

**THE GARDEN CLUB FEDERATION OF PENNSYLVANIA**

**BOARD OF DIRECTORS MANUAL**

**“BOD”**

**2021**

**A GUIDE FOR MEMBERS OF THE BOARD OF  
DIRECTORS**

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**THE GARDEN CLUB FEDERATION OF PENNSYLVANIA  
BOARD OF DIRECTORS MANUAL  
2021-2023  
FORWARD**

WELCOME!! It is an honor and pleasure to be part of the Garden Club Federation of Pennsylvania.

If you are new to the GCFP Board, Congratulations and thank you for agreeing to serve! For our returning members, glad to have you aboard again! This manual is your first step in understanding your new position and the responsibilities that go with it.

Please become familiar with our GCFP by-laws found on our website: [pagardenclubs.org](http://pagardenclubs.org). On our site, you also will find forms, resources, events and information on the amazing things happening in Pennsylvania.

As a Board Member, you are requested to attend the GCFP Board Meetings and our Annual Convention. If you are unable to attend, please notify me and forward by email your report to our Recording Secretary. If you are planning to attend, please bring one (1) copy of your report for our Recording Secretary and email your report to the Recording Secretary also.

I plan to be available Monday through Friday from 8 AM until Noon. If you do not reach me, I will contact you back in a timely manner. Please leave your name, phone number and a brief description of why you are calling or emailing.

Our theme for the next two years is "Watch Us Bloom" and the President's Project is "Watching Our Youth BLOOM".

We currently have 108 garden clubs and 5 affiliates within GCFP with approximately 4700 members.

Now is the time to recharge and BLOOM.

BLOOM with New Ideas: Be a cultivar  
BLOOM in Membership: Invite a friend  
BLOOM in Friendship: Network and have fun  
BLOOM in Knowledge: Attend a school

Yours in Gardening,  
Sheila Croushore  
GCFP President 2021-2023  
[2GCFP1PRES@gmail.com](mailto:2GCFP1PRES@gmail.com)

## **DATES OF CONCERN**

**CHECK YOUR CALENDAR** in order to avoid conflicts and make possible your own attendance at important meetings.

### **FROM THE NATIONAL GARDENER:**

National Convention - spring  
National Board Meeting - fall  
Central Atlantic Regional Convention - fall  
Flower Show Schools Handbook Exam - 4<sup>th</sup> Thursday, April & October

### **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 - usually 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:

Greensburg Garden Center Garden Mart  
Pennsylvania Horticultural Society Harvest Show  
Philadelphia Flower Show  
Pennsylvania Garden Show of York  
Annual Perennial Conference – Longwood Gardens

### **AWARD INFORMATION and DEADLINES:**

Award year is January 1 to December 31, annually  
December 1 is the deadline date for all award application except where otherwise noted in the award description. **SEE THE CURRENT AWARDS MANUAL ON THE GCFP WEBSITE [www.pagardenclubs.org](http://www.pagardenclubs.org)**  
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 1

## PROCEDURES FOR THE BOARD OF DIRECTORS

### Bylaws, Article IX

#### Sec. 1. The Board of Directors shall:

- a. Consist of the Elected Officers, District Directors, Appointed Officers, Appointed Members, the Advisory Committee, Chair of Committees 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.
- d. Manage 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.

### COMMITTEE PERSONNEL

1. 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 set up small committees of nearby members for discussion and clarification of duties and projects and then work with the District Chairs on the results of these discussions.

### 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.

Board Members are entitled to GCFP stationery but are requested to use it with discretion. Stationery can be ordered by email, mail or phone, giving the exact number of the particular type of stationery needed. The request must be made several weeks before a Board meeting, and it will be carried to the Board Meeting for distribution. **We request that you not ask to have it mailed because of the high cost of postage.**

### RECORDS

1. 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, which affects a chair's duties, should be copied into this record book by the Board member.
2. All 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 the Record Book for Quick reference.
3. Request, upon appointment, the former Chair's portfolio of information regarding duties, reports and objectives. A full portfolio **SHALL BE PASSED ON.**

## PROCEDURES FOR THE BOARD OF DIRECTORS, Continued (Page 2 of 2)

### REPORTS

1. The State Chair shall request a short pertinent report from the District Chair in time for each State Chair to compile her term of office summary.
2. All Officers, District Directors, and Chairs shall deliver written copies (one each) of all Board Meeting reports and term of office summary to the President, Recording Secretary, the Editor of the *Keystone Gardener* (she gets a copy too) and the Historian in the interest of accuracy and comprehension. The District Directors shall deliver one (1) additional copy for the First Vice President. One (1) copy is to be retained in the Chair's file. The Recording Secretary's copy shall subsequently be filed with the minutes in the GCFP Headquarters office. If unable to attend, these should be mailed to the Recording Secretary at least one (1) week before the meeting.

### GENERAL

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 obtain a place on the agenda for this action.  
A member should have the privilege of being at that place on the agenda of the Executive Committee wherein her subject is to be discussed in order to answer any questions arising or to defend her position, if need be.
2. All Chairs should inform, advise and instruct their committee members (District Chair, usually) in detail regarding their area of responsibility and read thoroughly the *Keystone Gardener* and *The National Gardener*.
3. Chairs are expected 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* 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 are available from the GCFP Headquarters for a fee.
2. **The Board of Directors Manual** – this manual is to be kept up-to-date, both hardcopy and on GCFP website. As new material comes out or department activity changes, the Chair of Organizational Study should be alerted, a new insert printed, new publications added, and the website updated. Additional copies can be purchased from the GCFP Headquarters for a fee.
2. **Directory Issue of the Keystone Gardener** contains a list of GCFP Officers and the Board of Directors.
3. **State Awards Manual** – additional copies may be obtained from the GCFP Headquarters for a fee.
4. **National Awards Information** – *The National Gardener*, fall issue and the NGC, Inc. website.

## DUES – FEES – CONTRIBUTIONS

### GARDEN CLUB FEDERATION OF PENNSYLVANIA

Make all checks payable to THE GARDEN CLUB FEDERATION OF PENNSYLVANIA

DUES – Send to the GCFP Headquarters Office. The current club yearbook must be sent with payment of club dues.

1. Federated Garden Clubs (Includes NGC dues) . . . . . \$10.00 per member  
(See Bylaws Art. IV, Sec. 3A)
2. Affiliates (organizations) . . . . . \$35.00 each organization
3. Members-at-Large (individuals) . . . . . \$25.00 each member
4. Life Membership . . . . . \$100.00 each

Proportional distribution of Life Membership fee shall at no time assign less than 50% to the Scholarship Fund. (See Bylaws Art. V, Sec. 2C and Art. VII, Sec. 5. D4 and Standing Rules and Policies, 3. C.)

FEES - Send to the Financial Secretary

- Admission fee for new clubs . . . . . \$25.00 per club
- Reinstatement fee . . . . . \$20.00 per club

CONTRIBUTIONS - Send to appropriate State Chair

- Book of Recognition – Memorials or Appreciation Gifts . . . . . \$5.00 or more
- Scholarship Fund – Memorials or Appreciation Gifts . . . . . \$5.00 or more
- Natural Disasters/USA . . . . . Any Amount
- Natural Disaster/International . . . . . Any Amount
- Land Trust . . . . . Any Amount
- Penny Pines . . . . . \$68.00 or any amount

### NATIONAL GARDEN CLUBS, INC.

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

DUES

- Federated Garden Clubs – Paid by GCFP, Included in GCFP dues. (See Above)
- Youth Gardening – Annual Dues paid by GCFP . . . . . \$10.00
- \*Life Membership – (optional) . . . . . \$200.00 each  
(\$100.00 credited to Scholarship Fund, \$100 credited to Permanent Home)
- \*Send to National Life Membership Chair at National headquarters

- SUBSCRIPTION - THE NATIONAL GARDENER - 1 Year. . . . . \$6.50
- 3 Year. . . . . \$18.00

CONTRIBUTIONS, GIFTS AND MEMORIALS

- Permanent Home . . . . . \$25.00 or more  
Acknowledged by certificate suitable for framing with name of Honoree and Donor. May be sent to either as requested.

- Stewards of Tomorrow . . . . . \$1,000.00 - \$2,499.00  
Recognized by individual nameplate 5 1/2" by 18" applied on the adjoining brick columns of NGC in St. Louis.

- Stewards of Tomorrow . . . . . \$2,500.00 or more  
Recognized by individual nameplate 12" by 18" applied as above.



**DUES – FEES – CONTRIBUTIONS**, Continued (Page 2 of 2)

Friends of the Future . . . . . \$500.00 to \$999.00  
Recognized by individual name plate hanging in the East Foyer of NGC in St Louis.

Roll of Honor

Recognized by one line name on bronze plate Roll of Honor . . . . . \$100.00  
Recognized by two or more lines on bronze plate Roll of Honor . . . . . \$200.00

Honor Books

- Gold Book . . . . . \$100.00 to \$499.00
- Loyalty Book . . . . . \$50.00
- Silver Book . . . . . \$25.00
- 10<sup>th</sup> Anniversary Book . . . . . \$10.00
- Parade of Presidents . . . . . \$10.00
- Book of Remembrance . . . . . \$10.00
- Book of Appreciation . . . . . \$10.00
- Garden Gifts Book . . . . . \$10.00

## STANDING RULES AND POLICIES

### 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 Headquarters when the former President will not wear it any longer, so that the presentations may be continued.
- d. Funds contributed for a special purpose, such as Scholarship, Natural Disasters, USA/International, Habitat for Humanity, Penny Pines, Blue Star Markers, 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 seal of the GCFP shall be used only on publications, programs, etc. authorized by the Board of Directors.
- 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.
- i. The GCFP accepts the endangered species list as presented by the Judges Council
- 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 Conventions and Board meetings) shall be signed by the GCFP President.

### 2. AWARDS

- a. All GCFP 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 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 name has 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 50<sup>th</sup>, 75<sup>th</sup>, and 85<sup>th</sup> anniversary as a member of the GCFP; this money is to be used toward a planting by the club in a civic development project.

- g. The GCFP shall purchase rosette ribbons that correspond to the top State Flower Show Awards and make them available through the GCFP Headquarters office to garden clubs for their flower shows. The clubs are to pay the cost of the rosettes plus postage.
- h. The GCFP will accept no further annual awards with trophies that must be returned after one year.

### 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.
- b. A record book should be completed by July 1<sup>st</sup> containing written reports and records from the Chair and all committee Chairs. This book to be given to the Chair of the next convention as soon as possible.
- c. Twenty-five percent of the net balance from the Annual Convention shall be returned to the Hostess District for a District project. When two or more Districts host, ½ profit to be shared by the Districts; ½ profit to 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 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 Advisory Committee Chair #6). This expenditure is to be included in the Annual Budget.
- b. In the event of the death of an immediate member of the Board of Directors, or spouse, a \$25 donation shall be given to the GCFP Scholarship Fund as a memorial.
- c. In the event of the death of a former State President, \$100 shall be placed in the Scholarship Fund.
- d. When the immediate Past President attends the NGC Convention following the election of the GCFP officers, the GCFP shall provide an expense allotment not to exceed \$500.
- e. 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.
- f. The expenses of the Scholarship Committee for postage, notepaper, printing, etc. shall be paid from the proceeds of the Scholarship Fund.
- g. Clubs shall be reimbursed for the cost of returning award trophies to the GCFP.
- h. 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.
- i. When a deposit is required by the motel/hotel for booking board meetings or conventions, an advance not to exceed \$500 shall be paid from GCFP funds by the Treasurer on request from the 2<sup>nd</sup> Vice President and repaid at the time of the meeting.

## STANDING RULES AND POLICIES, Continued (Page 3 of 4)

- j. The GCFP shall send \$100 annual dues to the Pennsylvania Resource Council and this amount shall be included in the Annual Budget of the GCFP. All monies in excess of expenses realized from the Wildflower workshops are to be divided as follows: 50% to the sponsoring group; 50% to GCFP.
  - k. The GCFP shall pay the expenses of the State Speech Contest winner to attend the State Convention including lodging, meals, and mileage at a rate to be determined by the GCFP Board of Directors. Total costs are not to exceed \$250.
  - l. The GCFP shall pay the annual membership fee of \$100 to the Rachel Carson Homestead Association and this amount shall be included in the Annual Budget of the GCFP.
5. OFFICE PERSONNEL
- a. Two (2) weeks' vacation with pay shall be allowed the Headquarters Secretary.
  - b. The Headquarters Secretary shall be given a monetary gift at Christmas time, the amount to be determined by the Board of Directors.
  - c. When requested by the President, the GCFP Headquarters Secretary shall attend meetings of the Board of Directors. The Secretary shall attend the Annual Convention in the odd-numbered years. All expenses will be paid by the GCFP.
  - d. A thirty (30) day notice shall be required in the event of a resignation by the Headquarters Secretary or termination of services by the GCFP.
  - e. The President and Vice Presidents shall be responsible for interviewing and hiring, in the event of a vacancy. This action shall be subject to the approval of the Executive Committee.
  - f. The Headquarters Secretary shall be reimbursed at the current IRS rate per mile for driving in the course of her duties.
  - g. The salary of the Headquarters Secretary shall be reviewed at the close of each year.
6. 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.
7. KEYSTONE GARDENER
- a. Complimentary copies of the *Keystone Gardener* shall be sent to the NGC President, and the CAR Director. The Directory issue only, will be sent to State Presidents in the NGC.
  - b. The GCFP will publish the *Keystone Gardener* at least four (4) issues per year with a Directory issue at the beginning of each administration.
  - c. The list of awards shall be published in the *Keystone Gardener* 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 published quarterly, and on the Website.

**STANDING RULES AND POLICIES**, Continued (Page 4 of 4)

8. WORKSHOPS

- a. Environmental Workshops, Operation Wildflower Workshops or any other GCFP sponsored or co-sponsored workshops or conferences shall submit budgets of anticipated expenses to the appropriate GCFP Chair for approval before making final commitments to speakers, etc.
- b. All these workshops shall be granted funds in advance to cover cost of printing, publicity, etc., said funds to be returned promptly to the GCFP Treasurer from workshops receipts at the end of the workshop.
- c. In the event the GCFP shall select a co-sponsor of any of the above-mentioned workshops, 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 workshop.
- d. All monies in excess of expenses realized from any workshop or conference shall be returned to the GCFP Treasurer within six (6) weeks after the event.
- e. Fifty percent of the net balance shall be returned to the co-sponsor. Exceptions: Operation Wildflower Workshops and Workshops based on a grant from an outside source. (See f. & g.)
- f. All monies in excess of expenses realized from Operation Wildflower Workshops are to be divided as follows: 50% to the sponsoring groups and 50% to the GCFP.
- g. In the event the GCFP shall sponsor any workshop based on a grant from an outside source, the following guidelines shall apply:
  1. All requirements of the grantor shall be presented to the Executive Committee before approval is given to apply for a grant.
  2. Copies of all materials required by the grantor and submitted in order to qualify for a grant shall be sent to the State President.
  3. It is customary for a grant to be paid directly to the GCFP after which it shall be forwarded to the Treasurer of the event.
  4. A complete financial accounting of the program shall be forwarded to the GCFP Treasurer along with any remaining funds within six (6) weeks after the workshop
  5. 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.

