues and should make every effort to answer all questions.
8. Attend GCFP Finance/Investment, Executive and Board of Directors meetings, and submit written reports.
9. PROCEDURE GUIDELINES:
 - a. In JANUARY: The 990 COORDINATOR will provide a list of all clubs included in the group 990 Tax Filing to the CPA, who then has it signed by the GCFP Treasurer, who then files it with the IRS.
 - b. In FEBRUARY: THE 990 COORDINATOR, -with guidance from the CPA, -will determine what information will be required from each club for the 990 filing. A form shall be prepared for distribution to membership before May 1st. (It is expected that a one-page form will be used for the current fiscal year by those clubs with gross receipts of less than \$50,000. Clubs with gross receipts over \$50,000 will be required to complete the longer form. The form DUE DATE will be June 1.)
 - c. In MAY and JUNE: The 990 COORDINATOR will review the forms, as they are received, and contact the club treasurer or president, if additional information is needed. (*Note: the CPA relies on information included in the reports and may require specific information about club activities.) Two lists will be updated/maintained – one for CPA numerically according to EIN & a second list by district.
 - d. By JULY 31: The 990 COORDINATOR will send the forms to the CPA. (*Note: The tax return for the GCFP group filing is due September 15. An extension is available, which runs to December 15. It is possible to request a second extension, but it is not recommended.)

501(c)(3)/ 990 COORDINATOR, Continued

- e. As NEW CLUBS JOIN the Federation÷ The 990 COORDINATOR will provide a new club with a “new club form”, the completion/submission of which will include the new club under the GCFP “umbrella”. The new Club’s EIN must be forwarded to the 501-3-c/990 Coordinator immediately.

ADVISOR

DUTIES:

1. Assist and advise the President when requested.
2. Attend State Board Meetings.
3. Proofread minutes and other documents, if requested.
4. Make the President aware of pending dates.

ADVISORY COMMITTEE

DUTIES:

1. As outlined in Bylaws (*Article X, Sec. 1 & 2*).
2. Consists of the former Presidents of the GCFP who are willing to serve. The immediate Former President shall be Chair. In the absence of the Chair, a Chair Pro Tempore shall be elected from among the members presently on the committee.
3. Questions to be considered by the Advisory Committee should be sent to the Chair at least ten (10) days before a scheduled meeting of the Board of Directors.
4. If possible, the Chair should notify the committee members prior to the meeting on matters to be discussed.
5. The Advisory Committee meets at 12:00 noon (usually at lunch) on the first day of the State Board Meetings.

OUT OF STATE RESIDENCY BY A GCFP FORMER PRESIDENT

Former Presidents of GCFP are permanent members of the Advisory Council (and of the BOD) as long as they are willing to serve regardless of where they live.

It is agreed that former GCFP Presidents will retain their membership in a Federated GCFP Garden Club.

GCFP RETURN POLICY FOR FORMER PRESIDENT'S PIN

(See also Standing Rules, page 7, 1.c)

Former President's pins are given to the outgoing President from the GCFP. They are presented by the incoming President at the Annual Convention after the installation ceremony. These pins must be returned to the GCFP Treasurer when the pin can no longer be worn, or upon the death of a former President so that the presentations may continue.

The GCFP Treasurer shall provide two (2) copies of the **GCFP RETURN POLICY FOR A FORMER PRESIDENT'S PINS** to each new Former President at the completion of the term of office. One (1) copy is to be signed and kept with the pin or will, and one (1) copy to be signed and sent to the GCFP Treasurer for filing in the GCFP Safety Deposit Box. This will facilitate the return of Former President's pins to the GCFP.

These pins may be worn exclusively by GCFP Former Presidents.

AWARDS CHAIR

DUTIES:

1. Acquaint oneself with all awards, the application requirements, and rubrics for judging all established NGC, CAR-SGC, and GCFP awards. Awards manuals are published on the NGC, CAR-SGC, and GCFP websites. Periodically revise and update the GCFP manual and supplemental documents for posting on the GCFP website.
2. Publicize awards and due dates through articles in the Keystone Gardener and the GCFP website.
3. Work closely with the Vice-Chair and the following GCFP Awards Committee Chairs:
4. Club Yearbook, Club Newsletter, Website, Flower Show Schedules, Flower Show Book of Evidence, Publicity Press Book, Smokey Bear/Woodsy Owl, and Youth Awards.
5. Attend GCFP Board Meetings to present a report update.
6. Acknowledge receipt of and judge all applications using the appropriate scoring rubric, keeping accurate records of all applications received.
7. Forward all NGC winners (top score of 90+) and CAR-SGC winners to the appropriate chair.
8. To judge award submissions from your own club, choose a committee person to evaluate the award application with either the Chair or the Vice-Chair.
9. Send monetary award info to the Financial Advisor along with the Chair and Vice-Chair Expense Reports.
10. Prepare a list of all winning entries for certificate printing; have certificates printed, signed, and gold GCFP seal attached.
11. Attend the convention to present awards, using a prepared PowerPoint for the presentations, and distribute certificates to District Directors.
12. Send all award results to the KG Online Editor for the May issue.

AWARDS VICE-CHAIR

DUTIES:

1. Works closely with State Awards Chair in all areas of the awards process.
2. Decides with Awards Chair the appearance of certificates, including font, style, and paper.
3. Prepares all certificates, using form for each provided on CD/thumb drive.
4. May begin in January to produce award certificates for known recipients such as President's Citations, Certificates of Appreciation, etc. A CD/thumb drive has been made for this purpose.
5. Provides or offers advice regarding club members who are willing to judge applications in order to provide as unbiased a group as possible. (All clubs do not apply for all awards.)
6. Prepares/provides a list of all awards and recipients to the GCFP President.
7. With the Awards Chair, announces the names of award winners at Annual State Convention, according to the plan decided upon by the Convention Chair and the GCFP President.

BEE GAP

DUTIES:

1. Promote the study of Native Bees by individuals and garden clubs.
2. Become familiar with the BEE GAP program as directed by the National BEE GAP Chair and promote it among federated garden clubs.
3. Instruct members about the beneficial aspects of native bees as Pollinators. Be a resource person for information on obtaining bee supplies and materials, and/or convey ideas on doing it yourself.
4. Provide information to members on their role in protecting native bees by writing articles for the *Keystone Gardener* and submitting articles for posting on the GCFP web site.
5. Prepare an exhibit on BEE GAP and/or Native Bees for the annual convention when asked to do so by the President or the Convention Committee.
6. Promote National and State conservation awards.
7. Create a Speakers List (for posting on the GCFP web site) by communicating through organizations and associations, garden clubs, youth groups, etc.

BIRDS BUTTERFLIES & CONSERVATION

DUTIES:

1. Encourage the appreciation of birds:
 - a. Promote exhibits on birds as part of standard flower shows
 - b. Encourage interest and inspiration for programs on birds
 - c. Inspire protection of birds
 - i. As a first line of defense against insects and rodents that destroy crops, gardens, and trees
 - ii. By establishing bird sanctuaries
 - iii. By making information available relative to the use and misuse of chemicals, including insecticides
 - iv. By providing aid and cooperation to bird appreciation organizations such as youth, bird clubs and Audubon
 - v. Promote the celebration of Pennsylvania Bird Day, March 21.
2. Encourage the appreciation of butterflies:
 - a. Promote exhibits on butterflies as part of standard flower shows
 - b. Encourage interest and inspiration for programs on butterflies
 - c. Inspire protection of butterflies
 - i. As an important means of pollination
 - ii. By promoting the establishment of butterfly gardens for the purpose of providing food and shelter
 - iii. By publicizing the location of established butterfly gardens which are open to the public such as Hershey Gardens, The Franklin Institute, Calloway Gardens, and The National Garden in Washington, D C.
3. Through contact with clubs and articles in the *Keystone Gardener*, promote plantings favorable to the preservation of birds and butterflies.
4. Promote sound environmental practices in home landscapes that provide food and shelter for birds and butterflies.
5. Maintain contact with conservation agencies, the GCFP Environmental Concerns Chair and the GCFP Native Plant and Wildflowers Chair.
6. Promote National and Pennsylvania Conservation Awards.
7. Prepare an exhibit on conservation for birds and butterflies when requested to do so by the State President or Convention Committee.

BLUE STAR MARKER
Central-/ East-/ West

DUTIES:

1. Each State Chair will assist the clubs and districts in their area through the ordering process and the ceremony preparation.
2. Dedication Ceremonies
 - a. Each area State Chair is encouraged to attend the dedication in their designated area.
 - b. Remind the club or district to invite The State President, 1st and 2nd VP and their District Director to the dedication.
3. Order Procedure:
 - a. The club sends their order form and payment to their area State Chair for review.
 - b. The area State Chair checks the order form for errors and retains a copy of the order form and check. The area State Chair forwards the original check and order form to the State President for review and final approval.
 - c. The State President reviews the order form for errors, signs the form, and then sends the original form and check to the National Blue Star Chair. The State President keeps a copy of the check and order form.
 - d. The National Blue Star Chair reviews the order form and then sends the original check and form to Sewah Studios.
4. Annual Convention Report:
 - a. Each State Chair keeps a chronological record of the signs in their area.
 - b. All three State Chairs will help consolidate their marker information for the year for a permanent record, and this information will be made into annual report for the Convention minutes.
5. Website Updates: Each State Chair submits information on their new state signs to the GCFP, NGC and CAR-SGC web pages.
6. *Keystone Gardener* Article
 - a. The three area Blue Star Chairs should take turns submitting an article to the spring issue of the *Keystone Gardener* listing new markers, where they have been placed, and any price increases.
 - b. Pictures are appreciated, but consent forms are required from anyone in the picture. (This is a rule from NGC)
7. Annual Convention Exhibit: If requested, one of the Blue Star Chairs should place a Blue Star exhibit at the Annual GCFP Convention.
8. Blue Star Order Book: Each Area Blue Star State Chair needs to keep a record book of the new orders in chronological order, a copy of each order on the front page and copy of the order check on the back page, in_clear-protector sheets.
9. Blue Star Memory Book: Each State Chair keeps a memory book, with a copy of the invitation, the program and any other item that might relate to the installation and dedication. These can be kept in clear plastic sheets in a separation section in the same binder as the order forms.

10. State President's Memory Book: Each area Blue Star State Chair is encouraged to make a memory page for the State President's Memory book.

BLUE STAR MARKER, Continued

11. Order Blue Star brochures from NGC. There is no charge except for postage. Also, encourage the person in charge of the marker for the club or district to download the Blue Star order and Dedication Book from the National Website.
12. An-NGC Blue Star Certificate will be sent to the Club or District Chair in charge of the dedication to be presented during the ceremony.
13. Have a liaison with the PA Turnpike, PennDOT, and Sewah Studios.

