

## **President**

1. Appoint all standing committee chairpersons subject to the approval of the Executive Committee.
2. Preside over all meetings and may create or dissolve any special committee as needed. It shall be her duty to convene and to supervise all affairs of The Lakeside Garden Guild (LGG).
3. Serve as the official representative and spokesperson for The Lakeside Garden Guild in all public relations activities.
4. Serve as the official representative of the organization for all written and electronic correspondence.
5. In the event of a vacancy on the Executive Committee, appoint a member to complete the unexpired term, subject to the approval of the Executive Committee.
6. Call meetings of the Board of Directors and Executive Committee as needed.
7. Provide meeting agendas. Request reports from committee chairs as required.
8. Keep the members on the subject and within the time limits established for agenda items and meetings.
9. Welcome members and visitors to all LGG meetings and functions.
10. Oversee the duties of the other officers and the committee chairpersons.
11. Guide the Board of Directors in making sure the interests of the general membership are served in terms of programs, range of enjoyable member activities, and relations with the Lakeside community.
12. See that letters of condolence, welcome, thank you, etc. are provided to members. Write on behalf of the entire organization in response to a letter of resignation.

13. Serve as the key liaison between and among members for any organizational concerns and serve as the point person for issues.

### **Vice President**

1. In the absence of the president, assume all duties of the president.
2. Fulfill the term of the president, if the president is unable to complete her term.
3. Organize any special projects and excursions for membership during the year with the help of a subcommittee.
4. Attend meetings of the Board of Directors and Executive Committee.
5. Work with the president in both developing goals for the LGG prior to the beginning of the fiscal year, and in selecting chairpersons for the standing committees.
6. Assist the president as needed. The vice president serves in any capacity as directed by the president.
7. Secure and present a gift to the outgoing president at the annual holiday party in December. The cost of the gift will be determined by the Executive Committee.

### **Recording Secretary**

1. Keep minutes of all meetings – general membership, the Executive Committee and the Board of Directors. The minutes shall be approved by the president prior to distribution to the members.
2. Keep the membership register and roll. Call roll at each meeting and record those members present or absent. Notify the Board of Directors of any member who regularly misses meetings.
3. Maintain a permanent record of membership, including dates of admission and resignation, sponsors and meeting attendance. Maintain a permanent record of the minutes of all meetings. Maintain contracts and other important documents.

4. Maintain a record of birthdays of members to express congratulations at monthly membership meetings.
5. Post the Secretary's Report on the website.
6. Attend meetings of the Board of Directors and Executive Committee and provide a written report to president, if necessary, one week prior to board meeting.

### **Corresponding Secretary**

1. Email meeting notices, including directions to the meeting, and minutes to members, once approved by the president. Send additional email correspondence to members as requested by the president.
2. Track responses from members for planned attendance at meetings and communicate this information to the president, hospitality committee chairperson, meeting host and other leaders as appropriate.
3. Communicate the number of persons planning to attend luncheons to the hospitality committee chairperson.
6. Attend meetings of the Board of Directors and Executive Committee and provide written report to President and Corresponding Secretary one week prior to meeting.

### **Past President**

1. Act as a non-voting member of the Board of Directors and of the Executive Committee, seeing that all meetings are conducted in accordance with the by-laws of the organization and Robert's Rules of Order.
2. Act as a resource and advisor to the Executive Committee.
3. Attend meetings of the Board of Directors and Executive Committee and provide a written report to President and Corresponding Secretary one week prior to meeting.
4. Assist the president as needed. Communicate necessary information to the president

regarding organizational issues, problems and conflicts that will carry over from the preceding year.

### **Treasurer**

1. Receive and make timely deposits of monies. Keep accurate records of all monies belonging to The Lakeside Garden Guild, paying invoices and expenses only on the authorization of the Executive Committee.
- 2 . Starting in February, collect dues from members and provide receipts, make a monthly record of all finances and maintain a permanent annual record of finances of the organization, recording all income and expenses in an annual report.
3. Keep current records and ensure that all members have paid their dues on time. Notify the Board of Directors of members who are delinquent in paying dues for appropriate action.
4. Set up a bank account at the beginning of the fiscal year with two authorized signatures: the treasurer and one other board member designated by the Executive Committee.
5. Issue payment of expenses authorized by the Board of Directors or Executive Committee.
6. Make deposits and withdrawals from banking institution and maintain petty cash funds for reimbursement of expenditures made by LGG members.
7. Provide financial reports at board and regular LGG meetings
8. Set up, maintain and oversee additional bank accounts as directed by the Board of Directors or Executive Committee for auxiliary programs, such as the Graffiti Project. Keep current records, pay expenses, and report all financial activities to the LGG leaders and membership for any auxiliary bank accounts.
9. Assist with maintaining accurate records of income and expenses for the Floral Design Show. Work with the Floral Design Show Chairperson on budget development and funding.

10. Post the Treasurer's Report and other relevant information on the website.

12. Attend meetings of the Board of Directors and Executive Committee and provide written report to President and Corresponding Secretary one week prior to meeting.

### **Hospitality**

At the beginning of the year:

1. Be responsible for recruiting homes for meeting locations and securing co-hosts to provide baked goods, fruit, and floral arrangements for each general membership meeting.

2 Post the host and co-hosts schedule, including the address, for the year to the website. This should be done no later than the March membership meeting. Update this information on the website as necessary.