**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.**

## **PUBLICATIONS AND SUPPLIES**

Available from: National Garden Clubs, Inc.  
4401 Magnolia Avenue  
St. Louis, Missouri 63110-3492  
**800-559-6007 OR 314-776-7574**  
Hours: 9 AM – 5 PM, Monday-Friday **Central Time**  
**[www.gardenclub.org](http://www.gardenclub.org)**

**There is no longer a Members Service Catalog for NGC. Everything is now available through their website. [www.gardenclub.org](http://www.gardenclub.org)**

There is a How To Series – Legislation. This will help you schedule meetings with Congress, how to write a letter to Congress, etc. There is a section on Ongoing Projects, i.e. Blue Star Memorials and Sage and Roses as well as a section on Outreach Projects, i.e. Habitat for Humanity Landscaping, National and International Disaster Relief, and World Gardening.

If you are interested in shopping: **Go to: "Shop Online"** at the top of page. Click on any of these categories and you can see what they offer.

There are Books for Flower Show Judges, Landscape Design, Garden Therapy, Required Reading for Schools, Leadership, Parliamentary Procedure and President Kits, Installation Ideas, The Handbook for Flower Shows–2017 Edition, etc.

There are Gift ideas, Awards Certificates, NGC Jewelry (pins for Club President, Club Past President, Director, National Life Members, etc.), NGC Official Ribbons for Flower Shows, The National Gardener subscription info, Vision of Beauty Calendar, and much more. All prices are listed.

Under "About Us", Publications, you can also find a number of free publications to download, such as forming a new Garden Club, Parliamentary Tidbits, Yearbook Plans, an Agenda for a local Garden Club meeting, Yearbook Ideas and Requirements and Blue Star Memorial guidelines. These all need to be downloaded.

**YOU WILL NEED TO REGISTER BY SETTING UP A MEMBERSHIP WITH YOUR NAME AND A PASSWORD IN ORDER TO PURCHASE BUT YOU CAN DOWNLOAD ANY FREE MATERIAL OR SEARCH THE ENTIRE WEBSITE WITHOUT A MEMBERSHIP ON THE SITE.**

## HEADQUARTERS SECRETARY

Address: P O Box 208, Lampeter, PA 17537-0205  
Phone & Fax: 717-737-8219  
E-mail: [GCFP205@gmail.com](mailto:GCFP205@gmail.com)  
Hours: Monday and Wednesday, 8-12 and 1-3 except holidays

### DUTIES:

1. The Headquarters Secretary will carry out the duties as assigned by the President and Executive Committee.
2. Submit to the State Treasurer, a monthly statement of all bills, receipts for all disbursements for the Headquarters Office and receipts for any petty cash used. The sum of \$100 is held by the Headquarters Office Secretary to be used for petty cash. When the secretary leaves the position, a check for this \$100 will be paid to the State Treasurer to close this account and a new check will be issued to the "new" secretary to reopen it.
3. Maintain the membership database. This list includes the names, addresses with full nine digit zip, all email addresses as provided by the Board and membership, and complete phone numbers when available. This list will be the complete listing of the Executive and Advisory Committees, State Board Members, State and National and CAR Life Members with their numbers, Flower Show Judges, Landscape Design Consultants, Gardening Study Consultants, Environmental Consultants, Club Presidents and all clubs with complete membership names, and all Affiliate Members.
4. Receive the dues, record all paid members in the database and forward the checks and membership information to the Financial Secretary weekly until dues collection is complete, then send checks monthly.
5. Keep a copy of all checks and files sent to the Financial Secretary in the office files.

### RESPONSIBILITIES TO THE BOARD:

1. At the President's request, keep a copy of the Annual Report Form revised by each President and ready to put on the website and hand out at the September Annual Meetings.
2. Notify the Board of Directors at the beginning of each administration to give to the Organizational Study Chair, any changes in their office or chair's duties which should be included in the Board of Directors Manual.
3. Notify the President-Elect to give the Organizational Study Chair any changes to the roster, so that changes may be made to the Board of Directors Manual prior to convention and installation of officers for the new administration.
4. a. Email Committee Minutes to Committee Members and the Board Minutes to all Board Members.  
b. For those without email, label Minutes with Board Member's name and send to the next Board meeting for distribution.
5. Copying and distributing all State Treasurer's reports.
6. Copying any material needed by the Executive Board. (District Directors are responsible for their own copy work when it applies to District membership only).
7. Send emails to Board members and/or Club Presidents as directed by the State President.
8. Package any requested stationery for distribution at Board meetings.
9. Keep an up-to-date roster of all Officers and Chairs.
10. Keep an up-to-date roster of all State, National & CAR Life members in the database.
11. Keep an up-to-date roster of all schools in database (Judges, Consultants, and Students), as reported by the Chairs.
12. Work closely with the Headquarters Liaison in transporting material to all Board.

## HEADQUARTERS SECRETARY Continued, (Page 2 of 2)

### RESPONSIBILITIES TO THE CLUBS:

1. Keep an up-to-date roster of all clubs and affiliates with their current President and a complete address, phone number, and email address (when possible), as information is received from the clubs.
2. 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).

### FLOWER SHOWS:

3. Keeping an up-to-date roster of all Flower Show Judges in the database.
4. Sending all returned reports from the Flower Show Chair to the State Flower Show Judges Council Chair at each Board meeting.

### KEYSTONE GARDENER:

1. Keep the database up-to-date for the mailing list of the *Keystone Gardener*. This will include being sure that all address changes and new members are added as soon as the information is received in the office. The mailing list also includes a few individual subscribers, the National Presidents, and some state editors (as selected by the Keystone Gardener Editor) to receive a complimentary copy. The list of advertisers must be updated with each mailing by the Editor/Advertising Manager, and they will each receive a complimentary copy.
2. Maintain an account at the Lampeter Post Office with sufficient funds to handle the fees for returned copies of the Keystone Gardener. All returned issues are paid for by the GCFP from this account. A statement from this account is delivered each time a copy is returned.
3. Enter the new address supplied by the post office on the returned copy in the database. If no forwarding address is provided, delete the KG designation for mailing from the database to avoid a second return charge. Keep a record on each members file of a returned KG with the date.
4. Maintain a list of all names and addresses deleted as well as the date deleted from the database so that any inquiries can be handled.
5. Send a list with the label information to the printer for the KG mailing. The printer will request this list when they are ready. The printer and the mail house will prepare the labels and the mailing.

### MISCELLANEOUS:

1. Keep all applications and forms up-to-date in the computer.
  - GCCFP Membership Application
  - State and National Flower Show Award application
  - GCFP, NGC, and CAR Awards Applications
  - All other applications and forms will be updated by each Chair
2. Send all manual updates to the web for posting.
  - Negotiate all office contracts and send copies to State Treasurer.
  - Handle all equipment purchasing, supplies, repairs, contracts. Any major equipment purchase must be approved by the Executive Board.
  - Answer all telephone, mail, and email requests from Board members and/or clubs.
  - Keep a sufficient supply of stamps in different amounts to handle any mailings.



## **PRESIDENT**

### **PRESIDENT'S DUTIES: FOR THE GCFP**

1. As directed in the Bylaws of the Garden Club Federation of Pennsylvania.
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 Headquarters Secretary to prepare and distribute a roster of all board members to each Board Members of the GCFP at the annual convention.
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 5 Online Issues).
17. Update the Annual Club Report form for availability to hand out at the September Annual Meetings to the District Director's and Assistants, 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."
2. Immediately following ratification, the Headquarters Secretary is instructed to 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 Headquarters Secretary 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.

**PRESIDENT**, Continued (Page 2 of 2)

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 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 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.
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 Office Headquarters with changes and corrections.
  - e. Upon request of the State President, assist the President in dispersal of information to the District Directors.
  - f. 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 – Article VI.
2. Supervise and coordinate the Summer and Fall State Board Meetings.
  - a. Make arrangements for the GCFP Board meetings as directed by the President.
    1. Meetings should be set up in the center of the state whenever feasible. (Standing Rules and Policies pg 7, #3, f.)
    2. The Summer Board meeting to be held the first full week of June unless it directly follows the GCFP Convention.
    3. The Fall Board Meeting to be held the first full week of October unless it directly follows the NGC Fall Board Meeting.
  - b. Contact hotel.
    1. Prefer locations outside of center cities.
    2. Learn prices of rooms and meals – confirm in writing.
    3. Reserve block of sleeping rooms (mostly double) for approximately 70-80 people.
    4. 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.
    5. Arrange for the same meeting room for the following morning. Also reserve a meeting room for use by the Nominating Committee and Advisory Board.
    6. Arrange for banquet room for approximately 70-80 people.
    7. Set price of meals which should include tax and gratuities;
    8. Notify hotel of your choice of menu and number to expect in writing or by email. Be cognizant of special dietary restrictions.
    9. Meal reservations and checks are sent to the Second Vice President.
    10. Deposit checks and pay hotel for meal, keep accurate records.
    11. Room reservations are made by individuals directly to the hotel, and they must ask for a "GCFP BLOCK OF ROOMS".
    12. Notify Corresponding Secretary of location, directions, meal choice, and prices for the CALL.
    13. Make up a "Meal Tag" for each reservation and distribute to attendees.

## RECORDING SECRETARY

### DUTIES:

1. As directed in the Bylaws.
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.
4. Read the reports of any Chair or other Board member who is unable to attend the meetings.
5. 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.
6. **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.**
7. 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.
8. 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 Headquarters Secretary for emailing to members of the Executive Committee, Investment/Finance Committee and the GCFP Board.
9. Written copies of Board Members' reports shall be filed with the minutes in the GCFP Headquarters. (Bylaws, Article VI, Sec. 2. D3)
10. The President may direct that all motions should be presented to the Recording Secretary in writing.
11. Following a Board Meeting, the Recording Secretary gives 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 sent to Headquarters Secretary, with the completed Minutes. (Procedures for Board of Directors, Reports, 2)
12. Keep an up-to-date book of all GCFP Motions. Once a year, send all Motion/Recommendations to the Headquarters Office for the Secretary to type and print for each Motions/Recommendations Book. The book is held by all the Officers, Appointed Officers, Appointed Members and Advisory Committee.
13. 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. 2F & H) and in the Finance Section of the Standing Rules and Policies.
2. Pay ALL bills PROMPTLY as listed in the monthly statement sent from the GCFP Headquarters office.
  - a. Telephone
  - b. Credit Card
  - c. AOL fee
  - d. Rent (due the first of the month)
  - e. Insurance fees and Non-Profit status fee (as due). Maintain active Charitable Organization Certificate
  - f. Keystone Gardener printing fees and Postage expenses
3. Shall serve as Chair of the Finance Committee (Bylaws Article VII, Sec. 5.)
4. Shall serve as Chair of a budget Committee to be appointed by the President with the approval of the Executive Committee of the GCFP.
5. Prepare Statement of Financial Activities, Balance Sheet, & Annual Budget. Send reports to Headquarters Secretary for copies to be made, for distribution at the State Board Meetings.
6. Keep an accurate record of all income received and expenses incurred.
7. Deposit funds received on a weekly basis.
8. Maintain a current back-up copy of QuickBooks data.
9. Perform booking duties in a timely manner, and transmit file to CPA annually in preparation of CPA's Annual Review.
10. Act as liaison between GCFP and staff at CPA firm.
11. Correspond with Chairs in reconciliation of funds of various activities, i.e. Penny Pines, Natural Disasters, etc.
12. Monitor funds in general operating account to insure funds are sufficient. When/if necessary, contact investment firm to withdraw funds to cover operating expenses.
13. Issue scholarship checks on an annual basis.
14. File payroll quarterlies and W-2 information with appropriate agencies.
15. Issue checks for officers' allowances as stated in the budget.
16. Include a memo with any advance money from the GCFP to the treasurer of such special events as State Conventions and Schools as follows:
  - a. The money advance from the GCFP is to be repaid as soon as it is economically feasible.

**TREASURER,** Continued, (Page 2 of 2)

- b. The total monies in excess of expenses are to be sent to the Treasurer of the GCFP with a complete financial statement of income and expenditures. The name or names of the Treasurer(s) to whom the agreed upon percentage is to be returned should also be included so that the GCFP Treasurer can refund this promptly to the District(s) or sponsoring group to whom the money is due. (Districts receive 25% of the convention surplus, for a District project. When two (2) or more Districts host, ½ net profit to Districts, ½ to GCFP. Schools share equally in any surplus or losses.)
  - c. The GCFP Treasurer promptly issues payments to the designated Treasurer(s).
17. 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.

**NOTE:**

The GCFP Headquarters office holds \$100.00 for petty cash at all times. This fund may need to be replenished from time to time. Should there be a change in office secretaries, any money in this account will be returned to the GCFP Treasurer and a beginning fund of \$100.00 sent to the incoming secretary.

## **FINANCIAL SECRETARY**

### **DUTIES:**

1. As directed in the Bylaws.
2. Assess and collect all dues. Bylaws Art. VI, Sec. 2, G & H.
3. Serve on the Finance Committee. By laws Art. VIII, Sec. 5-A.
4. GCFP Headquarters Secretary will furnish the Financial Secretary the statement invoices printed with name and address of GCFP Headquarters in Camp Hill, PA BY MAY 1; send 2 copies of invoice (original and yellow) to each club treasurer, inserting last year's membership number from Headquarters' database. Clubs will fill in their current membership number, and return one (1) copy when returning check for dues payment along with a yearbook or list of members.
5. Notify the Headquarters Secretary of the date the labels are needed for mailing. Headquarters Secretary will furnish labels printed with each Club Treasurers' name and address, a listing of clubs, including total membership, and Club Treasurers' names for possible follow-up. Club Treasurers should send a current yearbook listing of members to the Headquarters Secretary with dues.
6. In the odd year (2<sup>nd</sup> year of a term), the current Financial Secretary will fill in the invoices with the membership numbers and put everything in the envelopes with the labels (supplied by Headquarters Secretary). The invoices can then be handed to the incoming Financial Secretary at the Annual Meeting, which will then be stamped and mailed by the May 1 deadline.  
This procedure is necessary, as there won't be sufficient time after the Annual Meeting when the incoming Financial Secretary receives all the materials from the former Secretary, to complete the procedure and meet the deadline. **These bills must be mailed by May 1.**
7. Mail the invoices to all Affiliates indicating "Affiliate" on the "number of member's line" of the invoice and list the appropriate fee for Affiliates. The current fee - \$35.00.
8. Mail invoices to Member-At-Large category by May 1<sup>st</sup>, if applicable.
9. State Headquarters Secretary will check membership lists in club yearbooks or the list mailed with the dues for accuracy and will correct the database to match the yearbook or list. If the club overpays, there will be a credit notation placed on the club entry in the database by the Headquarters Secretary.
10. If, by July 1, the club or Affiliate dues are unpaid, a second and final notice is sent. If no response is received following the second notice, enlist the assistance of the District Director and/or phone the Club President directly. The Headquarters Secretary will keep you informed of all unpaid clubs.
11. When a club resigns, or is dropped for nonpayment of dues, the State Headquarters Secretary notifies the Financial Secretary and the State President. The Financial Secretary will then notify the District Director and Membership Chair and send a letter to the club accepting their resignation with regret. Notify clubs who have been dropped for nonpayment in a similar manner.