BOOK OF RECOGNITION DONATIONS

DUTIES:

1. Keep a record of the donor, recipient and amount given in a financial ledger.
2. Checks are made payable to The Garden Club Federation of Pennsylvania and sent to the "Book of Recognition" Chair. These contributions will be used, as needed, for the expenses of the GCFP at the discretion of the Board of Directors.
3. Contributions may be made in the amount of \$5.00 or more from individuals or garden clubs. These may be given "In Memory", "In Appreciation", or "Honoring" an individual or group. Cards are also available to honor someone for a birthday or anniversary.
4. Acknowledge all contributions to the "Book of Recognition" including the date and the amount of the contribution to the donor unless the donor states that this is unnecessary.
5. Send notes to the individual honored or to the family of the individual in whose memory a contribution has been made.
6. At least once a month send monies collected to the State Treasurer
7. Send a list of donors and recipients to the *Keystone Gardener* by the designated deadline as stated in the *Keystone Gardener* and *KG Online*
8. Enter names of donors and recipients in the "Book of Recognition."
9. Keep records of postage and submit to the State Treasurer for reimbursement
10. Have appropriate notification cards, with Federation Seal, printed in lots of 100 as needed and submit bill for payment to the State Treasurer.

CHAPLAIN

DUTIES:

1. Prepare and present devotions and invocations as requested by the State President for meetings of the Board of Directors and for the GCFP Conventions.
2. When asked to do so by the President, organize and present a Memorial Service at the annual meeting to honor Federated Garden Club members who have passed away since the last service.

CIVIC DEVELOPMENT

DUTIES:

1. Promote projects which improve the community esthetically and/or environmentally. Such projects may include Community Beautification, Conservation and Conservation Education, Reclamation and Recycling, Preservation, Roadside Development, Litter and Pollution Control, Civic Improvement, and Landscape Design.
2. Supply information about trends in civic improvement that are environmentally sound practices such as "green" roofs, water permeable tiles for driveways and parking lots, raingardens, harvesting methane gas from landfills, replacing grass with native plants, etc.
3. Inform GCFP clubs and District Chair about these trends through articles in the *Keystone Gardener* and in *The KG Online Newsletter*. Deadline dates for articles will be published in the proceeding publications.
4. Encourage applications for NGC and GCFP Civic Awards. Descriptions and rules are printed in the State Awards Manual and the fall issue of *The National Gardener*. Only GCFP member clubs in good standing are eligible to apply for these awards.
5. Select several examples of good Civic Development from Seed Money Applications that can inspire new ideas for our garden clubs. Prepare report for GCFP Officers & Board Members at twice yearly meetings as well as the *Keystone Gardener*.

CLUB NEWSLETTER AWARDS

DUTIES:

1. Receive and judge club newsletter entries. It is important for this Chair to be in contact with the State Awards Chair regarding important deadlines and any changes that may occur.
2. Make reports at the State Board meetings requesting District Directors and Board Members to encourage their clubs to apply for the Newsletters Award.
3. Promptly reply to emails and phone calls regarding applications for these awards.
4. As applications are received from the clubs, check each to make certain:
 - a. The proper application forms have been used (State, CAR-SGC & National)
 - b. The application forms are correctly completed
 - c. The club has applied for the correct award
 - d. The newsletters submitted with the application are for the awards year
5. Select a committee (from your club or from a neighboring club) to assist in judging Applications for the newsletter award. Three people, including the Chair, will be a sufficient number.
6. Observe the Deadline Date, for winning entries to go to National, set by the State Award Chair.
7. To expedite review and evaluation of entries, It is suggested that each member of the committee judge the entries independently, and that the committee should convene to review the results and average the scoring to determine the winners.
8. Prepare a list of the winners (1st through Honorable Mention) in each category. Forward the list and the first-place applications and newsletters to the State Awards Chair well before the specified deadline. The State Awards Chair will forward them to the CAR-SGC or National Chair for further judging.
9. Present the Club Newsletter Awards at the Annual Convention, if asked to do so. Only the first-place awards will be mentioned.

CLUB YEARBOOK AWARDS

DUTIES:

1. Receive and judge club yearbook entries. It is important for this Chair to be in contact with the State Awards Chair regarding important deadlines and any changes that may occur.
2. The due date for Yearbooks to be received by this Chair is **December 1**.
3. Request copies of the yearbooks from all clubs for the award competition.
4. Encourage clubs to include names and addresses of local, state, and national representatives to whom club members may express their legislative concerns.
5. Select a committee and evaluate yearbooks to determine award winners. Information and the Scale of Points for judging can be found in the current AWARDS MANUAL on the web.
6. Reply promptly to emails and phone calls regarding applications for this award.
7. Observe the Deadline Date, for winning entries to go to National, set by the State Award Chair.
8. Send a list of all yearbook winners to the State Awards Chair by the date requested for the preparation of award certificates and publication.
9. Promote NGC and GCFP Yearbook awards in the *Keystone Gardener*.
10. Present the Club Yearbook awards at the Annual Convention if asked to do so. In presenting the awards, only first place winners will be mentioned.

CONVENTION CHAIR

DUTIES:

1. The duties of the Convention Chair are outlined in detail in the **Convention Directives Manual**.
2. Become familiar with the overall operation of GCFP.
3. Particular notice should be given to the Standing Rules and Policies printed in the Board of Directors Manual on the GCFP website.
4. As necessary, consult with the Convention Coordinator and the Convention Advisor.

CONVENTION VICE-CHAIR

DUTIES:

1. Assist the Convention Chair when asked and as needed.

CONVENTION COORDINATOR

DUTIES:

1. To supervise and coordinate plans and arrangements for convention and to assist the Chairs in any way requested.
 - a. Form a committee to select a suitable convention site.
 - b. Specifications for hotels are:
 - i. All facilities under one roof, free parking if possible
 - ii. Bedrooms for 250 people (many double occupancies with 2 beds per room)
 - iii. Banquet rooms to seat 350-400 people
 - iv. Exhibit room (1,000 sq./ft.)
 - v. Ways & Means Boutique – must be secure under lock overnight
 - vi. Three meeting rooms for Workshops, each to seat 40-60 people
 - vii. Work room – approximately 400 sq./ft. with lock, near ballroom
 - viii. Meeting room to seat approximately 200 people for Annual Business Meeting and Judges Council Meeting
2. To provide a copy of the Convention Directives to the State Convention Chair as soon as they are appointed, and a copy of the contract with the hotel as soon as it is completed. Review both with the Chairs.
3. To review the estimated budget proposed by the Convention Chairs.
4. To serve as a resource and liaison person to the Convention Chairs and assist in interpreting GCFP convention policies.
5. To assist and advise the Chairs with contract negotiations.
6. To advise the Chairs of the time frame for planning.
7. To attend planning sessions for conventions, particularly the first and last sessions.
8. To assist in reading the Convention "CALL" before it goes to the *Keystone Gardener* for publication.
9. Submits date and place for approval by the Executive Committee and Board of Directors.
10. Secures all agreements in writing from the Hotel and sends copies to the GCFP President, Convention Chairs, and the Convention Advisor, including the final contract.
11. Chooses the site for Conventions three years in advance, rotating geographically.
12. Keeps a permanent file of attendance at all events. Gives copies of this to the Chairs of the next Convention.

ENVIRONMENTAL – KEEP AMERICA BEAUTIFUL

DUTIES:

1. Inspire and inform clubs on litter prevention, recycling, and beautification initiatives aligned with Keep America Beautiful (KAB) principles, supporting GCFP's commitment to community improvement and environmental stewardship.
2. Stay current with Keep America Beautiful programs and initiatives.
3. Share relevant news, updates, and opportunities with districts and clubs through newsletters and reports.
4. Encourage participation in KAB or similar clean-up campaigns in local communities.
5. Encourage clubs to report their KAB-related activities.
6. Gather and submit a brief report at business meetings and annual conventions summarizing GCFP clubs' participation in KAB-related activities.
7. Work with clubs' conservation/environmental chairs and other related committees.

ENVIRONMENTAL – TRASH TO TREASURE

DUTIES:

1. Promote the study of endangered species, water conservation, and air quality through contact with clubs and articles in the *Keystone Gardener*.
2. Actively participate in major conservation objectives, especially those of the GCFP and the NGC.
3. When asked to do so, assist clubs and districts in planning conservation projects and contests, especially those involving youth.
4. Maintain contact with conservation agencies and promote their programs for protection of endangered species, clean water initiatives, water conservation and air quality.
5. Work with Convention Chair on a theme for the "Trash to Treasurer" Contest. Send an article to the *Keystone Gardener* pertaining to the contest rules and regulations.
6. Accept entries at the GCFP Convention for the contest. Form a committee to judge them.
7. Arrangements should be made with Convention Chair in advance for space and/or tables for display of entries. One (1) entry permitted per District (District II/III counts as one district for this contest).
8. Promote National, CAR and GCFP Conservation and Environmental Awards.

FLORAL DESIGN/HORTICULTURE WORKSHOP

DUTIES

1. Responsible for organizing up to three Zoom workshop sessions annually, focusing on instructions for exhibiting floral designs and horticulture at an NGC Flower Show.
 - a. These workshops will be free to GCFP members.
 - b. Select suitable dates and times.
 - c. Identify and recruit floral designers and horticulture specialists from across the state to present at the workshop.
 - d. Ensure that a diverse range of techniques and types of floral designs are covered.
 - e. Ensure that a diverse range of horticulture topics are covered.
 - f. Arrange for pre-recording of presentations.
 - g. Include time for questions and answers following each workshop.
2. Promote the workshop within the GCFP. Communicate details about the workshop to potential participants through the GCFP Constant Contacts
3. Prepare a budget for each workshop.
 - a. Include a stipend for each presenter participating in the workshop.
 - b. Ensure that all expenses are tracked and reported accurately.
 - c. Submit final reports to the GCFP President and Treasurer in a timely manner.
 - d. Gather feedback from presenters and participants after each workshop. Use feedback to improve future workshops.

FLOWER SHOW AWARDS AND RIBBONS

DUTIES:

1. Process all flower show applications by sending a completed copy of the Flower Show Chairs report form, a self-addressed envelope (for FS Chair to return this report form), and all awards that have been requested and paid for (if applicable).
2. Make all State and National award ribbons (except large rosettes) that are sent out for a Flower Show. There are approximately 800 ribbons made each year. This includes buying all supplies for making the awards, make the seals by pressing with embosser, cutting the ribbon, and putting them together with the appropriate award card in a cellophane bag.
3. Purchase all rosettes by mail from the supplier.
4. Send all appropriate awards to the Philadelphia Flower Show in early January.

FLOWER SHOW BOOK OF EVIDENCE EVALUATION

DUTIES:

1. Work closely with the Flower Show Evaluation Chair and the State Judges Council Chair.
2. Judges are to inform the club at the time of the show if evaluation is 90 points or above, to complete a satisfactory Book of Evidence, and to submit it to the State Flower Show Book of Evidence Chair by December 1st. These shows receive the Pennsylvania Superior Flower Show Award.
 - a. If the show does not score at least 90 points, advise the club that a completed Book of Evidence is not necessary. Indicate in a constructive manner, from comments of evaluating judges, where points were deducted. Judges should never be quoted directly or identified.
 - b. If the show scores 95 or above, it submits a satisfactory Book of Evidence, and it receives first place in its category, it shall be considered by the State Flower Show Book of Evidence Evaluation Chair and her committee for recommendation to National for the NGC Flower Show Achievement Award.
 - c. Upon completion, the evaluation forms are sent by the Evaluating Judges to the State BOE Chair within one (1) week of the show date.
3. Based on scores and comments of the Evaluating Judges and the Books of Evidence, appoint a committee to recommend these Standard Flower Show Awards. See that the committee sends recommendations, with proper validating material as required by NGC, to the State Awards Chair before December 1st. Check with the State Awards Chair about the deadline date for Christmas shows.
4. Keep an accurate record of the shows evaluated and the results of the evaluation.
5. When requested, furnish information concerning an evaluation. Comments of the Judges, in general terms, are helpful but actual scores are confidential, and never given directly to the clubs.
6. Encourage Area Judges Councils to include information in their programs on how to evaluate flower shows.
7. Encourage clubs to seek evaluation of their flower shows for National and GCFP Superior Flower Show Awards.

