

Grants Pass Garden Club, Inc.

Committee Descriptions

DIRECTORS

The Directors are chosen by the Club President and generally serve two years or more, depending on the President's choice. Along with the Officers and Past President, the Directors make up the Board of Directors and are expected to attend monthly BOD meetings. The Directors head up the following areas of the Club: Administration, Community, Support, Education and Fundraising/Special Events. The five Directors assist the President to find individuals to fill committee positions when they are vacated.

ADMINISTRATIVE

Membership – Track and update information for members. Welcome and register new members. Collect annual membership renewal fees. Coordinate production and distribution of name badges. Distribute the new yearly Club Directories to the members. They prepare “new member packets” for the President to hand out to new members at the monthly meeting after they join the Club. They also prepare an updated Membership Roster every month for any added new members and email them to the BOD members. If you are organized, social and fiscally responsible, you may like this position. (1 – 2 people normally do this position). Knowledge of Excel to make the Roster is needed.

DIRECTORY – Keep the current membership Directory updated and current. Develop a new, annual Club Directory with the assistance from others who will provide you with the information to put into the Directory and others may assist by proofreading the new Directory before you submit it for printing. A knowledge of Publisher or similar program is needed, as there will be written information, photographs and artwork needed to complete the Directories. This is an organized, once-a-year activity and is a great way to get to know the Club members.

PUBLICITY/PHOTOGRAPHY – Promote the Grants Pass Garden Club and its activities in local newspapers, flyers, radio, TV and with public service announcements. Take the photographs of new members (or replace “old” members photos) for the annual Directory. Having an outgoing personality helps with this position. (1 or 2 members may do this – one to do the PR/one to take the member photos).

PHONE TREE – Keep Club Members who don't have email updated of schedule changes, events, tours, etc. In emergency, may break the task of calling people into groups with other members spreading the work quickly to all members (having others help call 20 – 25 people each to cover all membership quickly). This is a low-profile way to get involved and get to know members.

GRAPHICS – This takes computer knowledge of Publisher or similar programs. This position would help in making flyers and promotional items as needed. Occasionally, signs are needed for Sales, the Boutique, etc.

COMMUNITY

Civic Beautification – Help plan activities for club members that improve the gardens and plant areas in our community. Currently, Riverside Park Gardens and the Fruitdale Grange Garden each have an overseeing Chair. Options for short term and long-term beautification projects in the community may also be considered. If you enjoy working outdoors in flower gardens, this is something you may enjoy!

Three Rivers Community Seed Library - Coordinator contacts seed companies (local and non-local) for donations and/or for purchasing of seeds, schedules seed packing sessions, enlists volunteers to distribute seeds to the community at sites such as the Growers Market and Seed Swaps. Refills seed packets at ongoing stationary sites within the community. Stores all seed library related materials at designated volunteers' homes in-between scheduled distributions of seeds to the community.

Centennial Celebration - A temporary committee approved by the BOD for fiscal year 2025-2026 to organize and execute a June 2026 celebration of the founding of the Grants Pass Garden Club. It will terminate June 30, 2026.

SUPPORT

Meeting Greeter – This individual greets Club members and Guests at the monthly General Meetings, assists them with signing in, makes sure everyone has a name badge (temporary name-tag for guests). They can hand out agendas or other information as they enter and encourage guests to speak to the membership person if they are interested in joining the Club. During the meeting, they will announce the number of members and guests attending the meeting. At the conclusion of the meeting, they will give that day's sign-in sheets to the Secretary.

Hostess/Hospitality – Coordinate the hostess activities for each meeting. Arrive early to set up coffee, tea and other beverages. Organize table set-up for potlucks which are held four times a year (March, June, September, December). Clean up the kitchen and help return the rooms to neutral after the meeting (wash down tables, clean floors, vacuum, take garbage out). May assist with decorating the tables in the meeting room.

Remembrance – Send cards to individual members and emails to entire membership to inform them of members who may need special support during a time of need. If you are a thoughtful and caring person, you will find reward in serving here!

Website / Facebook – This position updates the Club Website and Facebook page regularly. Experience in doing both things is required.

Produce / Siskiyou Signal – The Club Newsletter: The Produce is put together 6 times a year: End of February, April, June, August, October and December and emailed to all members. Members can opt to have a hardcopy snail mailed to them. All should be sent out a week before the following month's general meeting. Contents include but are not limited to: a note from the Club President, new member info, Remembrance, photos & articles from BOD/members of events that happened in the previous 2 months.

Siskiyou Signal (District Newsletter) is sent 3 times a year: November, February and May. One page & sent to the District Director & Editor/Publisher. Skills needed for both: computer.

Newcomer's Tea Organizer – A gathering to include new members and the Club Officers & BOD. This is generally a luncheon provided by the Club once or twice a year, depending on the number of new members. There is a budget for this. It is designed for new members to meet the Officers/BOD, Q & A's and for the new members to share about themselves their interests in helping them to know the areas of volunteering they may want to do in the Club.

EDUCATION

Meeting Program Coordinator – Get info from the Club member yearly (usually a questionnaire is sent around at a general meeting). They schedule speakers for the general meetings that will be of interest. Generally, the speaker can speak for 30 minutes and have 15 minutes for Q & A's. This may vary depending on what else is scheduled. The schedule for the following year must be completed in time to be placed in the Club Directory.

Tour Coordinator – Schedules Tours for the Club Members to attend (from 3 – 5 a year generally). This can be to gardens, nature walks, nurseries, etc. They coordinate with motels if the tours will be overnight, schedule carpooling and, if necessary, maps. They may also coordinate meals if the tour covers a meal time.

Scholarships – Coordinates with RCC or other Colleges in the area for the Club to offer Scholarship(s) for Horticulture student(s). This is done just once a year.

Historian – Gather historical information to be recorded for the Garden Club.

FUNDRAISING/SPECIAL EVENTS

Plant Sale – Organize the Annual Plant Sale for the Club (generally our largest fundraiser). Training will be given.

Dig & Divides – Find 3 to 4 locations for the Club to have these events in the fall. Get volunteers; make sure planting soil and containers are brought; ask the volunteers to bring trowels, clippers, shovels, gloves. Arrange with the label maker to be there with labels. Tables may need to be brought to work on with plastic tablecloths.

Holiday Boutique – Held the first Saturday in December, coordinate with club members to bring in items for sale, the Bake Sale Coordinator, if the Grange is not available, find an alternative location. The rooms must be set up, tablecloths placed on them; assign what will go where; make sure the club treasurer is there or has individuals to take care of the funds; make sure everything is cleaned up at the end of the Boutique (un-sold/un-reclaimed items) will have to be taken to the Salvation Army (or other non-profit).

Raffle – Two individuals needed to coordinate getting members to bring in items to be raffled off at all meetings, except December. Sell the raffle tickets and give the funds to the treasurer & amount raised to the secretary at all the meetings. May help to decorate the tables in the meeting room. It is important to be at all the General Meetings.

Josephine County Fair – Held at the JoCo Fairgrounds, the Garden Club is in charge of the Floral Building. They must coordinate volunteers, room set-up, placement of flowers/plants, awards, etc. Done once a year but a very large project.

Bake Sale Coordinator – Coordinate the bake goods club volunteers will provide for the Boutique and Plant Sale. Have containers available for the members.

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