**FINANCIAL SECRETARY**, Continued (Page 2 of 3)

12. Set up a checking account in the GCFP's name, with your signature and that of the GCFP Treasurer. Try to obtain bank accounts with NO minimum balance required. **Transfer funds to the Treasurer, leaving in the account the minimum balance required. The standard balance should be \$100.00 with majority of monies going to State Treasurer for operating expenses.**
13. Dues checks, sent by clubs to the Headquarters Office, are forwarded weekly, by the Headquarters Secretary to the Financial Secretary, with a list of Clubs paying dues. Checks are recorded by Districts, either manually or electronically, and deposited. Checks are copied with the deposit slip and copies are kept on file for auditing purposes.
14. Dues for new members are prorated throughout the year. These are sent to the Headquarters Secretary, who adds the new member information to the database, then sends the checks and pertinent information to the Financial Secretary for recording and depositing. Dues information can be published in the Keystone Gardener.
15. By late summer, furnish a list of all paid clubs, by District, to the Treasurer (for payment of NGC dues) and Liability Insurance Chair. At Fall Board Meeting, furnish a copy, including comparison to the membership of the previous year, for State Officers, District Directors and State Membership Chair.
16. Headquarters Secretary prepares a list of all paid federated clubs, with total membership number for each, by district, for the Directory issue of the Keystone Gardener. The Financial Secretary prepares an article "All About Dues" for the same issue.
17. Supply a Financial Report of receipts and expenditures to the Board of Directors at each Board meeting.
18. Prepare reports for each Board of Directors meeting, the Annual Meeting, as well as fiscal report for the year from May 1 to April 30. This fiscal report to be given at the June Board meeting. Include information on new clubs and any which have resigned. Send this report to Headquarters for copying and it will then be sent to the Board meeting with the Headquarters Liaison. Headquarters will prepare enough copies for the March, June and October Board Meetings and for the Annual Meeting.
19. Copies of bank statements, deposit records, and the financial reports should be sent, by late summer, to the current CPA hired by the GCFP.
20. Application for clubs to become Federated:
  - a. Application forms have been prepared by the State Headquarters Secretary and supplied to each of the District Directors. The Financial Secretary should also maintain a small supply of these forms.
  - b. The completed, signed application along with the current application fee will be sent by the club to the GCFP Headquarters Secretary. Dues and pertinent information is then forwarded to the Financial Secretary, who sends a receipted invoice and congratulatory letter to the new club.
  - c. Do not deposit the application fee nor include the club in any reports until you receive payment of the new club's dues.

**FINANCIAL SECRETARY**, Continued (Page 3 of 3)

- d. Upon receipt of the dues payment and a copy of the application, prepare a separate letter to the State President with copies to the District Director, State Headquarters Secretary, and the State Membership Chair. Include the name of the Club, District, name, address, phone number, email address, and fax number of the President, number of members, meeting place and monthly meeting date.
- e. Order the items that previously comprised the Club President's Kit from National Member Services. The Financial Secretary prepares a folder with the items and an explanatory letter, which will be presented to the Club President by the District Director or the Financial Secretary.

## **CORRESPONDING SECRETARY**

### **DUTIES:**

1. As directed in the Bylaws.
2. Immediately following the change of State Administration, send the name, address, and phone number of each State Chair to her counterpart in National Garden Clubs, Inc.
3. Maintain an up-to-date email address file, from the Headquarters Secretary.
4. After receiving the CALL from the President and 2<sup>nd</sup> Vice President, upon instruction from the President, forward this information by email to the Board of Directors. Send a printed copy of the CALL to all Board Members not having email service.
5. Handle such correspondence, as the President or the Board of Directors shall instruct, always sending a copy of the same to the President.
6. Send out reminders, a couple weeks before the State Board meeting, concerning deadlines, etc.
7. Act as a "Roommate Coordinator" for anyone needing a roommate for Board Meetings or Convention.
8. Maintain a name tag for each member of the Board of Directors in alphabetical order and bring to meetings of the Board. These tags should be returned by the Board members after each meeting.

## CORRESPONDING SECRETARY: PROCEDURE MANUAL

1. Read and comply with duties as described in the GCFP Bylaws.
2. As soon as the new State Administration takes office in April of the uneven years, obtain from the GCFP Headquarters Secretary, the names and email addresses of all State Board members. If there are any who do not have email, make sure to get their full mailing address.
3. Headquarters Secretary sends the GCFP Board roster to the incoming NGC President, CAR Director and NGC Headquarters.
4. Check the box of nametags and take out any names that are no longer on the Board. Make nametags for all new members and have them ready for the June GCFP Board meeting
5. If extra supplies are needed for making nametags and place cards, purchase the supplies and send the bill to the GCFP Treasurer for reimbursement. It is also a good idea to have a small quantity of stamps on hand for those who need to receive the call via snail mail.
6. The Corresponding Secretary will need to load all email addresses for members of the board into their computer address book; current email addresses will be sent by the Headquarters Secretary. Due to the number of board Members, it is preferable to make several files so that when the "Call" is sent, it will go out without a problem. Divide the files as (A-E), (F-L) and (M-Z), or to your liking. Then when sending the email, click on each file to put it into the send area. This file should then be sent as a blind copy, meaning the names do not show on the email that is received by the Board Member. The Board Members will usually print this email and do not want all the addresses to show and print. This procedure is dependent on your browser as to how it needs to be done. If you have any questions, contact the Headquarters Secretary for help.
7. The "Call" will be sent to the Corresponding Secretary approximately six weeks before the June and October Board meetings. The GCFP **President** will send the first page which includes the schedule for the two days. The second page will be sent by the **2<sup>nd</sup> Vice President** and will include information on obtaining a hotel room and the menu selection for the first night dinner. Once you receive both parts, they need to be cut and pasted into one document. Usually the two pages are in different font, so they need to be converted to an identical font. It has been suggested by the GCFP Webmaster, that we use one of the following font types: Verdana, Trebuchet MS, Calibri or Arial. The reason for this is that they will be putting the call on the website and some of the other fonts will be unreadable or blurred on the site.
8. Once the "Call" is ready to be sent out, it should be emailed in two formats. The original "Word" format and the document converted to PDF format. Not all Board members have the same versions of "Word" and so they may need to use PDF to open the documents.
9. Create an email and attach the two formats of the document. It is a good thing to introduce yourself the first time you send out the "Call" so that people understand from whom they are receiving correspondence. **It is also a must to put GCFP Board Meeting and the date in the "subject line" of the email otherwise many people will not open.**
10. Make copies of the "Call" and send by snail mail to those who do not have email.

**CORRESPONDING SECRETARY: PROCEDURE MANUAL, (Page 2 of 2)**

11. Send an email to the GCFP Webmaster to alert her/him that the "Call" will be coming to her/him. Make sure that the Webmaster is on your email list and receives the "Call" at the same time as the other Board Members, as the Webmaster is also a member of the Board!
12. Send out an email later to remind people of the deadline for the reservations at the hotel and for the dinner reservation.
13. You may also act as "roommate coordinator". If one of the board members sends you an email that they are looking for a roommate you should do the following: send out an email to all the board members. It should say that "Jane Doe" is looking for a roommate for the Board meeting. Include in the email her/his phone number and email address so that the person looking for a roommate may contact her/him directly.
14. Write up a short report to give at the GCFP Board meeting. You will need to make 2 copies – one for yourself and 1 to give to the GCFP Recording Secretary.
15. **You do not need to take the nametags to the GCFP Convention.**
16. Make sure there is another box/basket available for members to deposit their nametags when they leave at the end of the two-day event. Remind them as they are leaving to return the nametags.
17. After returning home, check to be sure you have nametags for everyone. This way it is all ready to go for the next meeting and you do not have to worry about it at the last minute.
18. If you receive notification of changes in Board members or new email addresses, update your files (email list and nametags). If you receive notification that an email has failed to go through, check with the Headquarters Secretary, to see if there is an updated address.
19. Handle any other correspondence that the GCFP President may ask you to send.

## **PARLIAMENTARIAN**

### **DUTIES:**

1. The parliamentarian is appointed by the President.
2. She/he shall serve as a member of the Executive Committee. (Bylaws Art. VIII, Sec. 1A)
3. Become familiar with GCFP Bylaws and Standing Rules and Policies. Robert's Rules of Order, Newly Revised, 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. Serve as directed by the GCFP President.
2. Attend the Investment Committee, Finance Committee, Executive Committee and Board of Directors meetings.
3. If asked to act as Chair of a Special Committee or Project, keep the President informed of all activities and be prepared to report at regular Board Meetings.
4. Must be a member in good standing of a Federated garden club.

## DISTRICT DIRECTORS

### DUTIES:

1. As directed in the Bylaws. (Article XI).
2. As outlined in the District Directors Manual.
3. Attend all meetings of the Executive Committee and the Board of Directors.
4. Remember, you are representing all the member clubs in your District. Be prepared to bring their needs and thinking to the attention of the Board Members. Limit your report at these meetings to two (2) to three (3) minutes as directed.
5. Emphasize the fact 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 Federation Headquarters 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.
6. **Stress to the clubs the need to send all changes in their membership addresses and deletions to the Federation Headquarters 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, in 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 50<sup>th</sup>, 75<sup>th</sup>, and 85<sup>th</sup> 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/501C-3/990 Reporting Chair in the collection of The 990 Forms from Clubs within your District.



## **ASSISTANT DISTRICT DIRECTORS**

### **DUTIES:**

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

## **501C-3/TAX EXEMPT/990 REPORTING**

### **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 form in order to maintain sub-ordinate organization "active status" under the GCFP 501C-3 "umbrella".
3. Keep the 990 form up-dated, according to the needs of the Financial Reviewer
4. Submit the current form to the GCFP Website, for downloading.
5. Solicit assistance from District Directors in the collection of the 990 forms, from the clubs in their Districts.
6. Collect 990 forms from all clubs, by the DUE DATE; notify delinquent clubs; and turn over forms to the Accountant for submission to the Financial Reviewer
7. Attend GCFP Finance/Investment, Executive and Board of Directors meetings, and submit written reports.

### **PROCEDURE GUIDELINES:**

1. In JANUARY of each year: 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.
2. Annually a form in FEBRUARY of each year: 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 and provided to the GCFP Headquarters Secretary for distribution to membership before May 1<sup>st</sup>. (\*Note: 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 June1.)
3. 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.
4. 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.)
5. The 990 COORDINATOR should be in close contact with the CPA and the GCFP Treasurer, and make every effort to provide all the information needed, in a timely fashion.
6. The 990 COORDINATOR should expect to receive inquiries from clubs about tax issues and should make every effort to answer all questions.
7. 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".

## **ADVISOR**

### **DUTIES:**

1. To assist and advise the President when requested.
2. To attend State Board Meetings.
3. To proofread minutes and other documents, if requested.
4. To make the President aware of pending dates.

## **ADVISORY COMMITTEE**

### **DUTIES:**

1. As outlined in Bylaws, Article X, Sec. 1 & 2. (add) 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.
2. 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.
3. If possible, the Chair should notify the committee members prior to the meeting on matters to be discussed.
4. The Advisory Committee meets at 12:00 noon (usually at lunch) on the first day of the State Board Meetings.

### **GCFP RETURN POLICY FOR FORMER PRESIDENT'S PIN**

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

The Headquarters Secretary 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 Headquarters Office for filing. 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. Works closely with the following GCFP Awards Committee: Club Yearbook, Club Newsletter, GCFP Awards Committee Flower, Show Schedules, Book of Evidence, Flower Show BOE Chair, Publicity Press Book and Youth Activities.
2. Acquaints oneself with the application requirements and scale(s) of points for judging all established NGC, CAR-SGC and GCFP awards. Rules are published in the fall issue of *The National Gardener* in odd- numbered years only. Changes only will be printed in the same issue of the even- numbered years. Also review any updated NGC Award Rules and CAR-SGC Award Rules from the NGC and CAR-SGC websites.
3. Publicizes awards and due dates through articles in the Keystone Gardener and the GCFP website.
4. Periodically revises and supplements the State Awards Manual in order to keep the information up-to-date.
5. Chooses a local committee of at least three (3) qualified and/or experienced award application writers for evaluation of the award applications. A larger committee of five (5) allows that no member review her/his own club's application.
6. Obtains email addresses of District Awards Chairs and encourages them to prepare exhibits about awards, to hold award workshops and urge the clubs in their district to apply for the top (National) award.
7. The State Awards Chair acknowledges receipt of all award applications by email and keeps a record of all applications received, ideally using a format that can be manipulated to create awards certificates and report results to the Keystone Gardener Newsletter Editor.
8. **Application procedure for National Award applications:**
  - a. All National, Regional and State Awards applications are available online via the NGC, CAR-SGC and GCFP websites and in the back of the GCFP Awards manual.
  - b. Two copies of the current National Awards Application is required for each award.
  - c. December 1 is the deadline date for all National award applications and/or Books of Evidence to be received by the appropriate GCFP Award Chair unless specified otherwise in the description of the award.
  - d. Only the State Awards Chair may send applications to National for consideration. The State Awards Chair must send entries (mail or electronically) to the NGC Awards Chair to arrive no later than **January 15**.
  - e. The application form for National Awards lists the name and address of the current National Awards Chair.
  - f. Application forms must be filled out according to the requirements listed on the Application, in updated NGC or CAR-SGC Award Rules, in *The National Gardener* and the State Award Manual (limited to 3 pages, front sides only, **or** a prepared Book of Evidence (BOE) **or** the publication without alteration.
  - g. Complete Applications:
    - 1 GCFP + 2 NGC (one of which is attached to an envelope) sent directly to the Club Newsletter Chair and the Social Media/Website Chair.
    - 1 GCFP Application for Flower Shows + 2 NGC Flower Show Applications (one of which is attached to an envelope) sent directly to the FS Book of Evidence Evaluation Chair to

## AWARDS CHAIR, Continued (Page 2 of 3)

- apply for a Flower Show (FS) Achievement Award.
  - 1 GCFP + 1 CAR-SGC + 1 NGC (DO NOT answer questions) sent to the Club Yearbook Award Chair, Youth Contest Award Co-Chairs, and Smokey Bear/Woodsy Owl Award Chair. All of these Chairs, except Smokey Bear/Woodsy Owl, mail 1st place entries and report judging results for 1st-4th place, as appropriate, in all categories to the State Awards Chair by the deadline set by him/her.
  - 1 GCFP + 1 CAR-SGC (DO NOT answer questions) sent to Publicity Press Book Award Chair and Flower Show Schedule Award Chair.
  - i. Awards of Excellence have their own application forms that are to be received by the NGC Award of Excellence Chair by January 1. Requirements may be found in *The National Gardener*, and on the GCFP website.
9. **Application Procedure for State Award Applications:**
- a. A Complete list of available awards and rules for applying is published in the GCFP Awards Manual, and on the GCFP website is periodically updated based on any NGC and CAR-SGC Awards Rules updates.
  - b. The GCFP and CAR-SGC Awards Applications are available on the GCFP website and in the back of the Award Manual. Forms may be duplicated or filled out online and printed.
  - c. Pennsylvania State Awards that **do not** have a corresponding National Award are due to the State Award Chair by **January 15**. This includes The GCFP Gold Seal, Silver Seal, Governor's Trophy Award and Myrrel R. Overdorff Community Action Awards.
  - d. Pennsylvania State Awards that **do** have a corresponding National Award (National Award has a number) are due to the appropriate state Chair by **December 1**. This includes Newsletters, Social Media/Website, Yearbooks, Flower Show Achievement Awards, and all other numbered awards except Publicity Press Books. Publicity Press Books are due to the Press Book Chair by **January 25**.
  - e. One (1) current State Application form is required for state awards and must be submitted along with a National application form for all National Awards and National Awards judged at the Regional Level. A CAR Application form is required for FS Schedules. Applications are limited to three (3) pages, front sides only, unless otherwise specified in the award description. The signature of the club president is no longer required on the form.
  - f. Make necessary arrangements for preparing all award certificates. All award certificates and citations are signed by the State President and the State Awards Chair and embossed with the official seal of The Garden Club Federation of Pennsylvania. The State Awards Chair keeps the seal.
10. Prepares a final Awards report in April for publication in the *Keystone Gardener* using the format specified by the Keystone Gardener Newsletter Editor.
11. Order and engrave a crystal vase with the name of the Governor's Trophy winner prior to the Convention.
12. State Annual Meeting (Convention)
- a. Distribute lists of announced awards' results to attendees at the State Annual Convention containing number, award description, club, and district.
  - b. Check with the President, Convention Chair and Protocol Chair regarding the schedule of presentation of awards, seating for those accepting awards, and State Chair assisting in presentation of awards.
  - c. Books of Evidence and yearbooks may be displayed at the Annual Convention.