FLOWER SHOW EVALUATION

DUTIES:

1. Work closely with the Flower Show Book of Evidence (BOE) Chair, and the State Judges Council Chair.
2. After a Request for the Evaluation form is received from the Show Chair:
 - a. Assign three (3) evaluating judges. Inform by email with copy to Show Chair and the Coordinator.
 - b. Assign one (1) coordinator of the judges. Inform by email with copy to the Show Chair. The coordinator of the judges serves the liaison between the evaluating judges and the Show Chair. The coordinator gathers a consensus of the evaluating judges and informs the Show Chair if the judged show has a score of 90+ points so the club may prepare a Book of Evidence (BOE).
 - c. Mail the necessary score sheets, one (1) per judge to the Show Chair at least two (2) weeks prior to the show date.
3. After the evaluation forms are returned, an email should be sent to the Show Chair, with a copy to the State BOE Chair, that the club has achieved, the points necessary for a Book of Evidence. An email should also be sent if the show did not receive the necessary points to start a BOE.
4. Upon completion, the request, the evaluation forms, and the schedule are filed to be sent to the State BOE Chair before December 1st of the year.

FLOWER SHOW JUDGES COUNCIL

DUTIES:

1. Work closely with the Awards and Flower Show Sub-Committee members, which include the following Chairs:
 - a. The (6) Flower Show Judges councils
 - b. Flower Show Evaluation
 - c. Flower Show Schedule
 - d. Flower Show Schools
 - e. Judges Credentials
 - f. Student Credentials
 - g. Symposium Chair
2. Keep an up-to-date file of all correspondence, reports, working procedures and distributed material.
3. Appoint a Judges Council Vice-Chair, Secretary or Secretaries, and Treasurer.
4. Know and keep in touch with your Area Judges Council Chairs. Request reports of each area's meetings. About a month prior to the Annual Convention, ask each Area Chair to bring, or mail in, two (2) copies of their Annual Report, one (1) copy to be read at the Annual Meeting and given to you, and one (1) copy for the Secretary's Minutes.
5. Upon receipt of a list of names of newly accredited Judges from the Flower Show School Chair, a certificate of completion is presented to newly accredited Judges and presented at the Annual Judges Council Meeting.
6. Answer all inquiries received. If unable to answer an inquiry, obtain information from National Council Chair of Judges Council or National Chair of Flower Show Schools.
7. Select pertinent excerpts from the National Chair's letters and any other distributed material with interesting information. Distribute copies to the Judges either by direct or email, or publish the excerpts in the *Keystone Gardener*. Send copies of excerpts to the State President.
8. Work closely with the Credentials Chair regarding the status of Judges, new Judges or transferred Judges.
9. When a Flower Show school is being planned, the Judges Council Chair in that area will be included on the committee to work closely with the School Chair, if possible.
10. Upon request, the State Judges Council will provide a loan of up to \$500 for any Flower Show course. A financial report must be submitted upon completion of the course.
11. Repayment of the loan or loans is dependent on the profitability of the school.
12. A \$100 honorarium is to be given to the individual who attends CAR and creates the design honoring Pennsylvania.

FLOWER SHOW JUDGES COUNCIL, Continued

13. \$1,000 would be advanced to a Flower Show symposium to be used for unbudgeted amenities. The money is to be placed into a separate account and any unused portion must be refunded to the GCFP Judges Council.
14. Each year the State Judges Council will give \$100 to the State Scholarship fund in honor of all deceased Judges for that year. Upon the death of a member of a Council, area Chairs should notify the State Judges Council Chair, State Flower Show Schools Chair, the State Judges council Treasurer, and the State President.
15. Plan for the State Judges Council Meeting/Luncheon, held in conjunction with the State Annual Convention, at least eight (8) months in advance. In consultation with the Chair in the area where the meeting is to be held, appoint assistants as needed for the program, the luncheon, and hospitality.
16. Reports from the Club Flower Show Chair will be forwarded to this Chair so that information may be tabulated.
17. When contacted by the Philadelphia Flower Show Committee requesting award rosettes for the show, immediately send a copy of this letter to the Flower Show Awards and Ribbons Chair. The Chair needs to have the request in order to send the awards.
18. When contacted by the Philadelphia Flower Show Committee, select the Judges for the Special Achievement Awards of the GCFP, which are given at the Philadelphia Flower Show.
 - a. The Judges will be selected from the Area Councils on a rotating basis: Central Area, Laurel Highlands, Northeast, Philadelphia, Pittsburgh, Erie.
 - b. In the event an Area Council is unable to supply all the Judges, that Area Council shall yield its turn to the next designated Area Council. The Area Council which has yielded its opportunity, shall not be entitled to supply Judges until its proper turn.
19. Be knowledgeable about NGC Flower Show achievement Awards and all NGC and GCFP Flower Show Awards.
20. The name of the Judge requesting Emeritus status will be supplied by the Credentials Chair and the name will be announced at the Annual Meeting. The names of Judges who became deceased during the year will be announced and a short memorial given.

FLOWER SHOW JUDGES CREDENTIALS

DUTIES:

1. Responsible for keeping up-to-date records on the status of all levels of GCFP Accredited Flower Show Judges, for coordinating the eligibility of Judges to attend Symposia, for informing the NGC Symposium Chair, status advancements, and to assure, by communication, that all Accredited Judges remain 'In Good Standing'.
2. Keep the GCFP President informed of all activities.
3. Keep an accurate record of the status of all judges in PA, including name, address, telephone, email, Judges Council membership, Garden Club membership, and District, DLGS & GS expiration date, and notations as to applications to symposia and pending changes to status.
4. Prepare a report for each GCFP Board Meeting. The report to Convention shall be an annual summary of the year's activities. The Report should include:
 - a. The current number of each level of Accredited Judges, including Judges Emeritus
 - b. The number of judges refreshing, attending symposia, etc.
 - c. The names of judges advancing to Life, Master, and Emeritus status
 - d. The names of deceased judges
5. Submit updated information for Judges and Emeritus Judges to the GCFP Webmaster, and inform the GCFP Database Manager address/telephone changes for the database.
6. Notify Judges of their need to refresh or audit. This should be done at least six (6) months prior to the expiration date of 'Good Standing'. Upon written request from the Judge, the Credentials Chair may issue a 6-month extension to allow for refreshing or audit.
7. Evaluate judges' eligibility to attend symposia.
 - a. Receive, from accredited judges, at least one month prior to the symposium or course, and forms which notify their wish to attend.
 - b. Review credentials presented to ascertain eligibility.
 - c. Once the symposium is accredited, receive a listing of grades and audits completed.
 - d. Complete the required forms and send with a stamped/self-addressed envelope to the NGC Symposium Chair.
 - e. Update records and notify the Symposium registrar.
8. Report changes in judges' status.
 - a. Be aware of the requirements for status changes. Prepare and submit the correct form to reflect the change in status.
 - b. Receive from the NGC Symposium Chair confirmation that the judge's status update has been sent to NGC. Receive cards, signed by the NGC President, indicating the judge's new status. Distribute these cards to each individual judge.
 - c. Judges may request change to Emeritus Status directly to NGC Headquarters.

FLOWER SHOW SCHEDULE

DUTIES:

1. Work closely with the Chair of Flower Show Schools, Flower Show Evaluation, Awards and Judges Council.
2. Keep up-to-date on the material on schedule writing and alert the clubs of any changes.
3. The Area Schedule Advisors are appointed by the Area Judges Council. The State Schedule Chair should make certain that they understand their duties. The State Schedule Chair should be available to answer any questions relating to schedule writing. Clear, definite instructions from this Chair can avoid misunderstanding and improve public relations.
4. Educate the Area Schedule Advisors so they can advise the clubs as to which ribbons should be requested from the FS Awards and Ribbons Chair according to the terms of their schedules.
5. After the show has been held, the schedule award form is filled out by the club and mailed to the State Schedule Chair along with one copy of the schedule.
6. Appoint a committee of three (3) judges to evaluate the schedules and return their recommendations to the State Awards Chair by February 15.
 - a. The Standard Flower Show Schedule Evaluation Scale of Points in the current Handbook for Flower Shows is to be used for the evaluation.
 - b. The Schedule Award form is available on the GCFP website and must be mailed by December 1.
7. Attend all State Board Meetings and the Executive Judges Council Meetings.
8. Prepare a short informative report for the State Board Meetings; one (1) copy is given to the GCFP Recording Secretary, and one (1) copy to the Judges Council Chair.

FLOWER SHOW SCHOOL COORDINATOR

DUTIES:

1. Inform the GCFP President of all plans.
2. Work closely with the GCFP President, GCFP Judges Council Chair and Area Judges Council Chair to determine the need for a Flower Show School.
3. Work closely with the GCFP Judges Council Chair, GCFP Judges Credentials Chair and the Area Judges Council Chair in choosing a local Flower Show School Chair.
4. Consult with the GCFP Schools/Symposia/Refreshers Coordinator in scheduling the dates for the Flower Show School.
5. Assist in the selection of site/s and instructors.
6. Consult with the NGC Flower Show Schools Chair.
7. Emphasize that the school is open to all who wish to register, but only a member of a Federated Garden Club may take the examination for credit or become an Accredited NGC Flower Show Judge.
8. Assist in making all pertinent information available in the *Keystone Gardener*, on the GCFP website and notifying the Webmaster for placing on the calendar.
9. Encourage local Flower Show Schools Chairs to submit a written financial report to the GCFP Treasurer at the end of each Fiscal Year.
10. Attend all Courses of Flower Show School, or designate a representative.
11. Attend the NGC Flower Show Instructors Symposium held every two (2) years.
12. Attend and report at all regular Board Meetings.

FLOWER SHOW STUDENT JUDGES CREDENTIALS

DUTIES:

1. Keep the GCFP President informed of the status of Pennsylvania students and student judges.
2. Work closely with the following: GCFP Judges Council Chair, GCFP Flower Show School Chair, and the local Judges Council Chairs who have students and student judges in their Councils.
3. Maintain an accurate list of all students and student judges currently enrolled in Flower Show Schools in or out of state.
4. Keep an accurate record of PA students and student judges. The record should include the following information: name, address, telephone number, fax number, email address, Garden Club and District membership, and local Area Judges Council. Educational information should include: date, location, instructors, and grades for each FSS course completed; exhibiting credits and judging credits obtained.
5. Inform each student or student judge of the date of the next step of their endeavor to become a Flower Show Judge.
6. Work with Garden Club Flower Show Chairs in PA who are presenting a Standard Flower Show, and encourage them to invite student judges to enter and/or judge their Flower Shows, in order that student judges may earn exhibiting credits and/or obtain judging credits.
7. Keep in touch with student judges, making them aware of Standard Flower Shows in which they may enter in order to earn exhibiting credits.
8. If a student or student judge fails one or part of a course, work with that student or student judge to locate a place and date that the course may be made up.
9. After a student has successfully completed three (3) courses, she/he becomes a student judge.
10. Remind student judges to keep accurate records of exhibiting and judging credits.
11. Notify Area Judges Council Chairs when a student judge in their area has Successfully completed three (3) courses of Flower Show School and is eligible to become a member of a Judges Council. Also, send the student judge's name to the GCFP Judges Council Chair, the *Keystone Gardener*, and the Webmaster.
12. Encourage Student Judges to join their local Area Judges Council.
13. Encourage Student Judges to complete the required Schedule Writing assignment on time.
14. Remain in touch with the Student Judges and, upon their completion of four (4) courses, and the required Schedule Writing assignment, inform them of their eligibility to take the Handbook Exam. Provide the date and place for the Handbook Exam, which is given on the fourth Thursday in April and October.

