

**Timeline for President
Open Gate Garden Club
Official duties to start September 1**

BOARD MEETINGS determined by need with a minimum of three.

Provide input to the Newsletter which goes out a week prior to each meeting.

Follow pages 10-14 of our Yearbook for guidance of activities.

August/September

- Check with membership chair that all is OK. Members not to exceed 130.
- Check with Yearbook chair that the book is being published.
- Make copies of the new member booklet, find a meeting place, invite officers and board and new members to a meeting which is normally held a few weeks prior to the September meeting. Refreshments are provided.
- Send out a notice a week prior to the meeting to the Board asking if they have any items to be announced at the meeting.
- Introduce new members at September meeting. Secure roses for each new member.
- Thank greeters and hospitality and announce same for the next month.
- Announce date of the fall perennial exchange.
- Make sure tulip-bulb pot chairperson is prepared to hand out the pots at the October meeting.

October

- Send out a notice a week prior to the meeting to the Board asking if they have any items to be announced at the meeting.
- Thank greeters and hospitality and announce same for the next month.
- Remind members that tulip pots are available this evening for distribution for the contest held in February.
- Remind members of the Silent Auction in November.

November

- Send out a notice a week prior to the meeting to the Board asking if they have any items to be announced at the meeting.
- Thank greeters and hospitality and announce **CHRISTMAS POTLUCK** in December.

December

- Christmas potluck.
- Remind members of annual January photo contest.

January

- Check that Awards Chair has procured awards for the photo contest held this month.
- Send out a notice a week prior to the meeting to the Board asking if they have any items to be announced at the meeting.
- Thank greeters and hospitality and announce same for the next month.
- Remind members of the tulip-bulb forcing contest in February.

February

- Appoint a Nominations chairperson.
- Send out a notice a week prior to the meeting to the Board asking if they have any items to be announced at the meeting.
- Thank greeters and hospitality and announce same for the next month.
- Bulb-forcing contest
- Remind members of forced-branch contest in March.
- Announce the Nominations Committee and tell members they may self nominate through this committee.

March

- Send out a notice a week prior to the meeting to the Board asking if they have any items to be announced at the meeting.
- Thank greeters and hospitality and announce same for the next month.
- Forced-branch contest
- Announcement of candidates for officers
- **VOTING** for new officers held at this meeting.

- Remind members that the April meeting will include election of new officers, recognition awards, and volunteer of the year award.
- This is the month for the major push of the garden tour.
- Check with Mini Tour Coordinator and make sure there is a sign up at the meeting.

April

- Send out a notice a week prior to the meeting to the Board asking if they have any items to be announced at the meeting.
- Thank greeters and hospitality and announce same for the next month.
- Election of new officers, recognition awards, and volunteer of the year award.

May

- Send out a notice a week prior to the meeting to the Board asking if they have any items to be announced at the meeting.
- Thank greeters and hospitality.
- Introduce again the new officers.
- Announce the May perennial exchange date.
- Announce the mini tours.
- Emphasize the importance of selling all of the tickets members have received and their participation in the most important event of our club.

June-July-August

- Make sure all summer activities are being coordinated.
- Your responsibility ends August 31 unless you are re-elected!

**Prepared by: Linda Blanco
3/07/2013**