**AWARDS CHAIR**, Continued (Page 3 of 3)

- d. The Attendance Award is awarded at the close of the Annual Convention to the Club with the highest percentage of attendance at the convention.
- e. Announce at the State Convention that all Books of Evidence (except 1<sup>st</sup> place winners that went on to National) will be returned with the Garden Club's certificate or award.
- f. Reminds Hosting Club/District the Silver Award winner receives a complimentary dinner reservation paid by GCFP.

## **AWARDS VICE-CHAIR**

### **DUTIES:**

1. Works closely with State Award 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 certificate, 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. Creating a Speakers List (now on the GCFP web site) by communicating through organizations and associations, garden clubs, youth groups, etc.

## BIRDS AND BUTTERFLIES

Pennsylvania Bird Day Bill 1124, Act #70, (a law as of June 6, 1968) designates March 21 of each year as Pennsylvania Bird Day, urging citizens and residents of this Commonwealth to devote a part of this day to the study of birds in order to become more aware of the beauty and usefulness of birds frequenting the Commonwealth.

### DUTIES:

1. To 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
    - 1) As a first line of defense against insects and rodents that destroy crops, gardens and trees
    - 2) By establishing bird sanctuaries
    - 3) By making information available relative to the use and misuse of chemicals, including insecticides
    - 4) By providing aid and cooperation to bird appreciation organizations such as youth bird clubs and Audubon
2. To 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
    - 1) As an important means of pollination
    - 2) By promoting the establishment of butterfly gardens for the purpose of providing food and shelter
    - 3) 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**

Each State Chair will assist the clubs and districts in their area through the ordering process and the ceremony preparation.

### **Attendance at the Dedication Ceremonies**

- Each area State Chair is encouraged to try and attend the dedication in their designated area.
- Remind the club or district to invite The State President, 1<sup>st</sup> and 2<sup>nd</sup> VP and their District Director to the dedication

### **Order Procedure**

- The club sends their order form and check to their area State Chair for review.
- 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 State President for review and final approval.
- 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.
- National Blue Star Chair reviews the order form and then sends the original check and form to Sewah Studios.

### **Annual Convention Report**

- Each State Chair keeps a chronological record of the signs in their area.
- 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.

### **Websites Updates**

- Each State Chair submits information on their new state signs to the GCFP, NGC and CAR web pages.

### **Keystone Gardener Article**

- 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.  
Pictures are appreciated, but consent forms **are required** from anyone in the picture. (This is a new rule from NGC)

### **Annual Convention Exhibit**

- If requested, one of the Blue Star Chairs should place a Blue Star exhibit at the Annual GCFP Convention.

### **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 white protector sheets.

**BLUE STAR MARKER, Continued, (Page 2 of 2)**

**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 of new orders. These can be kept in clear plastic sheets in a separation section in the same binder as the order forms

**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.

**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.**

**A wonderful NGC Blue Star Certificate will be sent to the club or District Chair in charge of the dedication to be presented during the ceremony.**

**Have a liaison with the Turnpike, Penn Dot, and Sewah.**

## BOOK OF RECOGNITION DONATIONS

*Contributions may be made to the "Book of Recognition" 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. 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.*

### **DUTIES:**

1. Keep a record of the donor, recipient and amount given in a financial ledger.
2. 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.
3. Send notes to the individual honored or to the family of the individual in whose memory a contribution has been made.
4. At least once a month send monies collected to the State Treasurer.
5. Send a list of donors and recipients to the *Keystone Gardener* by the designated deadline as stated in the *Keystone Gardener*.  
(The deadlines are: **February 1, May 1, August 1 and November 1**)
6. Enter names of donors and recipients in the "Book of Recognition."
7. Keep records of postage and submit to the State Treasurer for reimbursement.
8. 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. To 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, rain gardens, 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**

The Responsibility of this Chair is to receive and to 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.

### **DUTIES:**

1. Make reports at the State Board meetings requesting District Directors and Board Members to encourage their clubs to apply for the Newsletters Award.
2. Promptly reply to emails and phone calls regarding applications for these awards.
3. As applications are received from the clubs, check each to make certain:
  - a. The proper application forms have been used (both State & 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
4. 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.
5. Observe the Deadline Date, for winning entries to go to National, set by the State Award Chair.

Due to the number of entries generally received, and the time needed to read and evaluate the entries, it is suggested that each member of the committee judge the entries independently. After each member, has accomplished this, the committee should convene to review the results and average the scoring to determine the winners.

Prepare a list of the winners (1<sup>st</sup> 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 National Chair for further judging.

This Chair may be asked to present the Newsletter Awards at the Annual Convention. Only the first- place awards will be mentioned.



## CLUB YEARBOOK AWARDS

The responsibility of this Chair is to 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.

### DUTIES:

1. The due date for Yearbooks to be received by this Chair is **December 1**.
2. Request copies of the yearbooks from all clubs for the award competition.
3. Encourage clubs to include names and addresses of local, state and national representatives to whom club members may express their legislative concerns.
4. 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.
5. Reply promptly to emails and phone calls regarding applications for this award.
6. Observe the Deadline Date, for winning entries to go to National, set by the State Award Chair.
7. Send a list of all yearbook winners to the State Awards Chair by the date requested for the preparation of award certificates and publication.
8. Promote NGC and GCFP Yearbook awards in the *Keystone Gardener*.
9. 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. It is recommended that this Chair become familiar with the overall operation of GCFP. Particular notice should be given to the Standing Rules and Policies printed in the Board of Directors Manual on the GCFP website.
2. As necessary, consult with the Convention Coordinator and the Convention Advisor.

## **CONVENTION VICE-CHAIR**

### **DUTIES:**

1. Aid and Assist the Convention Chair in all duties 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:
    1. All facilities under one roof, free parking if possible
    2. Bedrooms for 250 people (many double occupancy with 2 beds per room)
    3. Banquet rooms to seat 350-400 people
    4. Exhibit room (1,000 sq./ft.)
    5. Ways & Means Boutique – must be secure under lock overnight
    6. Three meeting rooms for Workshops, each to seat 40-60 people
    7. Work room – approximately 400 sq./ft. with lock, near ballroom
    8. 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 SCHOOLS

### DUTIES:

1. Keep accurate records of Environmental Consultants in the state.
  - a. Maintain a file of all Consultants, addresses, phone numbers, email addresses, grades and other pertinent information. Update this file when records are received from NGC Chair.
  - b. A current list must be sent to the GCFP Headquarters Secretary This information will also be posted on the web.
  - c. Send information to Consultants as grades or status changes are received.
  - d. Notify any Consultants who need to refresh at least six (6) months in advance of their expiration date.
2. Consult with GCFP President and Schools Coordinator to determine a location and time for an Environmental School/Refresher, rotating the location around the state where there is enough interest to support the school.
  - a. Maintain the records for the school/refresher.
  - b. Send application for event to NGC, along with registration fee.
  - c. Advertise the date and location of the event in the *Keystone Gardener* and on the GCFP website.
  - d. Send a roster of attendees to NGC.
  - e. Send an annual financial report to the GCFP Treasurer and Investment/501C-3 Chair.
3. Encourage Consultants to take a refresher course any time after the end of the year in which they receive his/her certificate but before the end of five years. Any of the four (4) Environmental courses may be taken as a refresher or any multiple refresher (B1, Tri) that includes Environmental Schools may be used to refresh. Only one (2) refresher per year may earn credit.
4. Answer correspondence promptly.

## **FIANCIAL ADVISOR**

### **DUTIES:**

1. To conduct the Investment/Finance Committee meeting.
2. To keep the President, Executive Committee and Board members informed of their financial responsibilities to the organization.
3. Prepare reports to provide information to the GCFP accountant.
4. To assist the Investment Chair and the 501 c-3/990 Reporting Chair as needed.
5. To assist new clubs and GCFP committees in applying for EIN numbers.
6. To inform GCFP of IRS changes that would require new procedures or policies for the organization and/or its sub-ordinate groups.

## **FLOWER SHOW AWARDS AND RIBBONS**

### **FLOWER SHOWS:**

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).

1. 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.
2. Purchasing all rosettes by mail from the supplier.
3. Sending all 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 1<sup>st</sup>. These shows receive the Pennsylvania Superior Flower Show Award.

**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.**

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.

**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 1<sup>st</sup>. 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.
  - 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 1<sup>st</sup> of the year.**



## FLOWER SHOW JUDGES COUNCIL

### DUTIES:

1. Work closely with the following Chairs:  
Awards and Flower Show Sub-Committee members, which include the following Chairs
  1. The (6) Flower Show Judges councils
  2. Flower Show Evaluation
  3. Flower Show Judges Councils
  4. Flower Show schedule
  5. Flower Show Schools
  6. Judges Credentials
  7. Student Credentials
  8. 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. A certificate of completion is presented to newly accredited Judges and presented at the Annual Judges Council Meeting.
  - b. Co-sin with the Treasurer, the bankcards for checking and savings accounts.
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. Repayment of the loan or loans is dependent on the profitability of the School.

Adopted 4-14-97 General Meeting Revised 4-27-98 General Meeting Adopted 4-10-2000 General Meeting
11. a. A \$100 honorarium is to be given to the individual who attends CAR and creates the design honoring Pennsylvania.

Approved 4-11-99 Judges Council Business Meeting

**FLOWER SHOW JUDGES COUNCIL**, Continued (Page 2 of 3)

- b. \$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.
- 12. Each year the State Judges Council will give 4100 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.

Adopted 4-8-94 General Meeting

- 13. 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.
  - a. The Judges council luncheon program is open to all convention registrants.
  - b. Send special invitations to the State President, and other distinguished guests, to be our guests for both the meeting and the luncheon.
  - c. The Judges Council Secretary records the minutes and the attendance. Copies of the minutes are to be mailed to all Judges, the State President and the Area Chair. (We are not changing this at this time, but for your understanding, we want to mail the convention minutes to all Judges, many of who have no email and they are paying dues.)
  - d. The Headquarters Office will do copying if notified sufficiently in advance.
  - e. The Area Judges' Council, where the convention is to be held, will be responsible for table centerpieces for the Judges Council luncheon. State Judges Council will pay the Area Council up to \$500 to help cover the cost of the designs.
  - f. The Judges Council Chair is to cooperate with the Convention on the selection of the menu. The Convention Chair is to quote the base price with the set price to be determined by the Judges Council to cover program expenses.
  - g. The Judges Council Chair will be responsible for the seating at the head table for the luncheon with the assistance from the GCFP Protocol Chair.
  - h. All monies in excess of expenses from the luncheon are to be returned to the Judges Council Treasurer.
- 14. Reports from the Club Flower Show Chair will be forwarded to this Chair from the Headquarters Secretary so that information may be tabulated.

**15. When contacted by the Philadelphia Flower Show Committee requesting award rosettes for the show, immediately send a copy of this letter to Headquarters Office. The office needs to have the request in order to send the awards.**

- 16. 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 2018, Laurel Highlands 2019, Northeast 2020, Philadelphia 2021, Pittsburgh 2022, Erie 2023.
  - 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 it opportunity, shall not be entitled to supply Judges until its proper turn.

17. Be knowledgeable about NGC Flower Show achievement Awards and all NGC and GCFP Flower Show Awards.
18. 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.

## **JUDGES COUNCIL**

### **TREASURER DUTIES:**

1. Appointed by Judges Council Chair
2. Co-sign, with Judges Council Chair, the bankcards for the checking and savings accounts.
3. Receive dues on a two (2) year basis from the Area Judges Council Treasurers. They will bill the members in their areas and forward \$10 per Judge to this Chair.
4. Keep an updated file of Judges in good standing. From this list, the treasurer prepares lists of Judges by area and distributes them to the Judges Council Chair, Area Judges Council Chair, Evaluation Chair and the GCFP President.
5. When the Treasurer receives the name of a new or transferred Judge, the Treasurer will send a bill for the dues. Changes are received from the credentials Chair.

## **JUDGES COUNCIL**

### **SECRETARY DUTIES:**

1. Appointed by Judges Council Chair.
2. Records the minutes and attendance at the Executive and Annual meetings.
3. Change in working procedure for Secretary:
  - a. Keep a record of all action taken by the Executive Board. These shall include a record of members attending each meeting. After approval by the State Chair, copies of the Executive Board minutes of the Annual Meeting are sent to each Judges Council member and State President for distribution with their next newsletter.

Approved 4-14-97 General Meeting
  - b. Annual meeting minutes are mailed to each Judges Council member so they may be included with their newsletters.

## **FLOWER SHOW JUDGES CREDENTIALS**

**The Flower Show Judges Credentials Chair is 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'.**

**The Credentials Chair should receive a computer disc from the prior Chair or NGC containing all forms needed for successful completion of the job.**

### **DUTIES:**

1. Keep the GCFP President informed of all activities.
2. 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.  
(This record is currently maintained in a Microsoft Excel file sorted by Accredited Judge level, (status) alphabetically by name. This file is backed up onto a disc on a quarterly basis and continues to be kept current on two (2) sets of index cards.)
3. Prepare a report for each GCFP Board Meeting. The report to Convention shall be an annual summary of the year's activities to which is attached a print-out of the Excel file. The Report should include:
  - The current number of each level of Accredited Judges, including Judges Emeritus
  - The number of judges refreshing, attending symposia, etc.
  - The names of judges advancing to Life, Master and Emeritus status
  - The names of deceased judges

This report should be distributed (preferably by email) to the GCFP President, GCFP Judges Council Chair, Area Judges Council Chair, the Headquarters Secretary and, by three (3) printed copies with important items highlighted, to the GCFP Recording Secretary. The annual printout is distributed to the GCFP Evaluation Chair and GCFP Judges Council Treasurer.