FLOWER SHOW STUDENT JUDGES CREDENTIALS, continued

15. Work with the GCFP Flower Show School Chair to arrange for a time and place to administer the Handbook Exam. If necessary, arrange for proctors in the geographic area in which the exam is to be given.
16. After the Handbook Exams, follow up with newly Accredited Judges, encouraging them to become active in Area Judges Councils and to enter and judge Standard Flower Shows on a regular basis.
17. Notify the GCFP President, GCFP Evaluation Chair, GCFP Judges Council Treasurer, GCFP Judges Council Chair, and local Area Judges Council Chairs of status change of Students and Student Judges.
18. Attend all GCFP Board meetings, giving a report on the status of Students and Student Judges.
19. Check the *Keystone Gardener* and the website to be sure that information about Students and Student Judges is correct.

FLOWER SHOW SYMPOSIUM

DUTIES:

1. Organize and plan Flower Show Symposiums to provide refreshing opportunities for accredited judges and learning opportunities for garden club members:
 - a. Accredited judges will refresh their knowledge of judging procedures in all divisions of the Standard Flower Show, in order to remain in Good Standing.
 - b. All garden club members who are interested in Standard Flower Shows and learning the procedures for judging are encouraged to attend.
2. Follow closely the procedures for preparing for a symposium in the Flower Show Schools Manual found on the NGC website.
3. Work closely with the GCFP Judges Council Chair and GCFP Flower Show Judges Credentials Chair in establishing the need for a Flower Show Symposium.
4. Request approval from the GCFP President to sponsor a Flower Show Symposium at least (1) one year prior to the symposium.
5. It is most important to confer with the GCFP President to avoid date conflicts within GCFP or other NGC schools or symposiums.
6. A local Chair is appointed from the Area Judges Council by the Symposium Chair.
7. Assist in the selection of site and instructors.
8. Emphasize that the symposium is open to all who wish to register, but only those with required credentials can take it for credit
9. Assist in making all pertinent information available to the *Keystone Gardener*, the *KG Online* and the *GCFP website*
10. Contact the NGC Flower Show Symposium Chair if problems occur which are not clearly defined.
11. Request the Local Symposium Chair and Local Symposium Treasurer to establish a checking account, to report the EIN # to the GCFP Financial Advisor, and at the end of the Fiscal Year to submit a written financial report.
12. Report the income and expenses to the GCFP Financial Advisor when all bills have been paid and all checks have cleared the account.
13. Attend all the GCFP Symposia, State Judges Council Meetings and State Board Meetings.
14. Attend the NGC Flower Show Instructors Symposium held-every two years if possible.

GCFP HISTORY & HISTORIAN

DUTIES:

1. Report at the State Board Meetings on the history of the GCFP.
2. Collect information from the reports made at GCFP Board Meetings, GCFP Minutes, the *Keystone Gardener*, the *National Gardener*, and the GCFP and NGC Websites.
3. Give (1) one copy of your report to the Recording Secretary.
4. Provide a record of the main accomplishments and outstanding events occurring during each year.
5. Send a biennial report of the accomplishments of the GCFP to the NGC Historian and the CAR Historian by March 31st of the odd-numbered year. The period covered is to be for the entire State administration years.
6. NGC will send specific instructions as to requirements. Presently, a two (2) page summary form must be prepared and e-mailed by March 31st.
7. The Biennial Report may be in any form (following guidelines as above) as long as it covers all important events and achievements. The History should be as concise as possible while providing an interesting account and valuable information for the future. One (1) copy should be kept in the Historian's File, one (1) copy to the outgoing President, the 1st Vice President, and the 2nd Vice President.

GCFP READS COORDINATOR

DUTIES:

1. Oversee and promote the statewide reading initiative for The Garden Club Federation of Pennsylvania (GCFP), engaging members of all ages in reading books related to nature, the environment and gardening.
2. Program Development:
 - a. Select and recommend age-appropriate books (adult and youth) aligned with nature.
 - b. Develop reading lists for clubs across the state
 - c. Coordinate special events, such as book discussions, webinars, or author presentations.
1. Communication and Outreach:
 - a. Promote the GCFP Reads Program through the Keystone Gardener and District Newsletters
 - b. Provide clubs with resources that may include discussion guides, promotional materials and or links to resources.
 - c. Serve as the primary contact for clubs participating in the program, addressing questions and sharing updates, ideas and progress.
2. Collaboration and Support:
 - a. Work closely with District Directors encourage participation and organize events.
 - b. Seek opportunities to coordinate with youth-focused initiatives to ensure inclusion of younger members.
 - c. Encourage clubs to host their own reading-related activities or book events.
3. Monitoring and Reporting:
 - a. Track participation (ask for feedback from clubs).
 - b. Prepare a brief report summarizing the activities of GCFP Reads, its success, member engagement, etc. at Board meetings.
 - c. Suggest improvements for future programming based on feedback and trends.

GCFP SCHOOLS AND CREDENTIALS COORDINATOR

DUTIES:

1. Promote the establishment of the four (4) NGC Schools within GCFP, reminding each chairman that the schools must be voted on at GCFP Board Meeting.
2. Make sure that schools are being held on a regular basis, and coordinate the calendar to ensure they are held in a timely fashion but not overlapping.
3. Work with and assist the individual School Chairs to create successful and meaningful Schools.
4. Evaluate that the NGC Guidelines are followed for hosting the schools.
5. Record the proposed budget, place, date of each school and proposed timeline, as received from the school chairman.
6. Receive the final report of each school from the school chairman.
7. Maintain the credentials of the Consultants for Environmental, Gardening, and Landscape Design. Remind Consultants when it is time for renewal.
8. Ensure that a Council for each School exists, create new councils where needed, and maintain relationships with the councils that already exist. Some councils may need more than one based on the geography of the state.
9. Consider establishing a Tri-Consultants Council for Environmental, Gardening, and Landscape Design, based on number of consultants within GCFP at any given time, since many hold all three accreditations.
10. Hold "All Schools" meetings with School Chairs and Council Chairs, in-person or via Zoom, twice per year, during the GCFP Board Meetings held in Boalsburg, and/or as needed.
11. Give an update to BOD after each "All Schools" meeting.

HABITAT FOR HUMANITY

DUTIES:

1. Keep the member clubs informed of the GCFP's promotion of interacting with Habitat for Humanity groups in their local neighborhoods.
2. Report on such projects at the Board Meetings
3. Prepare information of Habitat for Humanity activities for the *Keystone Gardener*, including a method in which a donation from individuals will be made at the annual Convention.
4. Present an educational table at the Annual Convention.
5. Request applications from participating clubs, requesting financial grants for their projects, as funds become available.
6. Evaluate the applications along with the GCFP President, and determine the appropriate monetary amount to be awarded.
7. Encourage clubs to submit a description of the project to the KG Online and-to include a picture.

HORTICULTURE COORDINATOR

DUTIES:

1. Promote the study and love of the art of horticulture through sharing knowledge and practical experience.
2. Communicate with the Horticulture Chairs in each district and respond to requests.
3. Disseminate horticultural knowledge through contributions to the *Keystone Gardener*, the *KG Online*, displays at the Annual Convention and references to new publications, books, pamphlets, videos, etc., in particular information found on the NGC website
4. Inspire club members to know, grow, and properly show plant material.
5. Offer suggestions how every club program can include some horticulture in a variety of ways.
6. Advise clubs which NGC and GCFP Horticultural Awards are available, where to obtain necessary applications, how to prepare validating material and procedures and deadlines for submitting entries.
7. Accept written recommendations for "Exceptional Horticulturalist" until August 1 of each year; awards are to be given at the District Annual Meetings. (*See the qualifications in the GCFP Awards Manual under GCFP District Awards.*)
8. Keep an up-to-date list of club members in the Book of Exceptional Horticulturalists in PA.
 - a. District Horticulture Chair will forward the names of persons who are to receive the Annual District Laurels in horticulture.
 - b. Exceptional Horticulturalists shall be presented with a printed card indicating that their name has been placed in the GCFP Book of Exceptional Horticulturalists. The card is to state when they were so honored and by whom they were nominated.

HORTICULTURE HINTS

DUTIES:

1. Promote the study of bulbs, indoor, container, xeriscape, and specialty gardening
2. Share knowledge, practical experience, and new methods by providing lists of books, reference materials, websites, and articles for the *Keystone Gardener*, KG Online, GCFP website and the District Horticulture Chair.
3. Promote the importance of water efficient landscaping techniques, drought tolerant and resistant alternative native plants, ideas to eliminate the need for supplemental water in the landscapes, and discuss the many diverse types of Specialty Gardening.
4. Suggest programs and workshops for clubs.
5. Work closely with the Horticulture Coordinator.
6. Promote the study of new and improved cultivars.
7. Share knowledge, practical experience, new cultivars, and new methods by providing lists of books, reference materials, websites, and articles for the GCFP Board, the *Keystone Gardener*, KG Online the GCFP Website.
8. Provide information and promote Gold Medal Plant Winners.
9. Provide information and promote Plants of the Year.

HORTICULTURE THERAPY

DUTIES:

1. Encourage all clubs to participate in Horticulture Therapy.
2. Through articles in the *Keystone Gardener*, individual mailings, or District letters, make certain that each club is aware of the great need for Horticulture Therapy and the wide field it covers, such as:
 - a. Hospitals: private, county, state, youth psychiatric and Veterans Administration
 - b. Schools: for the deaf, blind, disabled, mentally and emotionally challenged
 - c. Special education classes in public schools
 - d. Correctional institutions of various kinds
 - e. Convalescent and geriatric homes
 - f. Rehabilitation centers for the physically disabled
 - g. Community needs: homeless shelters, centers for the abused and those in crisis, youth/adult drug rehabilitation facilities, and migrant worker camps
 - h. Retirement centers and senior citizen's groups
 - i. Homebound, isolated persons
 - j. Assisting in the development and maintenance of barrier-free gardens in a community
3. Be knowledgeable concerning all awards related to this field and encourage the clubs to apply for them. Work closely with the District Horticulture Therapy Chair or the District Directors themselves to ascertain the most active clubs.
4. Keep a list, by District, of the variety of services rendered; such as veteran's hospitals, nursing homes, elderly, retarded, etc.
5. Provide written reports, as requested from the CAR Horticulture Therapy Chair and/or National Horticulture Therapy Chair, to inform him/her as to what is being accomplished in Pennsylvania.

