# **Standing Committees**

## **Programs:**

- Arrange all programs for regular membership meetings and any special programs as they occur.
- Directed by the First Vice-President.

## Membership:

- Increase the membership of the Society by all accepted means, including operating membership/rose information tables at gardening and park events.
- Directed by the Second Vice-President.

### Rose Show:

- Make all arrangements necessary for preparing, staging, and dismantling the Society's Annual Rose Show.
- Follow guidelines from the American Rose Society, the Pacific Southwest District, and Society guidelines for the Show Chairperson.
- Report to the Board of Directors at least three months before and one month after the show.

#### **Rose Auction:**

- Make all arrangements necessary for preparing, staging, and dismantling the Society's Annual Rose Auction.
- Determine if the auction will be on-site or online.
- Plan, coordinate location and support, solicit donations, oversee creation of auction venues, manage on-site staffing in coordination with Membership, and disperse residual materials as appropriate.

# Hospitality:

 Arrange the hall for meetings, prepare and serve refreshments, and coordinate potluck dinners or other meals as appropriate.

### Newsletter:

- Prepares, edits, publishes, and distributes the Society's monthly bulletin.
- The Board of Directors establishes a budget and exercises necessary content control.

# Website:

- Maintain the Society's website, publicize activities, and provide information on roses.
- The Webmaster creates relevant pages for members and the public, using Society materials and other appropriate content.
- Only the Webmaster or their designee can post materials to the website.

# Audit and Budget:

- Oversee the financial health and accountability of the organization.
- Ensure financial practices align with established policies and regulatory requirements.
- Audit financial statements, review budget proposals, monitor financial performance, and provide recommendations to the Board of Directors or members on fiscal matters.
- Safeguard the financial integrity of the Rose Society.