In preparing this report, if the Chair sends the report to the Headquarters Secretary before completion the list can be verified of the accuracy of all the addresses, telephone numbers, emails, etc. as many times these changes have not been submitted to the Chair

4. Keep the Keystone Gardener informed on an annual basis of all changes in status. This information should include details listed in #2 above and a listing of all judges should be prepared for posting on the website. It should be submitted in a form for the webmaster to post it and in a font that will be suitable for the website. It would be best to contact the webmaster to discuss all these stipulations.
5. Notify Judges of their need to refresh or audit. This should be done at least six (6) months prior (usually June) 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. (See NGC F.S. Handbook, p. 271).

## **FLOWER SHOW JUDGES CREDENTIALS**, Continued (Page 2 of 2)

### **6. The process for evaluating eligibility to attend symposia** is as follows:

- You will receive, from accredited judges, forms 13E-07 (green) or 5E-07 (pink) at least one month prior to the symposium or course they wish to attend.
- Review credentials presented to ascertain eligibility
- Notate your computer records with name of symposium or school
- Inform the judge preferable by email or postcard, of their eligibility/need for additional information.
- For a PA symposium, at least two weeks prior, send a list to the Registrar, sorted by level and indicating who will take point scoring exams and who will audit
- For each Master Judge auditing, you will also need to fill out in duplicate, an NGC Certificate of "Good Standing", one (1) copy of which is given to the Master Judge at the completion of the symposium, usually attached to a new form 15E for use at the next symposium. (If you do not intend to attend the symposium, mail these forms to the Registrar with your list of attendees).
- Once the symposium is accredited, you will receive a listing of grades and audits completed. Fill out form 17F-07 (buff), print three (3) copies and send two (2) copies, along with a stamped/self-addressed envelope to the NGC Symposium Chair.
- For PA Judges attending Out-of-State symposia or accredited Judges level II attending FSS course #4; you will need to complete form 18F-07 (buff or white) and send it to that state's credentials Chair (or FSS Chair) with a stamped/self-addressed envelope. Once you receive grades, fill out form #17F-07 as above. (This is not in the Handbook)

### **7. The process for reporting changes in status** is as follows:

- The Credentials Chair should be aware of the requirements for status changes. (See Handbook pp 265-277) as judges complete these requirements, the completion of form 17F-07 should reflect the change in status.
- You will receive from the NGC Symposium Chair confirmation that Form 17F-07 has been sent to NGC along with cards, signed by the NGC President, indicating the judge's new status. Distribute these cards to each individual judge (usually mailed with a note of congratulations).
- Change to Emeritus Status may also be indicated on form 17F-07. In this case, the form is sent directly to NGC Headquarters. (The judge requesting Emeritus Status may also apply directly to NGC.)

8. Records: In addition to those records noted in #2 above, the Credentials Chair may want to keep a loose-leaf notebook for each year, which contains sections for:
- a. Forms and correspondence regarding PA Judges attending out-of-state.
  - b. All judges (by status) attending the PA Symposium (including out-of-state participants).
  - c. All correspondence To/From
  - d. Lists received from GCFP with dates of Flower Shows, Chairs and Judges.

## 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 Headquarters Office 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 (1) copy of the schedule.
7.
  - a. Appoint a committee of three (3) judges to evaluate the schedules and return their recommendations to the State Awards Chair by February 15.
  - b. The Standard Flower Show Schedule Evaluation Scale of Points in the current Handbook for Flower Shows is to be used for the evaluation.
  - c. Schedule Award form is available on the GCFP website and must be mailed by December 1.
8. Attends all State Board Meetings and the Executive Judges Council meetings.
9. A short informative report is given at the State Board Meetings. One (1) copy of the report are given to the State Recording Secretary, and a copy is given to the Judges Council Chair.

## FLOWER SHOW SCHOOLS

### 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 Headquarters Secretary 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.
13. To receive the Natalie Constance Smith Grant Donation, to be used to help underwrite Flower Show Schools and to train Flower Show Judges, a report must be submitted via e-mail to The Pittsburgh Foundation at: **sikorad@pghfdn.org** by March 17<sup>th</sup>.  
The following must be included:
  - Grant Number
  - Fund Name
  - How the funds were used
  - Whether or not all funds have been spent
14. A follow-up thank you note from the GCFP President will be sent directly to The Pittsburgh Foundation, which they will forward to the donor thanking them for their generous donation.
15. The GCFP President will send an additional thank you to Robert B. Smith, at 6101 Stephens Crossing, Mechanicsburg, PA 17050-2371.

## 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*, the Webmaster and Headquarters Secretary.
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 (Page 2 of 2)

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, local Area Judges Council Chairs and the Headquarters Secretary 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

The purpose of Flower Show Symposiums is to provide opportunities for accredited judges to refresh their knowledge of judging procedures in all divisions of the Standard Flower Show and to remain in Good Standing. Additionally, they provide the learning opportunities for all garden club members interested in Standard Flower Shows and the procedures for judging.

### This Chair **MUST**:

- A. Own the green manual, **Flower Show Schools Personnel and Instructors**, and follow pages 25-36 in preparing for a symposium. (Available from NGC). B. Have in their possession the NGC, Inc. **Flower Show Schools CD "Flower Show Schools Forms 1-30.**

### DUTIES:

1. Work closely with the GCFP Judges Council Chair and GCFP Flower Show Judges Credentials Chair in establishing the need for a Flower Show Symposium.
2. Request approval from the GCFP President and GCFP Executive Committee to sponsor a Flower Show Symposium at least (1) one year prior to the symposium.
3. **Confer with the GCFP President and GCFP Schools/Symposia/Refreshers Coordinator in scheduling a date for the symposium. \* MOST IMPORTANT**
  4. Local Chair is appointed by the Area Judges Council, with the approval of the GCFP President and the Board of Directors.
5. Assist in the selection of site and instructors.
6. Emphasize that the symposium is open to all who wish to register, but only those with required credentials can take it for credit.
7. Assist in making all pertinent information available to the *Keystone Gardener* and the GCFP website.
8. Contact the NGC Flower Show Symposium Chair if problems occur which are not clearly defined in the Green Manual.
  9. Request the Local Symposium Chair and Local Symposium Treasurer establish a checking account, report the EIN # to the GCFP Investment Chair and, at the end of each Fiscal Year, submit a written financial report to the GCFP Treasurer.
10. Report the income and expenses to the GCFP Treasurer when all bills have been paid and all checks have cleared the account.
11. Attend all the GCFP Symposia, State Judges Council Meetings and State Board Meetings.
12. Attend the NGC Flower Show Instructors Symposium held in the odd year every two years if possible.

## **GARDENING SCHOOLS**

### **Member of the Education/Council Committee**

#### **DUTIES:**

1. Keep an accurate account of the status of all Gardening Consultants in Pennsylvania with a copy sent to the Headquarters Secretary to forward to the GCFP Webmaster.
  - a. Maintain digital records for each student/consultant within the state, noting courses attended with dates and that exams were passed, and dates of refreshers taken for credit.
  - b. Upon receipt of Certificate cards (Consultant, Refresher, Master, or Emeritus), distribute to Consultants with a congratulatory note.
  - c. Send refresher reminders to Consultants at least once per two-year term.
2. The State Chair is responsible for the Gardening Courses throughout the GCFP. The Gardening School Chair consults with the GCFP President and Schools Coordinator to determine the time and location of each school.
3. Emphasizes that the course is open to non-members as well as members; but only members of NGC may take the examination for credit to become a Gardening Consultant. The course Chair should check the status of all those taking the examinations, to make sure that each is a member of a federated club in NGC.
4. The Chair sees that all courses held in the state conform to NGC requirements.
5. All questions concerning certificates must be directed to the State Chair.
6. The Chair should attend each school or send a local representative.
7. The Chair must know the rules governing courses and sees that:
  - a. All course dates are approved by the Schools Coordinator and the President.
  - b. Courses are planned in sequence, Courses I through IV.
  - c. All subjects and hours are covered. See: Handbook for Environmental, Gardening and Landscape Design Schools, Section 4, Courses. (Available through NGC Website.)
8. Register course with NGC Accrediting Chair three (3) months prior to course.
9. Submits accrediting materials directly to the appropriate NGC Accrediting Chair no later than five (5) weeks after completion of the course.
10. Forwards out-of-state credentials to the proper Chair.
11. Keeps records of all Gardening School Courses in the state.
12. Consults with the GCFP Schools/Symposium/Refreshers Coordinator in scheduling the dates for the Gardening School Courses.
13. Submits an annual financial report to the GCFP Treasurer.

## **GARDENING SCHOOL CREDENTIALS**

### **DUTIES:**

1. Keep an accurate account of the status of all Gardening Consultants in Pennsylvania with a copy sent to the Headquarters Secretary to forward to the GCFP Webmaster.
  - a. Maintain digital records for each student/consultant within the state, noting courses attended with dates and that exams were passed, and dates of refreshers taken for credit.
  - b. Upon receipt of Certificate cards (Consultant, Refresher, Master, or Emeritus), distribute to Consultants with a congratulatory note.
  - c. Send refresher reminders to Consultants at least once per two-year term.

## GCFP HISTORY & HISTORIAN

### DUTIES:

1. Report at the State Board Meetings on the history of the GCFP.
2. Collect information from the GCFP Headquarters Secretary.
3. Give (1) one copy of your report to the Recording Secretary.
4. To provide a record of the main accomplishments and outstanding events occurring during each year.
5. To send a biennial report of the accomplishments of the GCFP to the NGC Historian and the CAR Historian **by March 31<sup>st</sup>** 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 31<sup>st</sup>**.
7. The Biennial Report may be in any form (following guidelines as above) as long as it covers all important events and achievements. It should be printed on 8½" x 11" white paper. 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 sent to the GCFP Office, one (1) copy to the outgoing President, the 1<sup>st</sup> Vice President and the 2<sup>nd</sup> Vice President.
8. Information may be obtained from the reports made at GCFP Board Meetings, GCFP Minutes, the *Keystone Gardener*, the *National Gardener*, and the GCFP and NGC Websites

## HABITAT FOR HUMANITY

### DUTIES:

1. To keep the member clubs informed of the GCFP's promotion of interacting with Habitat for Humanity groups in their local neighborhoods.
2. To report on such projects at the Board Meetings.
3. To 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. To present an educational table at the Annual Convention.
5. To request applications from participating clubs, requesting financial grants for their projects, as funds become available.
6. To evaluate the applications along with the GCFP President, and determine the appropriate monetary amount to be awarded.
7. To encourage clubs to submit a one page, both sides, description of the project and try to include a picture.

## **HEADQUARTERS LIAISON**

### **DUTIES:**

1. Act as a go between for Headquarters and the Office/Board.  
Transport information from Headquarters to Board Meetings and Conventions when necessary.
2. Will hold an extra key to the Headquarters Office currently the Home of the Headquarters Secretary and the post office box, to be used only if the Secretary is unable to carry out their duties.

## HORTICULTURE COORDINATOR

### DUTIES:

1. Aid and assist all members of the Horticulture Committee as needed.
2. Promote the study and love of the art of horticulture through sharing knowledge and practical experience.
3. Disseminate horticultural knowledge through contributions to the *Keystone Gardener*, displays at the Annual Convention and references to new publications, books, pamphlets, films, and slides.
4. Inspire club members to know, grow, and properly show plant material.
5. EVERY club program should include SOME horticulture! Suggest how this may be done in a variety of ways.
6. Report on new developments and current publications in Horticulture to clubs via the website and/or the *Keystone Gardener*.
7. Emphasize to Flower Show Chair and exhibitors alike, the need for proper labeling of ALL horticultural specimens in every show.
8. 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.
9. Accept written recommendations for "Exceptional Horticulturalist" until August 1 of each year at the District Annual Meetings.
10. Communicate with the Horticulture Chairs in each district.
11. Keep an up-to-date list of club members in the Book of Outstanding Horticulturalists in PA.
  - a. District Horticulture Chair should furnish you with names of persons who 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.

### **NOTE: Qualifications for designation as an "Exceptional Horticulturalist" are:**

**EXPERIENCE** - The candidate should grow numerous plant materials – trees, shrubs, annuals, perennials, houseplants, and be able to discuss intelligently about "how to grow". Hopefully, the candidate has attended one or more of the schools provided by National Garden Clubs, Inc., but this is not a requirement.

**EDUCATION** - The candidate should be well read – books, magazines, flower and garden catalogs, the Internet, National Garden Clubs, Inc. programs and schools.

**SHARING** - The candidate should share knowledge, experience and plant materials with friends and garden club members, as well as civic organizations. The candidate should have served club, community and country, when called upon to do so, and should be able to represent the GCFP as an intelligent dignified and knowledgeable source.



## 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*, 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. To 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, 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**

**This committee is composed of a Chair, appointed by the GCFP President, the Vice Presidents, the Treasurer and three other qualified GCFP members, who have been appointed by the President with the approval of the Board of Directors.**

**This committee, will upon authorization of the GCFP Treasurer and the Executive Committee, direct the care, investment, reinvestment and disbursement of both principal and proceeds of all funds.**

### **DUTIES:**

1. The Chair is 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. The Chair is responsible for reporting to the Investment Committee, Finance Committee, and Executive Committee when that philosophy is not being followed, and to suggest when it should be modified.
2. Investment meetings are held in conjunction with the State Board Meetings. A non-scheduled meeting, if one is necessary, may be called with the approval of the GCFP President.
  3. This Chair attends the Finance Committee Meeting, and works directly under the GCFP Treasurer, and presents an Investment Committee Report.
4. A written report is to be prepared for Investment/Finance, Executive and BOD Meetings. One (1) copy, with important points highlighted, are to be provided to the GCFP Recording Secretary.
5. The Chair is the primary contact person for the Investment Advisor. He/She receives reports from the Investment Advisor, interprets them, and provides a synopsis to the Investment, Finance, Executive Committees and the Board of Directors.

## KEYSTONE GARDENER EDITOR/ADVERTISING MANAGER

### THE KEYSTONE GARDENER MISSION STATEMENT

**Working with the State President, District Directors, and all policy making Chairs, the Editor/Advertising manager should 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.**

#### DUTIES:

1. As directed in the Bylaws, Article VII, Section 8.
2. The Editor of the *Keystone Gardener* is to attend the meeting of the Finance Committee at all GCFP Board Meetings, as directed in the Bylaws, Article VII, Section 5, Finance Committee A.
3. Be responsible for the editorial content of the publication.
4. Adhere to established deadlines as printed in each issue of the *Keystone Gardener*.
5. 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.
6. Establish a schedule for publishing information such as the Directory Issue, introduction of new state and district officers, awards, meeting dates, convention CALL, summarized report of the audited statements. It is customary for the winter issue cover picture to be supplied by the next year's Convention Committee.
7. Solicit suggestions for articles from State Chairs, District Directors, all garden club members, allied organizations and similar publications.
8. 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 Headquarters Secretary.
9. Each member of GCFP receives the *Keystone Gardener* through their dues of \$10. The Headquarters Secretary oversees the deletions and new subscriptions. Any change of address is done at Headquarters.
10. Multiple copies are sent to the GCFP President, Editor, 1<sup>st</sup> VP, 2<sup>nd</sup> VP and Headquarters from the label system in the database. **Emphasize the need for speedy change of addresses to be sent to the Headquarters Secretary.**
11. Standing Rules and Policies #7 should be observed as well as the adopted procedures for the Board of Directors, pages 2 and 3 of the Board of Directors Manual.
12. Solicit advertising space in the *Keystone Gardener* from appropriate and gardening related sources.