HORTICULTURE/TREES
LIAISON TO PA FORESTRY COUNCIL

DUTIES:

1. Promote the study of trees, conifers, and shrubs.
2. Share knowledge, practical experience, new varieties, culture, disease, and insect controls, etc. by providing lists of books, pamphlets, and articles for the *Keystone Gardener*, KG Online, GCFP website and the District Horticulture Chair.
3. Suggest programs, tours, etc. for clubs.
4. Promote the planting of trees on Arbor Day or any other suitable date and keep GCFP members informed as to progress and status of these projects.
5. Promote NGC and GCFP projects and awards.

INSURANCE

DUTIES:

1. Annually review all insurance policies including Liability Insurance coverage for the GCFP. Confer with the Agent, the GCFP President, and keep the Treasurer updated.
2. Accept requests from GCFP clubs for Certificates. Forward requests to Agent. Agent will then email the certificate to the club.
3. Accept claims from GCFP clubs as they occur. Consult with the GCFP President before contacting Agent. Forward claim details to Agent. Keep clubs up to date regarding progress of their claim.
4. Prepare articles for the *Keystone Gardener* and report at the GCFP Annual Meeting, as necessary.
5. Answer questions from GCFP Clubs re: Liability Insurance.

INVESTMENT

DUTIES:

1. Responsible for reading and understanding the Investment philosophy in place for the GCFP, and that the investments are being handled in accordance with that philosophy.
2. Responsible for reporting to the Finance/Investment Committee, and Executive Committee when that philosophy is not being followed, and to suggest when it should be modified.
3. Attends the Finance/Investment Committee Meeting at BOD meetings, works with the GCFP Treasurer, and presents an Investment Report.
4. A written report is to be prepared for Finance/Investment, Executive and BOD Meetings. One (1) copy, with important points highlighted, are to be provided to the GCFP Recording Secretary.
5. Is the primary contact person for the Investment Advisor. Receives reports from the Investment Advisor, interprets them, and provides a synopsis to the Finance/Investment and Executive Committees, and the Board of Directors.

KEYSTONE GARDENER EDITOR/ADVERTISING MANAGER

DUTIES:

1. As directed in the *Bylaws, Article VII, Section 8*.
2. Attend the meeting of the Finance/Investment Committee at all GCFP Board Meetings, as directed in the *Bylaws, Article VII, Section 5, A*.
3. Working with the State President, District Directors, and all policy making Chairs, ensure that the interests of the GCFP are held paramount and the material published is informative, educational, timely, and of interest to all garden club members.
4. Be responsible for the editorial content of the publication.
5. Adhere to established deadlines as printed in each issue of the *Keystone Gardener*
6. Include the following in every issue: President's Message, GCFP calendar, Scholarship contributions, Book of Recognition contributions, new Life Member names, postal and subscription information, and editorial deadlines.
7. Establish a schedule for publishing information such as the Directory Issue, introduction of new state and district officers, awards, meeting dates, and the Convention Issue. It is customary for the winter Convention Issue cover picture to be supplied by the next year's Convention Committee.
8. Solicit suggestions for articles from State Chairs, District Directors, all garden club members, allied organizations, and similar publications.
9. Collect and prepare copy in an appropriate format. Consult the printer, proofread, have print ready and printing. Number of copies is determined by data base information from Database Manager.
10. Each member of GCFP receives the *Keystone Gardener* through their dues of \$10. The Database Manager oversees the deletions and new subscriptions.
11. Emphasize the need for speedy change of addresses to be sent to the Database Manager.
12. Multiple copies are sent to the GCFP President, Editor, 1st VP, and 2nd VP from the label system in the database. [See also *Standing Rules, #6*]
13. Solicit advertising space in the *Keystone Gardener* from appropriate and gardening related sources.
14. Determine cost of space in the *Keystone Gardener* after conferring with the Finance Committee of the GCFP Board of Directors.
15. Ads contracted for the *Keystone Gardener* are to be paid in full prior to the cut-off date for material for each issue of the *Keystone Gardener*. Checks from the advertisers are to be made payable to Garden Club Federation of Pennsylvania (GCFP).

KEYSTONE GARDENER EDITOR/ADVERTISING MANAGER, Continued

16. Keep a record of all contracted ads and payment checks received and forward all checks received from advertisers to the GCFP Treasurer. Send a complimentary copy of the issue the ad appears in.

KEYSTONE GARDENER (KG) ONLINE EDITOR

DUTIES:

1. The *KG Online* was approved by the GCFP Board of Directors to work in tandem with the *Keystone Gardener* print issue.
2. Working with the State President, District Directors, and all policy making chairpersons, ensure that the interests of the GCFP are held paramount and the material published is informative, educational, timely, and of interest to all garden club members.
3. The Editors of the *Keystone Gardener* Online and Print are members of the GCFP Finance Committee and are expected to attend all meetings.
4. Be responsible for the editorial content of the publication.
5. Adhere to established deadlines. There will be three issues of the *KG Online* created each year, May, July, and November, established with co-operation between the state President and the *KG Online* Editor. The deadlines for each issue will be two weeks in advance of publication dates for each issue.
6. Include the following in every issue: President's Message, GCFP calendar, donations including scholarship contributions, Book of Recognition contributions, Plant-A-Tree; and any new Life Member names, and publication deadlines.
7. Solicit suggestions for articles from State Chairpersons, District Directors, all garden club members, allied organizations, and similar publications.
8. The *KG Online* Editor and the *Keystone Gardener* print Editor will work together to notify each other of any submissions each receives in error for the other.
9. Collect and prepare copy in an appropriate format, and organize in a pleasing, easy-to-read manner.
10. The *KG Online* final draft will be sent out to the official proofreaders, and corrections made before sending the final version to the President for distribution through a mass distribution email program. The Webmaster will post the issue on the web site.
11. Ads contracted for the *KG Online* are to be paid in full and material received prior to the deadline for each issue of the *KG Online*. A schedule of ad sizes and pricing is available from the *KG Online* Editor.
12. Checks from advertisers for the *KG Online* are to be made payable to Garden Club Federation of Pennsylvania (GCFP), and sent to the *Keystone Gardener* Editor/Advertising Manager, who will notify the *KG Online* Editor of receipt of payment, and will provide any ad copy received for the *KG Online*. The advertiser should be sent a copy of the *KG Online*, in which their ad appears.

LEADERSHIP WORKSHOP

DUTIES:

1. A Leadership Workshop shall be presented in the first year of a new administration, focusing on the duties and responsibilities of GCFP Club officers; any Club member may participate.
2. The workshop will be presented via Zoom.
3. Decide with the GCFP President the date and time of the workshop.
4. Decide with the GCFP President the workshop agenda and the presenters.
5. Advertise the workshop through the KG Online, the GCFP website and the District Directors. Send out a mass emailing to club presidents and GCFP members advertising what will be presented, time, date and the Zoom link.
6. Discuss the technical aspects of the workshop with the Zoom Educator and/or Web Master and have that person available the day of the workshop to take care of all technical aspects of the Zoom workshop.
7. Have the workshop Zoom link sent to GCFP members one week prior to the workshop and/or the day of the workshop.

LIAISON TO PA HORTICULTURAL SOCIETY

DUTIES:

1. Notify PHS of current GCFP Officers, since this changes every two years.
2. Attend PHS meetings to provide input and determine how PHS can support Garden Clubs.
3. Notify District Directors of PHS programs that are being held across the State
4. Working with GCFP Judges' Council Chair, provide PHS with a list of qualified Flower Show judges.
5. Request PHS to provide speakers for meetings, conventions, symposiums, etc.

LIFE MEMBERSHIPS - STATE, REGIONAL, NGC

DUTIES:

1. Alert the District Directors, and all club members to the advantages of Life Membership in the National Garden Clubs, Inc., CAR-SGC, and the GCFP.
2. Send additions and corrections electronically to the GCFP Database Manager and to the State President. Report new life members to the District Life Membership Chair.
3. Send list of new life members with complete information to *Keystone Gardener* and *KG Online* Editors prior to each copy deadline date.
4. Report any new GCFP, National and CAR-SGC Life Members at every State Board Meeting. Retain a copy for your files, and give (1) one copy to the Recording Sec.
5. Working with the Convention Chair and the President, plan the presentation of certificates and/or flowers for State and National Life Members at the Annual Meeting.
6. Expenses of the Life Membership Chair shall be paid from the State Life Membership Fund (*see Standing Rules and Policies, #4g*).
7. Maintain a supply of current application forms for GCFP, NGC, and CAR-SGC Life Membership forms, available on the GCFP website. Forms may change with each administration. Add the GCFP Life Membership Chair name and address to the forms.
8. **GCFP Life:**
 - a. Candidates for State Life Membership will make checks payable for \$100 to the GCFP, and send with the application to the GCFP Life Membership chair. The checks will then be forwarded to the GCFP treasurer.
 - b. Acknowledge the application and check with a welcome letter, Membership Card, and State Life Membership pin. Ask each new State President to sign 20 state life membership cards.
 - c. Keep an accurate record of all State Life Members along with their registration numbers. Post the information in the GCFP Life Membership Permanent Record Book.
9. **National Life:**
 - a. The candidate for a National life membership will send the \$200 check and application form to the NGC National Life Membership chair. The information as to where to send the check and application form is on the NGC Life Membership form.
 - b. After the application is processed, the new member's registration number will be sent to the GCFP Life Membership Chair.
 - c. Keep a record of all National Life Members from Pennsylvania, along with their registration numbers. Post the information in the National Life Membership Permanent Record Book.
10. **CAR-SGC Life:**
 - a. Candidates for CAR-SGC Life Membership will make checks payable for \$50 to CAR, complete the CAR-SGC Life Membership Application and mail it to the current CAR-SGC Life Membership Chair.
 - b. The CAR-SGC Life Membership Chair informs the GCFP Life Membership chair of new CAR-SGC life members.

MEMBERSHIP

DUTIES:

1. Maintain contact with all District Membership Chairs.
2. Offer guidance in all matters concerning membership and membership policies to said Chairs, District Directors, Clubs, and any others in need of assistance.
3. Coordinate efforts toward membership throughout the state and with GCFP Officers.
4. Work with NGC, Inc. Membership Chair in creating a perspective toward the future.
5. When enquiries about joining a garden club are forwarded to GCFP from NGC, refer these to the appropriate District Director for follow-up.
6. Be prepared to offer suggestions on ways to sustain and/or increase membership through new clubs and new members.
7. Promote thinking "out of the box", when trying to increase membership. Think of new ways to gain membership such as, Senior Living Facilities, Senior Centers, new and existing housing subdivisions, Youth groups, etc.
8. Present periodic reports for GCFP use and in turn to Regional and National Chairs.
9. News releases of interest should be issued at strategic times to the *Keystone Gardener*, the *KG Online* and the website.
10. Encourage applications for the NGC Member Award of Honor, described in the GCFP Awards Manual.

MEMORY BOOK

DUTIES:

1. Compile book(s) to include memorabilia from the current President's term.
2. Include appropriate documentation to highlight the term of office: pictures, programs, correspondence, awards, etc.
3. Ask each Board Member to submit a page for inclusion in the book(s).
4. Purchase the book(s) and supplies (approximately \$100 allowed). The cost will be paid from the voluntary donations (collected by the 1st VP) from the Board Members, for the retiring President's gift.
5. Present the Memory Book(s) to the outgoing President sometime during the State Convention at the end of her/his term.

NATIONAL/REGIONAL PROJECTS

DUTIES:

1. Work closely with the Projects Chairs on the NGC and CAR-SGC Boards to promote the special projects of the current President of National Garden Clubs, Inc., and the Director of the Central Atlantic Region of State Garden Clubs, Inc.
2. If fund raising is necessary, the means of raising funds is to be approved by the GCFP Finance and Executive Committee.
3. Promote food gardening for Home and Community Gardens. Promote Community Gardening as Civic Development and beautification projects. Promote Plant America grants and projects (update this?).
4. Promote National projects and awards. Suggest programs for clubs in *Keystone Gardener*, the *KG Online* and on the GCFP website

NATURAL DISASTERS – USA

DUTIES:

1. Raise awareness of this NGC project to fund restoration of garden areas damaged by a natural disaster. This can be done through articles in the *Keystone Gardener*, the *KG Online*, or on the website.
2. Enlist the aid of District Directors to publicize this project at their meetings or through speeches given at various events when appropriate.
3. Consult with the GCFP President and examine carefully the various projects suggested by NGC, before recommending donations for a particular area.
4. Donations are tax deductible. All checks should be made payable to GCFP, with a note in the memo section that the money is to go to "Natural Disasters, USA". They should be mailed directly to the GCFP Natural Disasters chair.
5. Forward checks to the GCFP Treasurer, who will submit funds to the NGC Natural Disasters Chair.
6. Suggested deadline for receipt of donations by the GCFP Natural Disaster, USA Chair is March 15.
7. States experiencing a Natural Disaster:
 - a. A link to the NGC Natural Disasters Grant application is found on the GCFP website.
 - b. The restoration project is to be sponsored by State Garden Club or Member Club/s. The maximum amount awarded to a state each year is currently \$5,000 per disaster within the NGC fiscal year. In the event more than one club applies for restoration funding, the State President and State Chair will determine the amount to be distributed to each club-after receipt of money from the NGC Natural Disaster, USA Chair.
 - c. The State President and the State Natural Disasters Chair should work closely with each other reviewing completed application.
 - d. The State President or, if requested, the State Chair will forward the application to the National Natural Disasters, USA, Chair to review-the worthiness of the restoration and the amount to be awarded from available funds.
 - e. The State Chair, should notify a club whose project has been selected by the National Chair and may visit the club or garden area to present the monetary gift.

NOMINATING COMMITTEE

DUTIES:

1. As described in the GCFP Bylaws (*Article VII, sections 4 and 7, and Article XII.*)
2. The Committee shall carefully examine, recruit and present to the Board for ratification and election, a slate of Officers able to fill the next GCFP administrative positions. Nominees should be qualified, represent a range of GCFP districts, meet the requirements to serve (*see the GCFP Bylaws (Article XII)*) and who, presumably, will work harmoniously together.
3. Membership in the committee is outlined in detail in the GCFP Bylaws (*Article VII, Section 7*).
4. Members and alternates are required to attend each announced meeting of the committee. Zoom meetings in lieu or addition to in-person meetings are allowed.
5. The Nominating Committee will meet at any State Board Meeting, beginning in June after the Annual Convention and Installation of Officers (odd numbered years).
 - a. If possible, the entire slate of officers will be presented at the June Board Meeting (even numbered years) for ratification and election, allowing the President-elect to begin publicly planning for the next administration.
 - b. The latest date for presenting the entire slate to the Board of Directors is the October Board Meeting (even numbered years) prior to the Annual Convention in the following odd numbered year (the Installation Convention).
6. Requests for nomination will be placed in the *Keystone Gardener* and *KG Online*.
 - a. Members are invited to submit recommendations for proposed nominees, including a list of qualifications; self-nomination is acceptable.
 - b. Each proposed nominee should express in writing their willingness to serve.
 - c. The Board-approved slate of Officers shall be published in the Winter edition of the *Keystone Gardener* and *KG Online* preceding the Installation Convention in the odd numbered year.
7. Rules and Procedures for conducting business of the Committee are as follows:
 - a. All discussions and actions within the Committee are confidential.
 - b. Each Committee member must be familiar with the eligibility and qualification for each office, as stated in the Bylaws (*See Article XII, Section 1.*)
 - c. Members of the Committee are encouraged to present potential nominees from their District.
 - d. The Chair will review bylaw qualifications for each office before penitential nominees are discussed.
 - e. Nominations within the committee structure need not be seconded.
 - f. Voting within the committee shall be either by paper or voice ballot as agreed by the members and depending on the number of nominees for each position. If by paper ballot, the Chair will appoint 2 members of the committee to serve as tellers.
 - g. A majority votes elects.
 - h. Only the Committee Chair will communicate (verbally or in writing) the invitation to an approved nominee to serve.

ORGANIZATIONAL STUDIES

DUTIES:

1. Create a committee and act as Chair to study new proposals and suggestions to ascertain if they are in accordance with the policies of the GCFP.
2. Make recommendations concerning the above.
3. Check recommendations in the minutes, which should be included in the Standing Rules and policies of the GCFP.
4. Check wording.
5. Check for consistency with the most recently updated versions of the Bylaws and Standing Rules and Policies of the GCFP.
6. Check the Awards Manual, Presidents Handbook, Convention Directive and Directors Manuals for periodic updates and notify the President if changes should be made.
7. Send changes to the President for emailing to the Board of Directors.
8. Changes to the Standing Rules should be voted on at the next Board of Directors meeting.
9. By-Law changes need to be sent to the *Keystone Gardener* Editor to be published in the Winter issue before being brought to a vote at the Annual Meeting.
10. Present changes to the By-Laws for approval.

PENNSYLVANIA GARDEN TOUR

DUTIES:

1. Organize an annual event to showcase the diverse range of gardens and horticultural practices across Pennsylvania:
 - a. Highlight the work of local gardeners, landscape designers, and horticulturalists.
 - b. Foster a sense of community by bringing garden enthusiasts from different regions for the purpose of educating the public about gardening techniques, sustainability practices, and plant varieties; ~~and to raise awareness together~~ about the importance of environmental stewardship and conservation.
 - c. Increase tourism and attract visitors to different areas of the state.
 - d. Celebrate the beauty and cultural significance of gardens and green spaces.
 - e. Support GCFP garden clubs with revenue from ticket sales, ~~and create~~ opportunities for collaboration among garden clubs, and provide opportunities for garden clubs to raise-increase-visibility in the community and increase membership.
2. Establish a planning committee, that includes the First VP and representatives such as District Directors, and Club Presidents, from each District. Share the goals, objectives, timeline, and expectations for club participation in the statewide garden tour.
3. Appoint the following positions to the Committee: Registrar, Treasurer, Ad/Sponsorship Chair, Tour Book Editor, and PayPal Coordinator.
4. Select dates in June for each club's tour, coordinating to avoid conflicts.
 - a. Provide guidance to clubs on establishing submission deadlines and gathering photographs and descriptions of participating gardens.
 - b. Encourage broad representation from all regions of Pennsylvania.
 - c. Recommend including a variety of gardens (urban, suburban, rural, historical, botanical, private, sustainable, children's, etc.
 - d. Confirm participation with garden owners and provide them with detailed information about their roles and responsibilities during the event.
5. Set up an online registration system for participants with payment options
6. GCFP will provide tickets, a garden description booklet and all printed material for the tour.
7. Participating Garden Clubs will-collaborate with the Garden Party Chair to establish clear communication channels.
 - a. Appoint a Tour Liaison to communicate with the Garden Party Chair.
 - b. Appoint an Ad Coordinator whose team will solicit and coordinate ads from the community to avoid duplication. The Ad Coordinator will communicate with the Garden Party Chair and the Ad/ Sponsorship Chair.

PENNSYLVANIA GARDEN TOUR, Continued

8. Participating clubs are responsible for:
 - a. Selecting and confirming their featured gardens.
 - b. Conducting any site visits or reviews needed to ensure gardens are ready for public tours.
 - c. Coordinating with garden owners regarding expectations, logistics and accessibility.
 - d. Planning routes that enhance the visitor experience and allow safe, efficient access.
 - e. Recruiting and managing volunteers to assist with their local tours.
9. Promote the event to the public through social media, local newspapers, posters provided by the GCFP, and community bulletins.
10. Establish an online event page to share tour information.
11. Advise clubs to plan efficient routes for the tour and to consider grouping gardens in close proximity to enhance the visitor experience.
12. Collect detailed descriptions of each participating garden. Create informative signage for each location to highlight unique features and provide context for visitors.
13. Communicate guidelines for both participants and visitors to ensure a smooth and secure experience.
14. Establish a system for collecting feedback from participants and visitors. Evaluate the success of the event and gather insights for future improvements.
15. Seek statewide sponsorships, grants, advertising, and donations to help promote the Garden Party and offset costs.
16. Prepare a final report including receipts and disbursements, and other allocation of funds.

PENNSYLVANIA RESOURCES COUNCIL

DUTIES:

1. Encourage beautification and elimination of visual pollution along our roadsides
2. Maintain contact with the PA Resources Council, Inc.
3. Encourage cleaning up along roadsides.
4. Promote the conservation of native plant material along roadsides.
5. Cooperate with the PA Department of Transportation.
6. Educate GCFP members with upcoming future endeavors of PRC.
7. Many projects can be joint efforts with other committees, such as Litter Control, Conservation, Landscape Design, Civic Development, Memorial Highway Landscaping, Blue Star and Operation Wildflower.

PERSONNEL

DUTIES:

1. Work closely with the President, District Directors, and the Nominating Committee.
2. Compile a list of persons in the state who are qualified, interested, and available to serve as officers and/or committee chairs. (*See Bylaw, Article XII, Sec. 1.*)
3. Contact District Personnel Chair and request that they gather personnel information regarding members in their district and send it to the State Personnel Chair. Send a sample form to Club Presidents in an email.
4. Information regarding the activities and/or status (Judge, L. D., etc.) of members recorded in the *Keystone Gardener*, *The National Gardener*, Board of Directors, minutes, etc. should be noted, and added to the record of that member. Request Board Members to forward additions and corrections.
5. Be prepared for requests from the President, or Presidential nominee, District Directors, Nominating Committee, etc. for personnel information of value in filling offices or chairmanships. It would be advisable to retain control of the original file and forward information in duplicate.
6. NGC Personnel Forms – make sure all people ratified to serve on Regional or National Board from PA fill out three (3) forms. Comments and signatures from the Personnel Chair and State President are required on each form.
7. The forms for new candidates for National to be ratified, should be sent to the President by January for Regional and National approval.
8. Ask at the fall Board Meeting for anyone interested in being certified for National to contact this chair for the forms.
9. Keep a complete, updated biography on all GCFP Presidents.

PLANT-A-TREE
(FORMERLY PENNY PINES)

DUTIES:

1. Be familiar with the NGC program, Plant-A-Tree, a reforestation and forest education program.
2. Promote donations from GCFP garden clubs.
3. Forms for donating to this project are on the NGC website.
4. GCFP clubs may designate their donation for the Allegheny National Forest.
5. Minimum donation is \$50; an online payment option is available or checks may be sent directly to NGC.
6. Encourage and remind all District Directors and Garden Clubs to forward a copy of their Plant-A-Tree donation form to the Plant-A-Tree Chair; this will enable GCFP to track donations from Pennsylvania.
7. Submit reports at GCFP Board Meetings and the Annual Convention.