**KEYSTONE GARDENER EDITOR/ADVERTISING MANAGER**, Continued (Page 2 of 2)

13. Determine cost of space in the Keystone Gardener after conferring with the Finance Committee of the GCFP Board of Directors.
14. 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.
15. Checks from the advertisers are to be made payable to Garden Club Federation of Pennsylvania (GCFP).
16. As the Advertising Manager keep a record of all contracted ads and payment checks received and forward all checks received from advertisers to the GCFP Treasurer. Notify the Headquarters Secretary of the name and address to send a complimentary copy of the issue the ad appears in.

## KEYSTONE GARDENER (KG) ONLINE EDITOR

### THE KEYSTONE GARDENER (KG) ONLINE MISSION STATEMENT

**Working with the State President, District Directors, and all policy making chairpersons, the Editor should 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.**

#### **DUTIES:**

1. The KG Online was approved by the GCFP Board of Directors to work in tangent with the Keystone Gardener print issue.
2. The Editors of the Keystone Gardener Online and Print are members of the GCFP Finance Committee and are expected to attend all meetings.
3. Be responsible for the editorial content of the publication.
4. Adhere to established deadlines. There will be three issues of the KG ONLINE created each year, established with co-operation between the state President and the KG ONLINE Editor. The deadlines for each issue will be one month in advance of "publication" dates for each issue.
5. Include the following in every issue: President's Message, GCFP calendar, donations including: scholarship contributions, Book of Recognition contributions, Penny Pines; and any new Life Member names, and publication deadlines.
6. Solicit suggestions for articles from State Chairpersons, District Directors, all garden club members, allied organizations and similar publications.
7. 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.
8. Collect and prepare copy in an appropriate format, and organize in a pleasing and easy to read manner.
9. The KG ONLINE final draft will be sent out to the official proof readers, and corrections made before sending the final version to the Headquarters Secretary for distribution. The Headquarters Secretary will post the issue on the web site, and send to all District Directors, who will then distribute to their club presidents.
10. 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. Regarding ad sizes and pricing, the KG ONLINE layout is 11" H x 8 ½" W, compared the Keystone Gardener print edition, which is 8 ½" H x 5 ½" W. For example, a "full page" ad used for the Keystone Gardener book becomes a half page ad in the KG ONLINE, since the page is twice as large. A schedule of ad sizes and pricing is available from the KG ONLINE Editor.
11. 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 as to 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.



## LANDSCAPE DESIGN SCHOOLS

### DUTIES:

1. Keep accurate records of Landscape Design Consultants in the state, working closely with the Regional Landscape Design Council Chair and the District Landscape Design Chair.
  - a. Maintain a file of all Consultants addresses, phone numbers, email addresses, grades and other pertinent information. Update this file when records are received from the NGC Chair.
  - b. A current list must be sent to the GCFP Headquarters Secretary and to the editor of the *Keystone Gardener*, annually and to the Web Master for the web. Include contact information and status only.
  - c. Send information to Consultants as grades or status changes are received.
  - d. Notify any Consultants who need to refresh at least six (6) months in advance of their expiration date.
2. Encourage Landscape Consultants Council Chair to sponsor a Landscape Design School/Refresher, rotating the locations around the state. Consult with the GCFP President and Schools Coordinator to determine the time and place.
3. Maintain the records for the schools/refresher.
  - a. Send application for event to NGC, along with registration fee.
  - b. Advertise the date and location of the event in the *Keystone Gardener* and on the GCFP website.
  - c. Send a roster of attendees to NGC.
  - d. Send an annual financial report to the GCFP Treasurer and Investment/501C3 Chair.
4. Encourage Consultants to take a refresher course any time after his/her certificate is one year old but before the end of five years. Refreshers may be done at any of the four (4) LD schools or at a Landscape Design Refresher.
5. Attend LDC Council meetings, and CAR meetings.
6. Answer correspondence promptly.
7. Encourage entries for the GCFP LD Awards. Consult with Regional LDC Chair in the selection of recipients of State LD Awards.
8. **The current LANDSCAPE DESIGN SCHOOLS OPERATION MANUAL should be followed in planning and reporting results of each LD Course.**

## LEADERSHIP WORKSHOP

### DUTIES:

1. Ask the GCFP for funding - \$1,000 per workshop
2. Decide with the GCFP President, on the geographic locations and which month(s) to hold the workshops.
3. Choose a venue(s) that is convenient to many clubs.
  - a. Can it hold 85 people?
  - b. Does it have bathrooms and A/C?
  - c. Does it have microphone/podium, raised platform, (optional), and classroom style seating?
  - d. Does it have a facility for serving lunch either in house or box lunch from local vendor?
4. Confer with the District Director's to find someone in area to be go-between with venue and act as registrar. If preferred, a single registrar for all workshops may be appointed, with an on-site assistant for checking in participants.
5. Decide with the GCFP President what topics to present. Start at 10 a. m. and end at 2 p.m. with 45 minutes for lunch.
6. Ask presenters, get handouts from presenters, and have Headquarter Secretary print handouts.
7. Furnish pens/pencils/notebooks/name tags.
8. Advertise thru KG/website/District Directors. Send out a mass emailing through Headquarters Sec. to Club Presidents, advertising what will be presented, time, place, date, and cost.
9. If possible, have either a speaker on gardening or a garden for touring at each venue.
10. Charge \$10 for each Garden Club President, \$15 for anyone else who wishes to participate.
11. Registration form should include name, address, phone, email (to verify receipt of check) of participants, as well as garden club status (president, member). Be sure to include the Chair's and registrar's contact information.

## **Liaison to Pennsylvania Horticultural Society**

### **Duties:**

- Notify PHS of current GCFP Officers. Since positions on the GCFP Board change every two years, sometimes there is a lag in communicating this information to PHS.
- Attend PHS meetings to provide input and determine how PHS can support Garden Clubs.
- Notify District Directors of PHS programs that are being held across the State.
- Working with GCFP Judges' Council Chair, provide PHS with a list of qualified Flower Show judges.
- Request PHS to provide speakers for meetings, conventions, symposiums, etc.

## **LIFE MEMBERSHIPS (State, National, CAR)**

### **DUTIES: General**

1. Alert the District Directors, State Chair and all club members with whom you come in contact to the advantages of Life Membership in the National Garden Clubs, Inc., CAR, and the GCFP.
2. Send additions and corrections electronically, as they occur, to the GCFP Headquarters Office 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* Editor prior to each copy deadline date.
4. Report any new State, National and CAR Life Members at every State Board Meeting. Retain a copy for your files, and give one copies 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. Expenses of the Life Membership Chair shall be paid from the State Life Membership Fund (Standing Rules and Policies, pg. 7, #4h).
6. Transfer all records to the new Life Membership Chair at the GCFP Convention in April of odd numbered years.

### **DUTIES: State Life**

1. Alert the District Directors, State Chairs and all club members with whom you come in contact to the advantages of Life Membership in The Garden Club Federation of Pennsylvania.
2. Maintain a supply of current membership application forms. These forms may change with each new GCFP Administration in April of odd numbered years. Current forms are available on-line at [www.pagardenclubs.org](http://www.pagardenclubs.org).
3. Candidates for State Life Membership will make checks payable for \$100 to the GCFP. Send check to GCFP Treasurer.
4. Acknowledge the application and check with a welcome letter, Membership Card, and State Life Membership pin. Be sure to wrap pin safely in bubble wrap. Ask each new State President to sign 20 state life membership cards so they will be available to you.
5. 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.

### **DUTIES: National Life**

1. Maintain a supply of current membership application forms. These forms change with each new National Administration in May of Odd numbered years. Current forms are available on-line at [www.nationalgardenclubs.org](http://www.nationalgardenclubs.org).

## **LIFE MEMBERSHIPS**, Continued (Page 2 of 2)

2. When a candidate's check for \$200 (made payable to NGC) is received, complete an application and mail with the candidate's check, to the National Life Membership Chair. The name and address of the State National Life Membership Chair is required on the application. The candidate may send the application directly to the National Chair.
3. After the application is processed, the new member's registration number will be sent to you, the Pennsylvania Life Membership Chair.
4. 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.
5. The CAR Conference occurs in October each year. Each October, report new National Life Members for the year ending September 30, to CAR Life Membership Chair.

### **DUTIES: CAR Life Membership**

1. Alert the District Directors, State Chair and all club members with whom you come in contact to the advantages of CAR Life Membership.
2. Candidates for CAR Life Membership will make checks payable for \$50 to CAR.
3. Candidates should complete the CAR Life Membership Application ([www.ngcCAR.org](http://www.ngcCAR.org)) and mail to the current CAR Life Membership Chair.

## 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. Accept entries at the GCFP Convention for the contest. Form a committee to judge them. 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).
6. Promote National, CAR and GCFP Conservation and Environmental Awards.

## MEMBERSHIP

### DUTIES:

1. This committee shall be comprised of 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. Keep all materials of this Chair and the entire committee up-to-date.
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, Parents of 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* and the website.
10. Refer to Bylaws Article V and "Application for Active Membership", and have this information available for new clubs.
11. Encourage applications for the NGC Member Award of Honor. This award may be given to one member in each Region, who over a period of at least five (5) years, has made outstanding contributions to their club and significant voluntary contributions within their community. Any member of a State Garden Club who is not currently a member of the NGC Board of Directors is eligible. Applicants should be exemplary in one or more of the following areas of participation: Civic Development, Conservation, Horticulture, Horticulture Therapy, Floral Design, Landscape Design, Youth, All Around Excellence.
  - a. Publicize the rules for applications for this award in the *Keystone Gardener* and by communication with the District Directors and District Membership Chair.
  - b. Consult the current Awards Manual and the Fall Issue of *The National Gardener* for rules and specific requirements.
  - b. Applications should come through the District Membership Chair to the State Award Chair, by January 1, for consideration.
  - c. State Award Chair forwards one application to the Regional Award Chair by February 1<sup>st</sup>.

## **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 this book/s.
4. Purchase the book/s and supplies (approximately \$100 allowed). The cost will be paid from the voluntary donations (collected by the 1<sup>st</sup> 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 COORDINATOR**

### **DUTIES:**

1. Work closely with the Projects Chair on the NGC and CAR Boards to promote the special projects of the Current President of National Garden Clubs, Inc. and the Director of the Central Atlantic Region.
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.
4. Promote National projects and awards. Suggest programs for clubs in Keystone Gardener and on the GCFP website.

**NATIONAL GARDENER/NATIONAL HEADQUARTERS/  
NATIONAL MEMBER SERVICES**

**DUTIES:**

1. Encourage members to subscribe to *The National Gardener*.
2. Maintain contact with NGC Headquarters and appropriate NGC Chair in order to be aware of current subscription practices and policies.
3. Promote interest and acquaint the membership with the Permanent Home of the NGC.
4. Acknowledge all contributions at once, thanking the club or individual for their interest.
5. Keep an accurate record of the amount contributed to the Permanent Home Endowment Fund and by whom, according to Districts and Clubs.
6. Publicize the types of contributions available, (see Dues, Fees, Contributions page 4) through personal messages at District Meetings or through the *Keystone Gardener*.
7. Inform the Districts and clubs of the Member Services area of the NGC website and keep them informed regarding the opportunities to increase their treasuries.
8. Have a thorough understanding of NGC promotions and resources.
9. Assist specific state chairs in dealing with projects, which have been initiated by NGC when requested to do so.

## NATURAL DISASTER, INTERNATIONAL/USA

NATURAL DISASTERS USA is a chairmanship, which primarily focuses on providing monetary gifts to garden clubs in the United States for the restoration of civic projects damaged by a natural disaster in their area. In addition, a club may sponsor a public garden, which may also need monetary and/or cleanup help in the aftermath of a natural disaster. The term NATURAL DISASTER refers to disasters such as floods, tornadoes, hurricanes, and may also include drought, wind, or ice damage. NATURAL DISASTER, INTERNATIONAL focuses on areas outside the United States.

### DUTIES:

1. Raise money to fund restoration of garden areas damaged by a natural disaster. This can be done through articles in the *Keystone Gardener*, or on the website, enlisting the aid of District Directors to publicize this project at their meetings or through speeches given at various events when appropriate.
2. Consult with the GCFP President and examine carefully the various projects suggested by NGC, before recommending donations for a particular area. Encourage contributions by human-interest stories about projects that merit the GCFP support.
3. Donations are tax deductible. All checks should be made payable to GCFP, with an indication in the memo section whether the money is to go to 'Natural Disaster, International' or to Natural Disaster, USA'. They should be mailed to the GCFP Natural Disaster, International/USA Chair, who will record them and forward them to the GCFP Treasurer for transfer to the corresponding NGC Natural Disasters Chair.
4. States experiencing a Natural Disaster:
  - a. Both the State President and the State Natural Disasters Chair should work closely with each other reviewing completed applications, which must include the following information:
    - 1) Nature and severity of disaster
    - 2) Proposed restoration plan by garden club/s
    - 3) Location
    - 4) Estimated itemized cost of project
    - 5) Other funds received toward restoration projectWhen the application is satisfactorily informative regarding the proposed restoration, the State President or, if requested by the State President, the State Chair will forward the application to the National Natural Disasters, USA, Chair who, with the committee, will determine the worthiness of the restoration and the amount to be awarded from available funds.
  - b. The State Chair, who may visit the club or garden area to present the monetary gift, should notify a club whose project has been selected by the National Chair.
  - c. The restoration project is to be sponsored by State Garden Club or Member Club/s. A member club may receive up to \$500 per disaster. The maximum amount awarded to a state each year is currently \$2,000 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, within the limits stated above, after receipt of money from the NGC Natural Disaster, USA Chair.
7. Suggested deadline for receipt of donations by the GCFP Natural Disaster, International/USA Chair **is March 15**

## **NOMINATING COMMITTEE CHAIR**

This committee is comprised of a Chair, two (2) immediate Past Presidents of the GCFP, if willing to serve, and one (1) delegate and one (1) alternate from each District. The Chair shall be elected by the Executive Committee of the GCFP and ratified by the Board of Directors at the meeting following the Annual Convention in the odd-numbered year.

### **DUTIES:**

1. Immediately upon ratification, the Chair of this committee should send to the *Keystone Gardener*, a statement inviting members to submit letters to this Chair recommending a proposed nominee and including a list of the qualifications of the nominee.
2. Letters of welcome should be sent to each member of the Nominating Committee stating the general plans for the meetings – place, date and time.