POLLINATOR RESTORATION

DUTIES:

1. Report at the Board of Directors meetings on ways to support pollinator restoration by GCFP clubs and club members.
 - a. What pollinators do to benefit the environment and our food supply.
 - b. Share information on how to protect pollinators and to restore their habitat.
 - c. How to prepare and apply for certification as a "Pollinator Friendly" garden.
2. Submit or send a copy the report to the Recording Secretary.

**PRESIDENT’S PROJECT:
PENNSYLVANIA CELEBRATES NATURE AND EMBRACES THE FUTURE**

DUTIES

1. Work closely with the GCFP President to develop and define the themes and projects that will be the focus of the two-year administration.
2. These projects will be at the center of the GCFP Seeds of Service Awards, which recognize individuals and garden clubs in each GCFP District, that emphasize “Seeds of Service” incorporating the President’s theme(s).
3. Develop the information and application form for the Seeds of Service Awards that will be posted on the GCFP website, including categories for recognition, application procedure and deadlines.
4. Find new ways to promote the President’s Projects within GCFP and beyond.
5. Encourage District Directors and Club presidents to engage in the themes and projects as outlined.
6. Prepare articles in the *KG Online* to promote the President’s Project.
7. Accept applications selected by the District Directors for receiving the award.
8. Notify the President, the Awards Chair, the *Keystone Gardener* and *KG Online* editors, and the GCFP Webmaster of award recipients
9. Announce award recipients at the GCFP District Annual Meetings in September of the even numbered years, and have certificates prepared.

PROGRAM RESOURCES

DUTIES: pending review 08/06

1. Compile a list of excellent programs which promote NGC and GCFP objectives in the areas of Horticulture, Floral Design, Landscape Design, Youth, Horticulture Therapy, Civic Development, Environmental Concerns, etc.
2. Consult with District and Club Program Chairs for suggestions and assistance in compiling this list.
3. Prepare a spreadsheet with name, topic, contact information and Club referral information. This information will be posted on the GCFP website.
4. Update the list periodically.
5. Inform clubs through the *Keystone Gardener & KG Online* , of availability of illustrated lectures on various topics of interest.

PROTOCOL

DUTIES:

1. Endeavor to educate Garden Clubs and Districts to use and follow protocol during meetings. Prepare periodic articles in the *Keystone Gardener* and *KG Online*, and participate, if asked, in the biennial Leadership Workshops.
2. Refer to the most current copy of the *NGC, Inc. Protocol Handbook*, which is required in order to verify and confirm all details outlined below.
3. Serve as a member of the Convention Committee.
4. Receive instructions from the GCFP President as to:
 - a. Individuals and groups to be given special seating at each meal event at the Head Table and the Honor-Tables.
 - b. The President will have a-list of whom she expects at the convention.
5. Establish communications with the Convention Chair about hotel facilities, such as the maximum that can be seated at the Head Table and Honor Tables.
6. Before the GCFP state convention, receive from the GCFP President master lists of all individuals seated at the Head Table for each event, and attendees to be recognized at the-Honor Tables.
 - a. Coordinate with the Convention Chair the number of Honors Tables required. Use the list when arranging seating at meal events by number.
 - a. Write instructions to those at the Head Table or Honors Tables , given at registration by the Protocol Chair/Vice Chair.
 - b. Create an invitation for those to be seated at the Head Table or Honor Tables; they are to be seated 15 minutes before event starts.
 - c. Make numerical table signs for the Honor Tables.
 - d. At the meal honoring Club Presidents, the GCFP President determine the procedure for the introduction of District Directors and the Club Presidents. Arrange for reserved seating as requested by the GCFP President.
7. During the convention, make changes in the seating charts, as necessary.
 - a. Inform the GCFP President of a vacancy at the Head Table, and adjust the seating chart accordingly.
 - b. Provide a corrected copy of the seating chart for each event on the lectern for the Presiding Officer.
 - c. Last minute changes may require Protocol Chair to search for guests.
 - d. Put place cards on the Head Table in the correct order; see that table signs designating groups to be recognized are in place for each event.
 - e. Request assistance from the Protocol Vice Chair, as needed, to prepare the notices and invitations for the honorees at the Head Table and Honor Tables in advance of the event, to ensure that honorees are present, to find guests, to assist them to the correct table, and to escort elderly guests, if requested.

PROTOCOL VICE CHAIR

DUTIES: Pending review

1. As assistant to the GCFP Protocol Chair, serves as a member of the Convention Committee.
2. At the request of the Protocol Chair, assist at the State Convention in preparing and delivering the notices and invitations to the honorees at the Head Table and Honor Tables.
3. At each event, assist in identifying honorees, finding them if needed, assisting them to the correct table, and escorting elderly guests, if needed.

PUBLICITY PRESS BOOK

DUTIES:

1. Work closely with the Awards Chair-
2. Encourage clubs to contact local papers, publications and digital media regarding their activities and special events.
3. Encourage clubs to send in information to their District newsletter, the *Keystone Gardener*, and the *KG Online*, and to have their club and the GCFP mentioned in as many articles in varying publications and media as possible.
4. Review and be familiar with the criteria for this award as described in the most recent updated GCFP Awards Manual.
5. Appoint a committee to judge the books according to size of the club; the first-place booklet in each club category should be sent to the CAR-SGC Awards Chair by the date requested. If self-addressed envelopes were not enclosed, prepare one before sending to CAR.
6. Certificates of Commendation will be presented during the Regional Conference by the NGC.
7. When returning the Book of Evidence to clubs, include a copy of the scoring sheet, giving constructive criticism as to how to improve their publicity coverage or books of evidence. Send or enclose with the books of evidence that are returned at the State Convention or by mail.
8. Present awards to winning clubs at Convention. Any books of evidence not picked up may be mailed back in the enclosed envelope.
9. Display all Publicity Press Books at the State Convention in the Educational Exhibit area.

SAGE & ROSES DONATIONS

"SAGE" (Send **A** Greeting Electronically.)
"ROSES" (Remember **O**ur **S**ervicemen's **E**very **S**acrifice.)

DUTIES:

1. Promote this program, which raises designated funds for the purchase, placement, and maintenance of Blue Star Memorial Markers within Pennsylvania. The fund was created in 2010 at the suggestion of Lois Dupre Schuster, GCFP Honorary Life President and NGC President (2001-2003).
2. Distribute information and encourage donations from GCFP members:
 - a. Money saved by sending electronic greetings, rather than mailing greeting cards, can be donated to the GCFP Sage & Roses Fund.
 - b. Donation checks should be made payable to GCFP, with the notation "Sage & Roses Fund" on the Memo Line, and sent to the Sage & Roses Donation Chair.
3. Collect and record donations.
4. Send the collected funds to the GCFP Treasurer to be deposited as a "Designated Fund".
5. Report transactions and fund status at GCFP Board Meetings, or upon Board request.
6. Send a list of donors to the *Keystone Gardener and KG Online* Editors, for inclusion in the pending issue.
7. Communicate with clubs that are planning to purchase, place, and/or maintain a Blue Star Memorial Marker.
8. Propose fund distributions to the GCFP Finance Committee, which will then seek approval from the Executive Committee and Board of Directors.
9. Give a Summary Annual Report at the April Board of Directors Meeting.

SCHOLARSHIPS

DUTIES:

1. Obtain applications, guidelines, and pertinent information from the previous scholarship Chair.
2. Furnish complete information on these scholarships to the clubs through: the *Keystone Gardener*, District Directors, and District Chairs, and the GCFP website.
3. Maintain updated information on the established scholarships on the GCFP website.
4. Encourage applications for the scholarships, which are available to students of Horticulture or allied subjects.
5. Appoint three (3) or more judges from within the State to judge the applications individually on scholastic rating, need, and ability.
6. Attend the Annual Convention to announce winners, and present certificates to the winners or their representatives.
7. Send pictures and announcement to the editor of the *Keystone Gardener* immediately following the GCFP Convention.
8. Send the name, Social Security number, and title of scholarship for each winner to the State Treasurer immediately following the GCFP Convention., as well as the college information (Student Aid Officer, Address, Phone Number, Email, Fax).
9. Send congratulatory letters to the winning applicants indicating the scholarship title and the amount awarded. A copy is also sent to the Sponsoring Garden Club President.
10. Send a letter to all non-winning applicants encouraging them to apply again next year.
11. Links to the CAR-SGC and NGC Scholarship information are posted on the GCFP website under More/Forms Library.
 - a. Applications for the CAR-SGC and NGC Scholarships are due to the State Chair by February 1.
 - b. Qualifying applications are sent to the GCFP President,-who encloses a letter endorsing the applicant, and forwards the application to the CAR-SGC and NGC Scholarship Chairs by the deadline.
 - c. Winners are announced at the CAR-SGC Annual Conference and the NGC Annual Convention.

SCHOLARSHIP DONATIONS

DUTIES:

1. Keep the donation form for making donations updated and posted on the website.
 - a. The GCFP Scholarship Fund is derived from three-quarters of the fee paid by a GCFP Life Member, and from individual and/or club contributions in the amount of \$5.00 or more.
 - b. These may be given "in memory," "in appreciation", or "honoring" an individual or group.
2. Keep a record of the donor, recipient, and amount given.
3. Acknowledge all contributions to the Scholarship Fund to the donor, unless the donor states this is unnecessary.
4. Send notes to the individual honored, or to the family of the individual in whose memory a contribution has been made.
5. At least once a month, send monies collected to the State Treasurer.
6. Send the list of donors and recipients to the *Keystone Gardener* and *KG Online* Editors.
7. Enter names of donors and recipients in the Scholarship Memorial Book.
8. Keep records of expenses and submit to the State Treasurer for reimbursement quarterly.
9. Have appropriate notification cards with the Federation seal printed in lots of 100 as needed from your local printer and submit bill for payment to the State Treasurer.

SEED MONEY

DUTIES:

1. Check with the GCFP President annually to determine the goals of Seed Money program, an annual monetary grant program to encourage community projects by garden clubs.
2. Update the application form, including requirements/guidelines according to GCFP President's goals
3. Establish the Due Date mid- February (Awards deadline sheet says Feb. 15). Applications will then be reviewed and ready for April GCFP Convention.
4. At the Fall GCFP Board Meeting, present the importance to all. By then, the Application will be online. Note that applications may also be submitted via USPS.
5. Upon receipt, application is confirmed by email. If no email, a phone call is made.
6. After the Due Date, evaluate the applications/projects according to the established guidelines.
7. Submit the information to the GCFP President for approval. Determine monetary amounts.
8. Prior to the Annual Convention, send a list of recipients and monetary amounts to the Treasurer and Financial Advisor.
9. Announce Seed Money grants at the Annual Convention. Provide list at each luncheon table (usually Monday).
10. Checks will be forwarded to club treasurer immediately after the GCFP Convention.
11. Send list of Seed Money recipients to the Keystone Gardener and KG Online Editor, and the GCFP Webmaster. the *Keystone Gardener* and *KG Online* Editors and the GCFP Webmaster.