Experience has made us all aware of the necessity for capable and intelligent administrative officers. The activities and scope of the GCFP has broadened much in recent years. All potential nominees must be reviewed and discussed with the following in mind:

### **PROCEDURES:**

1. Keep an open mind.
2. Weigh carefully qualifications for each nominee for each office and choose the best qualified. Integrity, sincerity, efficiency, vital interest in the GCFP, absence of personal prejudices and ability to work with others are vital qualifications.
3. Consideration should be given to potential nominees in this order:
  - a. BEST QUALIFIED FOR THE OFFICE
  - b. DISTRICT REPRESENTATION
  - c. DISTRICT MEMBERSHIP
4. The bylaws state: Article XII, Sec. 3. – “Elections for office shall be for a two (2) year term. No elected officer, other than the Treasurer and/or Financial Secretary, shall continue in the same office for two (2) consecutive terms. The Treasurer and/or Financial Secretary may serve no more than two (2) consecutive terms”.
5. The Nominating Committee shall fulfill its obligation to the best of its ability after weighing the merits of a candidate, one against the other; however, the committee is not committed or bound to promote any nominee, if in its judgment there is a better qualified person for the office in question.

### **RULES:**

1. Keep all discussion and action **within** the Committee.
2. Each potential nominee will be carefully considered. Each member of the committee is free to comment on each suggested nominee.
3. All nominees must be eligible as stated in the Bylaws, Article XII, Sec. 1.A, 1, 2, 3  
“Candidates for State Office shall:
  - 1) Be selected from a Voting Member Group of the GCFP
  - 2) Have served on the Board of Directors of the GCFP for at least two (2) full terms by the time of election.
  - 3) Express, in writing, their willingness to serve.

## **NOMINATING COMMITTEE CHAIR, Continued (Page 2 of 2)**

4. Nominations need not be confined to recommended persons.
5. Any person on this committee may make nominations.
6. In selecting a nominee, the committee should:
  - a. Read carefully the Bylaws, Article XII, Nominations and eligibility and Article VI, Duties of officers.
  - b. Make sure that the qualification of each nominee meets the requirements set forth in the Bylaws.
  - c. Each nominee's qualifications must be presented and discussed, weighing the merits of each proposed candidate.
  - d. Present a ticket of officers who will work harmoniously together.
7. Nominations need not be seconded.
8. In order to close nominations, a motion must be made and seconded and a vote taken.
9. Nominations will start with the President, followed by the First Vice President, etc. Each office will be completed before the next is started.
10. The vote will be by written ballot.
11. The Chair will appoint two (2) members of the committee to serve as tellers. The tellers will collect the ballots and count the votes. The ballots for each office will be kept in separate envelopes and given to the Chair. Ballots should not be destroyed until after the election.
12. A majority vote shall elect. (A majority vote is more than half) If a majority is not reached, balloting must be done over again until a majority is reached.
13. The Chair will announce the results.
14. Nominees will receive an invitation, verbal or written or both, only from the Chair of the Nominating Committee.
15. The Nominating Committee shall present the name of a nominee for each office to be filled.
16. Committee Members, including the alternates, shall attend ALL meetings of the Nominating Committee. Notify the Chair of the Nominating Committee if unable to attend.
17. There should be a meeting of the Nominating Committee whenever there is a State Board of Directors Meeting. In the case of the absence of the Chair, the Chair shall appoint a member of the Nominating Committee to act as Chair for that one meeting.
18. At the fall Board meeting of the even-numbered year, this ticket shall be reported to the Board of Directors for approval. Report of the Nominating Committee will be carried in the winter issue of the Keystone Gardener in the election year.

## **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 Bylaws and Standing Rules and Policies of the GCFP.
6. Send changes to the Headquarters Office for emailing to the Board of Directors. Bylaw 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.
7. Check the Awards Manual, Presidents Handbook, Convention Directive and Directors Manuals for periodic updates and notify the President if changes should be made.
8. Prepare changes, as given, to the Bylaws and present for approval at the Annual Meeting.

## **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. Support billboard and junkyard control.
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.

## **PENNY PINES**

### **DUTIES:**

1. Work closely with the National/Regional Projects Coordinator.
2. Promote the Penny Pines Reforestation Program with District and local clubs.
3. Work with the personnel at the Allegheny National Forest to determine the replanting projects for which the GCFP funds will be used.
4. Keep GCFP members informed as to the progress and status of these projects.



## 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 Chair. See Bylaws for eligibility requirements, Article XII, Sec. 1. Chairmanships can be more capably filled by persons who have expressed an interest in a particular field of endeavor.
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 notify you of 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.

The forms for new candidates for National to be ratified, should be sent to the President by January for Regional and National approval.

7. Ask at the fall Board Meeting for anyone interested in being certified for National to contact you for the forms.
8. Keep a complete, updated biography on all GCFP Presidents.

## **POLLINATOR RESTORATION PROJECT**

**NGC has been invited to be an inaugural Network Partner of the National Pollinator Garden Network to help establish one million gardens to assist in restoring critical pollinator population recovery in the U.S.**

### **DUTIES:**

1. Report at the Board of Directors meetings on
  - a. What pollinators do
  - b. What GCFP members can do to help
  - c. Share information on how to protect pollinators and their habitat
  - d. How and what you need to have your garden certified
  
2. Give one (1) copy of your report to the Recording Secretary.

## **Seeds of Service – President’s Project 2021-2023 WATCHING OUR YOUTH BLOOM**

The Seeds of Service Award was originally created by Gail Corle Manna, GCFP President 2011-2013.

This award is to recognize programs, projects, and/or events of exemplary volunteer service to individual members, clubs, and/or communities that emphasize Seeds of Service with our Youth.

This Garden Club Federation of Pennsylvania award is given in even years as a reward and as a recognition to clubs.

The GCFP shall give this award to the clubs within each District. There shall be 4 categories of recognition and one or all 4 categories can be given within each of the 10 Districts. (District II/III is considered one District for this award.) In other words, each District can apply for and receive up to 4 awards.

**Applications:** Please write a one (1) page description of the project/event including a photo, if possible. The description should state the lasting benefits of these services and the garden club exposure created from the project or the event. If picture includes any youth, please forward the signed NGC RELEASE FOR PUBLICATION AND WEBSITE Minor Youth Section form along with the paperwork.

Clubs will send their application to their respective District Director by June 15, 2022, for all projects from May 1, 2021, to May 1, 2022. Top applicants from each District should be sent to the Presidents President’s Project Chair by June 30, 2022.

These exceptional projects will be noted in the Keystone Gardener/KG Online, as well as presented certificates at the GCFP 2022 September Annual District Meetings.

Categories for recognition for exemplary “Watching Our Youth Bloom” are:

1. By an Individual Garden Club Member for Club or Community Service with Youth
2. Service by a Club for working with Youth or Youth Community
3. Service by a Club for Youth Horticulture Therapy or for working with Handicapped Youth
4. Mentoring a Youth Leadership led Program

Daryl Jones, Chairman of the President’s Project

## PROGRAM RESOURCES

### DUTIES:

1. Complete 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 Program Chairs for suggestions and assistance in compiling this list.
3. Inform clubs through the *Keystone Gardener & KG Online*, on the GCFP Website, of availability of illustrated Lectures on various topics of interest.

## PROTOCOL

### DUTIES:

1. The Protocol Chair receives instructions from the State President as to:
  - a. Individuals and groups to be given special seating at each meal event:  
Head Table, Reserved Table.
  - b. The President will have a pre-list of whom she expects at the convention.
2. Establishes communications with the Convention Chair for:
  - a. Information about hotel facilities – maximum that can be seated at Head Table.
3. BEFORE THE CONVENTION, the Protocol Chair prepares master lists of all individuals seated at the Head Table for each event, and groups to be recognized at reserved tables.
  - a. Sends a copy of the list to the President, Convention Chair and Registration Chair. Use the list when arranging seating at meal events by number.
  - b. Write instructions to all those to be seated at the Head Table, to be inserted in their registration envelopes before the Convention.
  - c. Create an invitation for each individual at the head table or honor table. Mark on invitation that they should be seated 15 minutes before event starts.
  - d. Make numerical table signs for honor tables.
  - e. At the meal honoring the Club Presidents, determines procedure for the introduction of District Directors and the Club Presidents. Arranges for their reserved seating wherever it is appropriate.
  - 1) **State Convention Head Table Seating:** There is a specific seating order as described in the NGC, Inc. Protocol Handbook, which is included in the materials each new Protocol Chair receives from the previous Chair. It is important that the new Protocol Chair read this handbook, especially prior to the State Convention because seating at the head table is **not** random. The Protocol Chair will receive seating lists for each meal from the State President. After carefully checking the lists, the Protocol Chair should consult the State President about the exact seating of each honoree. The upper Tier is especially consistent as to specific seats to the right and the left of the lectern, the right side having higher priority than the left. Seat 1 is always the Presiding Officer, Seat 2 is the State President, if she/he is not the Presiding Officer, Seat 3 is the NGC President, if present, and Seat 4 the Regional Director. If the NGC President is not present, the Regional Director is placed in Seat 3. Seat 4 is the Speaker, Seat 5 is the person introducing the Speaker, Seat 6 is the Award Presenter, Seat 7 is the 2<sup>nd</sup> or 3<sup>rd</sup> VP and Seat 8 is the Convention Chair. To the left of the lectern in Seat 9 is either the 1<sup>st</sup> VP, 2<sup>nd</sup> VP or the newly elected State President (if this is the installation banquet). Seat 10 is the Recording Secretary, Seat 11 is Corresponding Secretary, Seat 12 is the Treasurer, Seat 13 is the Member giving the Blessing, Seat 14 is the Historian, Seat 15 is the Parliamentarian and Seat 16 is the Convention Vice Chair. The seating to the left of the lectern is more flexible than the right and the Protocol Handbook offers alternatives for seats 10 through 16. The State President may wish to choose special honorees for seats 10 through 15 but one of these should always include the Person giving the Blessing. Seat 9 is almost always the 1<sup>st</sup> VP, 2<sup>nd</sup> VP or the newly elected State President. See the Handbook for exceptions. The lower tier is very flexible, and honorees the State President chooses can be placed in any order.

The State President also provides a list of anyone she wishes to have at Honor Tables. The Protocol Chair always sits at an Honor Table, if there are any designated. At no time will the Protocol Chair be seated at the Head Table unless the State President specifically wants her/him there.

**PROTOCOL**, Continued ((Page 2 of 2)

- 2) **Honor Tables:** Each District Director/Assistant will be seated at an honor table with his/her club. Directors will be asked to come to the microphone to introduce their club names and Presidents. Each club president will rise upon hearing their name. Starting with District I, this will continue until all Districts have been recognized.
4. DURING THE CONVENTION, THE Protocol Chair makes changes in the seating charts, as necessary. The President, upon being informed of a vacancy at the Head Table may wish to seat a previously uninvited individual to fill the place. Protocol seldom places another name in the same position as the one being replaced. Such circumstances may require the entire chart for that event to be redone, new place cards made, and she/he may add or remove a place at the Head Table, if necessary. A corrected copy of the seating chart is placed on the lectern for the Presiding Officer.
5. Last minute changes may require Protocol Chair to search for guests.
6. Put place cards on the Head Table in the correct order and sees that table signs designating groups to be recognized are in place for each event.
7. The entire Protocol Committee participates at each meal event by:
  - a. Checking lists of all seated at the Head Table to be sure they are present.
  - b. Locating those guests who are late or may be lost.
  - c. Helping seat guests at the Head Table, assisting them up steps leading to the Head Table, and personally escorting elderly guests, if requested.
8. Endeavor to educate garden clubs and districts to use protocol during meetings. GCFP emailing and the Keystone Gardener may be used for this.

## **PROTOCOL VICE-CHAIR**

1. Member of the convention Committee
2. Work directly with the Protocol Chair and assist where and when necessary.

It is suggested that an assistant would be of great help and could be selected by the Protocol Chair with the approval of the State President.

## PUBLICITY PRESS BOOK

### DUTIES:

1. Work closely with the Public Relations Chair, the State President, and the District Directors.
2. Through the *Keystone Gardener* and (remove) the District newsletters (or District Publicity Chair) encourage the clubs to contact the local papers regarding their activities and special events.
3. Also encourage them to send (remove) in information to their Districts and the *Keystone Gardener*, and to have their club and the GCFP mentioned in as many articles in varying publications as possible!
4. Have the criteria for the Publicity Press Books Awards printed in the *Keystone Gardener* and on the GCFP website.
5. Encourage clubs to collect all clippings from January through December of any mention of their club or members of their club, and prepare a Publicity Press Book for judging in the Small, Medium, Large or Extra Large category, which pertains to them. These clippings, trimmed neatly, are arranged chronologically with headings. The pages are usually protected by plastic covers and inserted in an Oxford brief folder (no notebooks) or other lightweight covers with brads. They should follow the requirements published in *The National Gardener* (and in the *Keystone Gardener* or on the GCFP website), numbering the pages, and with a table of contents. These requirements should be publicized as much as possible. A videotape showing how to prepare the booklet is available, and should be sent to those requesting it. Publicize that the date booklets are due to the Publicity Press Books Chair for judging in January. Stamped self-addressed envelopes large enough to contain the booklets should be enclosed with the entry.
6. Appoint a committee to help judge the books according to size of the club. The first-place booklet in each category should be sent to the Central Atlantic Regional Chair by the date requested. (The information on the front cover must be adjusted to conform to CAR requirements. If self-addressed envelopes were not enclosed, prepare one before sending to CAR.) This Chair will coordinate judging in Regional competition. Certificates of Commendation will be presented during the Regional Conference by the NGC.
7. Write a congratulatory letter to each club, advising them of their status, giving constructive criticism as to how to improve their publicity coverage or booklets. Send or enclose with the booklets that are returned at the State Convention. Present awards to winning clubs at Convention. Any booklets not picked up may be mailed back in the enclosed envelope.
8. Display all Publicity Press Books at the State Convention in the Educational Exhibit area.



## "SAGE & ROSES" DONATINS

The **SAGE & ROSES FUND** (suggested to NGC, Inc. by Lois Dupre Shuster, GCFP Honorary Life President and NGC President 2001-2003) was established in 2010. It is a Designated Fund for the PURPOSE of helping to fund the purchase, placement, and maintenance of BLUE STAR MEMORIAL MARKERS within PENNSYLVANIA.

"**SAGE**" (**S**end **A** **G**reeting **E**lectronically.)

"**ROSES**" (**R**emember **O**ur **S**ervicemen's **E**very **S**acrifice.)

Money saved by sending electronic greetings, rather than mailing greeting cards, can be donated to the **GCFP SAGE & ROSES FUND**.

Donation checks should be made payable to GCFP, with the notation "SAGE & ROSES FUND" on the Memo Line.

### **DUTIES:**

1. Distribute information and encourage donations from GCFP members.
2. Collect and record donations.
3. Send the collected funds to the GCFP Treasurer to be deposited as a "Designated Fund".
4. Report transactions and fund status at GCFP Board Meetings, or upon Board request.
5. Send a list of donors to the KEYSTONE GARDENER Editor, for inclusion in the pending issue.
6. Communicate with clubs that are planning to purchase, place, and/or maintain a Blue Star Memorial Marker.
7. Propose fund distributions to the GCFP Finance Committee, who will then seek approval from the Executive Committee and Board of Directors.
8. Give a Summary ANNUAL Report at the April Board of Directors Meeting.

## SCHOLARSHIP CHAIR

### 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 website.
3. Encourage applications for the scholarships, which are available to students of Horticulture or allied subjects.
4. Appoint three (3) or more judges from within the State to judge the applications individually on scholastic rating, need, and ability.
5. Attend the Annual Convention to announce winners, and present certificates to the winners or their representatives.
6. Send pictures and announcement to the editor of the Keystone Gardener immediately following the GCFP Convention.
7. Send the name, Social Security number, and title of scholarship for each winner to the State Treasurer immediately following the GCFP Convention. The college information (Student Aid Officer, Address, Phone Number, Email, Fax) should also be sent to the Treasurer.
8. 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.
9. Send a letter to all non-winning applicants encouraging them to apply again next year.

### GUIDELINES FOR JUDGING:

1. Applicants for all scholarships must be residents of Pennsylvania and must be sponsored by a GCFP member club. The college, university, or Audubon Camp is of the recipient's choice.
2. SCHOLARSHIP FIELDS OF STUDY: All scholarships are awarded to students who plan to further their education in Agriculture Education, Agronomy, Floriculture, Horticulture, Landscape Architecture, Botany, Biology (excluding Medical), Conservation, Environmental Concerns (Management: Environmental Engineering, Conservation, etc.), Forestry, Plant Pathology, City (Rural/Urban) Planning, Wildlife Science, Land Management, and/or allied subjects.
3. As long as a high academic standing is maintained, and need is apparent, a student is eligible to apply or re-apply.
4. Applications must be filled out, signed by the President of the sponsoring GCFP member club and mailed, together with the necessary letters, to the State Scholarship Chair by the deadline date listed with the scholarships.
5. All scholarships listing a February 1 deadline use the same application form. The Scholarship Committee determines what scholarship is awarded.
6. The NGC Formula is used for judging applications: Academic – 40%, Applicant's Letter – 25%, List of Honors – 10%, Financial Need – 20%, Recommendations – 5%. An additional 5 points is added for relationship to a GCFP Member.

**SCHOLARSHIP CHAIR** Continued (Page 2 or 3)

**ESTABLISHED SCHOLARSHIPS**

*The annual amount of the GCFP Scholarships is a minimum of \$1,000.00 at this time. The Scholarships are listed in the order in which they were established.*

THE MARY ALICE WHEELER SCHOLARSHIP

- a. Available to high school seniors, college graduates and post graduate college students each year.
- b. Applications must be received by the State Scholarship Chair by February 1.

KATHERINE LITTLEWOOD RIEGER SCHOLARSHIP

- a. Available to a junior, senior or post graduate college senior whose scholastic average is "B" or above. Applicants may apply in their sophomore year.
- b. The State winner will compete for one of the National Council Scholarships.
- c. Applications must be received by the State Scholarship Chair by February 1.

JANE ROBERTSON LAYMAN SCHOLARSHIP – A four year Scholarship

- a. Available to a Pennsylvania high school senior every four years.
- b. A "B" average must be maintained to keep this scholarship. On or before July 1, the recipient must send his/her scholastic record to the State Scholarship Chair. Failure to comply will result in loss of remaining money. Should the recipient forfeit, a new winner be selected the following year.
- c. Applications must be received by the State Scholarship Chair by February 1.

MIRIAM ANDERSON STEEL SCHOLARSHIP

- a. Available to high school seniors.
- b. Preference will be given to a high school gardener or a member of a garden club sponsored FFA, 4-H, or Scout group by the addition of two (2) points to the final evaluation of that individuals score.
- c. Applications must be received by the State Scholarship Chair by February 1.

LOIS DUPRE' SHUSTER SCHOLARSHIP

- a. Available to high school seniors, college students, and post graduate college students each year.
- b. Applications must be received by the State Scholarship Chair by February 1.

CATHERINE H. KENWORTHY SCHOLARSHIP

- a. Available to high school seniors, college students, and post graduate college students each year.
- b. Applications must be received by the State Scholarship Chair by February 1.

LOUISE W. DIMMICK SCHOLARSHIP

- a. Available to high school seniors, college students, and post graduate college students each year.
- b. Applications must be received by the State Scholarship Chair by February 1.

MARJORIE E. HAMBLIN SCHOLARSHIP

- a. Available to high school seniors, college students, and post graduate college students each year.
- b. Applications must be received by the State Scholarship Chair by February 1.

**SCHOLARSHIP CHAIR, Continued (Page 3 of 3)**

CONSTANCE H. SMITH SCHOLARSHIP

- a. Available to high school seniors, college students and post graduate college students each year. Applicants may apply in their freshman year.
- b. Applications must be received by the State Scholarship Chair by February 1.

EDITH CLEMMER STEINBRIGHT SCHOLARSHIP

- a. Available to high school seniors, college students and post graduate college students each year.
- b. Preference will be given to a student from the southeastern part of the state.
- c. Applications must be received by the State Scholarship Chair by February 1.

MARILYN WHITMORE SCHOLARSHIP

- a. Available to high school seniors, college students and post graduate college students each year.
- b. Applications must be received by the State Scholarship Chair by February 1.

DOREEN DEW KAUFFMAN SCHOLARSHIP

- a. \$1,000 grant given annually, for ten years, 2012 - 2021. b. To a deserving student in a horticulture-related field.
- c. Available to high school seniors, college students and post graduate college students each year.
- d. Applications must be received by the State Scholarship Chair by February 1.

DOROTHY A. HERMANI SCHOLARSHIP

- a. A \$1,000 grant given annually for ten years, 2017-2026, b. To a deserving student in a horticulture-related field.
- c. Available to high school seniors, college students and post graduate students each year.
- d. Applications must be received by the State Scholarship Chair by February 1.

AUDUBON GRANT – Up to \$500 – For Audubon Camp of Winner's Choice

- a. Open to a teacher involved in Conservation Education or a college student (at least 18 years old) studying in the field of Conservation, Ecology or related subjects, or to a GCFP Garden Club Member (eligible to go once every five (5) years). Amended 10-16-85
- b. The applicant must be sponsored by a GCFP Member Club.
- c. The applications are obtained from State or District Scholarship Chairs.
- d. Applications must be filled out and mailed to the State Scholarship Chair by February 1.
- e. The fee is paid directly to the Audubon Camp. The winner must furnish his/her own transportation. If the fee is increased, the winner will be responsible for the additional amount.
- f. Any garden club may sponsor and pay the fee for additional students to further Conservation Education.

NATIONAL GARDEN CLUBS, INC.

**GUIDELINES:**

National Scholarship information and a copy of the application form are sent to the State Scholarship Chair in July.

1. The National forms should be copied and sent to each District Scholarship Chair as soon as the material is received. Copies of these forms must be sent to the Headquarters office immediately.
2. Applications for the NGC Scholarships are due to the State Chair by February 1.
3. Qualifying applications are sent to the GCFP President, she encloses a letter endorsing the applicant, and forwards the application to the NGC Scholarship Chair by March 1.
4. Winners are announced at the Annual Convention of the NGC.

## SCHOLARSHIP DONATIONS

**Contributions: 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. These may be given "in memory," "in appreciation", or "honoring" an individual or group. Cards are also available to honor someone on a birthday or anniversary. Checks are made payable to the Garden Club Federation of Pennsylvania (GCFP) and sent to the State Scholarship Donations Chair.**

### **DUTIES:**

1. Member of the Scholarship Committee.
2. Keep the donation form for making donations updated and posted on the website.
3. Keep a record of the donor, recipient, and amount given in a financial ledger.
4. Acknowledge all contributions to the Scholarship Fund to the donor, unless the donor states 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 the list of donors and recipients to the Keystone Gardener Editor by the designated deadline as stated in the *Keystone Gardener*.
8. Enter names of donors and recipients in the Scholarship Memorial Book.
9. Keep records of postage and submit to the State Treasurer for reimbursement quarterly.
10. Have appropriate notification cards with the Federation seal printed in lots of 100 as needed from your local printer or have the Headquarters Secretary get them printed and submit bill for payment to the State Treasurer.

## **SCHOOLS COORDINATOR**

### **DUTIES:**

1. To co-ordinate the scheduling of Schools, Symposia, and Refreshers within the State.
2. Work closely with the GCFP President, Environmental Schools Chair, Flower Show Schools Chair, Flower Show Symposium Chair, Gardening Study Chair, and Landscape Design Schools Chair, etc.
3. Upon request, assist in selecting the site.
4. Keep informed of Schools, Symposia, and Refreshers being offered by neighboring states.

## **SEED MONEY**

***SEED MONEY* is an annual monetary grant program to encourage community projects by garden clubs.**

### **DUTIES:**

1. Check with the President annually to determine the goals of Seed Money program.
2. Develop an application form, including requirements/guidelines, and establish a 'Due Date'. The Due Date should be sometime in mid-winter, so applications can be received before the Spring Board Meeting, at which time available funds are determined.
3. Submit the information/application to the President for approval.
4. Submit the information/application to the Keystone Gardener Editor and the GCFP Webmaster.
5. At the summer or fall Board Meeting, give the information/application to each District Director, so it can be copied and distributed to each Garden Club President.
6. After the Due Date, evaluate the applications/projects according to the established guidelines.
7. Prior to the Annual Convention, send a list of recipients and monetary amounts to the President, Treasurer, and Awards Chair.
8. Award the SEED MONEY grants at the Annual Convention.
9. Send a list of Seed Money recipients to the Keystone Gardener Editor and the GCFP Webmaster.

## **SMOKEY BEAR/WOODSY OWL**

### **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.
4. Submit the winning entries to the appropriate level of competition, by the designated due date.
5. Report the winning entries to the GCFP Awards Chair, the Keystone Gardener, and the GCFP website.
6. Attend and report at all regular GCFP Board Meetings.



## TRI REFRESHER

This chair is responsible for planning added dimensions to the Environmental Studies, Gardening Study and Landscape Design, educational programs by conducting a Refresher Opportunity that will allow the exploration of special topics in much greater depth than can be considered in a regular study course with the prescribed outline.

### **DUTIES:**

Tri-Refresher Chair must be either a Landscape Design, Gardening Study or Environmental Studies Consultant.

- Download from the NGC Website a packet containing info/forms.
- Clear proposed symposium dates with the Schools Coordinator.
- Submit a budget proposal to the finance committee prior to the symposium and a financial report at the conclusion of the symposium.
- Plan Tri-Refresher:
  1. Appoint an Event Chair and a co-chair for each participating school.
  2. Submit the appropriate forms for approval to NGC Schools Coordinator.
  3. Send copies of approved forms to the NGC school chairs of each participating school.
  4. Have refreshers seeking credit fill out appropriate forms.
  5. Complete each school's roster—using forms on NGC Website .
  6. Make up summary—using forms on NGC Website.
  7. Submit rosters and summary to NGC Schools Coordinator.
  8. Submit rosters and summary to participating NGC Accrediting Chair
  9. Distribute cards and sit back and enjoy your accomplishments.
- Report to the Financial Committee on the profits/loss of the symposium.
- Report to the GCFP Board of Directors on the activities of the symposium.

## **WEBMASTER**

The Webmaster for the GCFP website at **[www.pagardenclubs.org](http://www.pagardenclubs.org)** is responsible for the promotion, maintenance and updates to the site.

### **DUTIES:**

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

## YOUTH ACTIVITIES GRADES 1-6

### DUTIES:

1. Encourage garden clubs to organize, sponsor and register Youth Gardeners Groups.
2. Educate the youth about growing and identifying plants and encourage awareness and protection of our natural resources.
3. Youth Gardeners Groups must be sponsored by an adult garden club that is Federated with NGC, and must have a minimum of four (4) members and meet two (2) times during the year.
4. Keep an active file of Youth Gardeners Groups and their projects.
5. Report activities at GCFP Board Meetings.
6. Promote GCFP Youth Awards and NGC/GCFP contests. (Consult the GCFP AWARDS MANUAL on the web [www.pagardencclubs.org](http://www.pagardencclubs.org) and the NGC YOUTH ACTIVITY MANUAL).
7. Provide awards/contest information and entry forms to the *Keystone Gardener* and the GCFP website, as early as possible.
8. Conduct judging of awards/contest entries and forward the 1<sup>st</sup> place winners to the CAR and GCFP Awards Chair by the specified date.
9. Forward envelopes to GCFP Treasurer with 1<sup>st</sup> place winner's names for prize money.
10. Provide the awards/contest results to the *Keystone Gardener* and the GCFP website.
11. Work as a liaison between the GCFP and the Girl Scouts

NOTE: To receive any Numbered Youth Awards, a Youth Gardeners Group must be registered with the GCFP. The Registration Form is available on the GCFP website. The GCFP AWARDS CHAIR, must be notified **\*by DECEMBER 1<sup>ST</sup>\*** of clubs that are eligible to apply for and receive awards.

NOTE: The NGC dues for the YOUTH GARDENERS GROUPS is paid by the GCFP. (See Dues and Fees, page 4 in the BOD Manual on the GCFP website)

**YOUTH ACTIVITIES  
JUNIOR/SENIOR HIGH SCHOOL/GRADES 7-12)**

**DUTIES:**

1. Encourage clubs to organize and direct the activities of a High School Gardeners Group.
2. Encourage individuals to serve as leaders to direct High School Gardeners Groups.
3. Promote High School Gardener Awards. (See GCFP Awards Manual on the web **www.pagardenclubs.org**) If requested by the State Awards Chair to do so, assist in evaluation of these awards
4. Search for award possibilities in the work being done and encourage the groups to apply for them.
5. How to organize a High School Group:
  - a. Must be sponsored by an adult club federated with NGC.
  - b. There must be a minimum of FIVE (5) meetings per year, covering any aspect of National Council objectives.
  - c. There must be a minimum of TWO (2) members who attend the 7<sup>th</sup> -12<sup>th</sup> grades.
  - d. High School clubs may be formed which have only one interest, such as Floral Design, Horticulture, Environmental Education of Concerns.
  - e. Be enthusiastic!
  - f. NGC dues for High School Gardeners Clubs are paid by the GCFP. (See Dues and Fees page)
6. Conduct NGC and GCFP High School Gardener Contests.
  - a. Promote NGC and GCFP High School speech and essay contests throughout the state.
  - b. Conduct judging of the state contests, forwarding the winners of each onto the CAR High School Gardeners Chair by the date specified.
  - c. Whether the state speech and essay contest winners are invited to attend and speak at the annual convention will be determined each year by the State President, the Convention Chair and the GCFP High School Chair, with consideration given to the travel time, convention schedule and expenses incurred.
  - d. Provide contest entry information (and later report contest results) to the *Keystone Gardener* and the GCFP website.
  - e. The GCFP Youth Activities Chair will make hotel and meal arrangements for essay winners, and one guest. Chair should submit any bills occurred, **not to exceed \$250**, to the GCFP State Treasurer for reimbursement to the Convention.

## ZOOM EDUCATOR CHAIR

### **Duties:**

Train and advise all District Director on using and running ZOOM.

Chairs with Committees may also request training or contact ZOOM Chair with questions if they need her help organizing a Zoom meeting.