SMOKEY BEAR/WOODSY OWL CONTEST

DUTIES:

1. Conduct the Smokey Bear/Woodsy Owl Contest, in cooperation with the NGC program.
2. Contact the NGC Smokey Bear/Woodsy Owl Chair and obtain contest rules/information.
3. Provide pertinent information to the *Keystone Gardener* and the GCFP website.
4. Collect contest entries and arrange for judging. Appoint a committee to help judge.
5. Submit the winning entries to the appropriate level of competition, by the designated due date.
6. Report the winning entries to the GCFP Awards Chair, the *Keystone Gardener*, and the GCFP website.
7. Attend and report at all regular GCFP Board Meetings.

SPONSORSHIPS

Duties:

1. Responsible for developing and managing relationships with sponsors to secure funding, in-kind donations, and resources for events and initiatives led by the President.
 - a. Collaborate with the President to develop sponsorship goals for upcoming events and initiatives.
 - b. Create sponsorship packages tailored to the needs of different sponsors, including tiered benefits to appeal to a wide range of potential sponsors.
 - c. Identify potential sponsors and establish connections with companies, local businesses, and community leaders who align with the organization's mission and values.
2. Conduct outreach through meetings, presentations, and networking to attract sponsors.
3. Serve as the primary point of contact for sponsors, ensuring regular communication and building lasting partnerships.
4. Maintain a database and track commitments, contracts, and timelines to ensure smooth execution.
5. Ensure sponsor benefits are delivered as promised, including branding opportunities, recognition at events, and other agreed-upon deliverables.
6. Coordinate with event organizers to secure sponsor signage, acknowledgments, and brand placement.
7. Provide guidance to convention sponsorship chairs if requested, fostering consistency in sponsor engagement and management across all events.
8. Prepare post-event reports that outline sponsor engagement, sponsorship outcomes, and recommendations for future improvements.

SPROUTS AND SEEDLINGS

DUTIES:

1. Lead efforts to establish and support youth gardening programs within GCFP, fostering a love for nature, gardening, and environmental stewardship in young people.
2. Help and encourage GCFP clubs to start their own youth-focused initiatives.
3. Program development and outreach:
 - a. Promote the Sprouts and Seedlings initiative to local GCFP clubs, encouraging the creation of youth garden clubs.
 - b. Coordinate and provide guidance to clubs interested in forming youth groups, offering ideas and resources for engaging young gardeners.
4. Funding and Resources:
 - a. Oversee the allocation of a \$50 kickstart fund for clubs initiating youth programs, ensuring funds are distributed fairly and encouraging creative uses, such as purchasing seeds, tools, or educational materials.
 - b. Connect with the Seed Money Program Chair or Sponsorship Chair to provide additional resources like seed packets or gardening materials where available.
5. Educational Support and Materials:
 - a. Develop or source educational materials on gardening, plant care, and environmental stewardship tailored for youth programs.
 - b. Organize or support occasional virtual workshops or webinars focused on youth gardening, featuring age-appropriate content on topics such as planting basics, pollinator gardens, and composting.
6. Club Liaison and Reporting:
 - a. Serve as the primary point of contact for club leaders regarding youth programs, answering questions and providing ongoing support.
 - b. Track and report on the progress of youth clubs, gathering success stories, feedback and lessons learned to inspire other clubs.
7. Annual Evaluation and Expansion:
 - a. Evaluate the impact of the Sprouts and Seedlings initiative annually, assessing the success of the \$50 kickstart and making recommendations for further resources or support as needed.
 - b. Identify opportunities to expand youth engagement across GCFP, proposing new ideas for program growth and collaboration with schools, community centers, and other youth-focused organizations.

TECHNOLOGY TRAINER

DUTIES:

1. Offer free training for GCFP Clubs and members in a variety of technology platforms such as ZOOM and SignUpGenius, as well as computer programs such as PowerPoint, Word, Excel, Google apps(i.e., forms), etc.
2. Respond to enquiries about possible training.
3. Assist with technology questions.
4. Provide training sessions primarily via ZOOM.

TOURS

DUTIES:

1. It is advised that this chair have personal travel experience and group travel experience.
2. Plan and oversee at least one annual garden-focused tour in partnership with a qualified travel agency. The tour may be international or domestic.
3. Coordinate with a travel agency to select destinations of interest, including public and private gardens, conservation areas, horticultural centers, and culturally significant horticultural events.
4. Ensure the tour aligns with the goals of NGC schools and/or interests of the GCFP members.
5. Work with a travel agency to develop an itinerary, confirm pricing, and coordinate logistics such as transportation, accommodations, meals, and entrance fees.
6. Promote the tour to GCFP members through federation channels (newsletter, website, email, zoom meeting, etc.).
7. Serve as the liaison between the travel agency and participants before and during the tour.
8. Gather participant feedback to evaluate tour success and inform future planning.

TRI-REFRESHER

DUTIES:

1. Tri-Refresher Chair must be either a Landscape Design, Gardening Study or Environmental Studies Consultant. It would be helpful if she had also attended at least one Tri-Refresher.
2. Stay up to date with all NGC requirements which can be found on the NGC Website. Submit all required forms related to the date, schedule and instructors for Tri-Refreshers.
3. Plan the Tri-Refresher:
 - a. Clear the proposed Tri-Refresher dates with the Flower Show Symposium Chair and GCFP Schools and Credentials Coordinator, in order to avoid conflicts.
 - b. Plan the curriculum, find the venue(s), and select the instructors.
 - c. Submit the appropriate forms about the Tri-Refresher schedule and instructors for approval to the NGC Schools Coordinator.
 - d. Send copies of approved forms to the NGC school chairs of each participating school.
 - e. Instruct refreshers seeking credit to complete the appropriate forms and send to GCFP Schools and Credentials Coordinator.
 - f. Submit a budget proposal to the GCFP Finance Committee prior to the Tri-Refresher and submit a financial report to the GCFP Treasurer at the conclusion of the Tri Refresher.
 - g. Prepare a summary report, using forms on the NGC Website.
 - h. Prepare a report for the next GCFP Board Meeting.
 - i. The GCFP Schools and Credentials Coordinator will be responsible for disseminating, collecting and tracking all forms for the credentialing of participants.

WEBMASTER

DUTIES:

1. Responsible for the promotion, maintenance, and updates to the site.
2. Work with the GCFP President and other Officers to provide pertinent information to the members through the appropriate pages of the website.
3. Work with the GCFP Treasurer to set an appropriate budget for the website expenses, including the annual server/hosts fees. Attempt to control expenditures related to the site in order to stay within the annual budget allowance.
4. Maintain good records for the Federation.
5. Keep the site information relevant and current, by updating the site on a regular basis.
6. Solicit articles, news, and photographs for the site from State Officers, Chairs, District Directors, Club Presidents, and members.
7. Check the NGC site periodically, as well as other Federation sites, for information, updates, and ideas.
8. Through the use of a CD writer, maintain multiple copies of the site on discs. Maintain a back-up copy (on storage media of documents used on the website).
9. Work with the Chair and/or webmasters for NGC and CAR, and other Federations.
10. Report to the State Board, new pages added, and feedback from visitors.
11. Safeguard the site through the use of high-quality firewalls and virus scans.
12. Provide the information on the website regarding the benefits to clubs of being a member of GCFP.
13. Provide information about local clubs and how to join one of our Federated clubs.
14. Provide information on club events and activities that are open to the public.

WILDFLOWERS AND NATIVE PLANTS

DUTIES:

1. Promote the appreciation, conservation, and use of wildflowers and native plants within club activities and throughout the community.
2. Encourage clubs to incorporate native plants and wildflowers in their gardens, public plantings, and educational programs.
3. Provide resources and guidance on identifying, selecting, and cultivating native plants appropriate to Pennsylvania's environment.
4. Collaborate with club conservation and horticulture committees and outside organizations to support pollinator gardens, meadow restorations, and natural landscaping projects.
5. Develop or share educational materials, including brochures, articles, and presentations, for club use.
6. Organize or promote workshops, field trips, or webinars featuring experts on native plants and wildflower identification
7. Highlight in the *Keystone Gardener* and *KG Online* success stories from clubs and individuals who incorporate native plants in their community efforts.
8. Encourage state-level awards related to native plant usage or conservation.
9. Serve as a liaison to native plant societies, conservation organizations, and relevant local or state agencies.
10. Submit a report at State Board Meetings and Conventions summarizing activities, outreach, and impact.

YOUTH ACTIVITIES

DUTIES:

1. Promote GCFP Youth Awards and NGC/GCFP contests.
2. Consult the GCFP Awards Manual on the website www.pagardenclubs.org, and the NGC Youth Activity Manual.
3. Awards and Contests for review include:
 - a. Poetry Grades K through 12
 - b. Youth Sculpture Grades 4 through 8
 - c. Essay Grades 9 through 12 (if applicable)
4. Provide awards and contest information, including deadline dates, to the *Keystone Gardener*, the *KG Online* and the GCFP website, as early as possible, and provide links to the NGC Awards and Contest forms.
5. Conduct judging of awards/contest entries:
 - a. Forward envelopes to GCFP Treasurer with 1st place winner's names for prize money.
 - b. Forward the 1st place winners to the CAR-SGC and GCFP Awards Chair by the specified date.
6. Provide the awards/contest results to the *Keystone Gardener*, the *KG Online*, and the GCFP website.

CONTRACTORS

DATABASE MANAGER

DUTIES:

1. Update and maintain information in the GCFP My.Act.com database.
2. Responsibilities include, but are not limited to:
 - a. Log into the gcfpdatabasemgr@gmail.com account every other day, checking for emails from garden clubs and/or financial secretary, print forms and input data changes in a timely manner.
 - b. Maintain accurate records of GCFP Garden Club members (add new members, remove members, change of address, change of officers, etc.).
 - c. Work with the GCFP Financial Secretary on changes ensuring the most up-to-date information from the various garden clubs.
 - d. Create reports when called upon.
 - e. Review data for errors.
 - f. Two times a year, create a report of the total number of GCFP membership with name, garden club and address and send to the Keystone Gardener printer with a copy to the *Keystone Gardener* editor.
 - g. By 30 June of each year, pull the total number of GCFP members and send to the GCFP Financial Advisor for insurance purposes.
 - h. Maintain all forms in binders designated by districts, separated by garden club.
 - i. When requested by the GCFP President or GCFP First Vice President, create and distribute mass mailings to various groups (club presidents, district directors, exec board, full board and all GCFP members).

FINANCIAL ADVISOR

DUTIES:

1. Prepare financial reports for Board meetings: Asset Summary & Statement of Financial Activity.
2. Prepare the GCFP's Annual Budget.
3. Keep the President, Executive Committee and Board members informed of the financial well-being of the organization.
4. Act as liaison to the GCFP CPA firm prepare QuickBooks data needed to file the Annual Review and IRS filings.
5. Assist clubs with financial issues, contact the GCFP CPA firm to answer financial concerns.
6. Collect information for 1099's needed, remit information to CPA firm for submission to IRS.
7. Maintain the GCFP's bank accounts, reconciled monthly.
8. Maintain GCFP's accounts in Quickbooks and prepare a monthly backup.
9. Issue all checks for GCFP.