Monthly:

3. If members cannot meet their original commitments, the hospitality chairperson should assist them in making alternative arrangements. However, the member is responsible for finding someone else to honor her commitment.

4. Communicate meeting location changes to the corresponding secretary prior to the email of meeting notices.

5. Based on the RSVPs received by the corresponding secretary, inform the hostess of the number of persons expected to attend.

6. Work closely with the program committee chairperson and meeting host to arrange for proper set up for monthly meetings.

7. Contact the host for the month in a timely manner to determine the following:

- if the host needs additional supplies such as coffee makers, coffee carafes, chairs, tables, cups, and plates and arrange for delivery of the rented items to her home or secure needed items from other LGG members.
- provide an invoice or receipt for reimbursement to the treasurer for rented items.

8. Select a restaurant for the luncheon following the meeting and communicate this information to the corresponding secretary for inclusion in the meeting notice. Secure a reservation at the selected restaurant.
9. Send reminder emails or make calls to the co-host reminding them of their commitments for that month's meeting. Request that the co-hosts arrive at the meeting by 9:30 am to assist with set up. The hospitality chairperson should also arrive at meetings by 9:30 am to assist with set up.
10. At each monthly meeting, thank the host and co-hosts and report the location of the next meeting. Also remind attendees of the location of the luncheon that day.
11. Offer and provide assistance to the host for cleanup following the monthly meeting.
12. Arrange for pickup of the coffee urn shortly after the meeting. The hospitality chairperson should keep the coffee urn at her house between meetings.
13. Attend meetings of the LGG Board of Directors and provide written report to President and Corresponding Secretary one week prior to meeting.

### **Publicity**

1. Write and submit news articles for events to all newspapers, social media, etc., in both English and Spanish.
2. Take photographs at membership meetings of special speakers. Write an article about each monthly meeting and submit it to the website coordinator for publication on our website.
3. As appropriate, take photos of guest speakers, group functions and special events to be placed on the website.
4. Take photos of new members and update photos of current members as needed for inclusion on the website.
5. Post important and relevant information on the website.

6. Attend meetings of the LGG Board of Directors and provide written report to President and Corresponding Secretary one week prior to meeting.

### **Programs**

At each general monthly meeting, excluding those where other events are scheduled, the program chairperson shall be responsible for securing a floral design, horticulture or related program speaker for a program following the monthly meeting.

1. Members presenting a program will not be paid, however will be reimbursed for the cost of reasonable material expenses as approved by the Program Chair. If there is any question about the cost, the Program Chair should consult with the President.
2. Program presenters, who are not members, shall be paid an Honoria of \$500 pesos to be coordinated with the Treasurer.
3. 3. Schedule and coordinate workshops for LGG members at times other than monthly business meetings. It is recommended that at least one “hands on” or design workshop be held annually. Additional workshops and field trips may be offered for interested members at times other than monthly membership meetings.
4. Be responsible for either sending thank you email messages or provide thank you cards to speakers and workshop leaders.
5. Serve as custodian of the audio system and bring it to meetings when needed.
6. Post important and relevant information on the website.
7. Attend board meetings and provide written report to President and Corresponding Secretary one week prior to meeting.

### **Community Project**

1. Recommend an annual community project that includes the budget and timeline to the Board of Directors for their approval prior to any actual work being done on the project. The project should be completed in a timely manner so that the project can be promoted in advance of the annual flower show.

2. Determine how many people are necessary to accomplish goals and solicit the help needed from the general membership. If necessary, coordinate fund raising activities with the Board of Directors.
3. Provide periodic reports to the Board and general membership as to the progress and success of projects.
4. Post important and relevant information on the website.
5. Attend board meetings and provide written report to President and Corresponding Secretary one week prior to meeting.

### **Membership**

1. Receive and review all applications for membership, noting when a sponsor last proposed a new member.
2. Meet with the LGG members who are sponsoring candidates for membership to review the requirements for sponsors and new members of the LGG. Secure a signed agreement from each sponsor stating they understand and agree to the requirements and expectations listed in the membership-sponsor agreement.
3. Educate LGG members to follow the established procedures for sponsoring prospective members into the LGG.
4. Make recommendations to the Board of Directors regarding membership applications received.
5. Maintain accurate records of membership and applications in progress. For applications in progress, records should include dates of meetings attended and date completed application is received. Relay all membership updates to the webmaster and to the corresponding secretary.
6. Maintain an up-to-date membership directory on the website.
7. Supervise voting by secret ballot for admission of new members.
8. Provide name badges to new members at their first official meeting as new members.



9. Provide name tags to guests attending regular monthly meetings.
10. Attend meetings of the Board of Directors and provide written report to President and Corresponding Secretary one week prior to meeting.

### **Sunshine**

1. On behalf of The Lakeside Garden Guild, deliver floral arrangements to members who are seriously ill, incapacitated, recovering from surgery, or who have lost a partner or a child. The cost of floral gifts or plants should not exceed \$500 pesos. Inform all membership on a timely basis via email and What's App.
2. Visit or send email messages or appropriate ecards to members needing encouragement or support on behalf of the organization.
3. Provide reports concerning the recovery of members who are ill to the Board of Directors and to the membership at meetings.
4. Post important and relevant information on the website.
5. Attend meetings of the Board of Directors and provide written report to President and Corresponding Secretary one week prior to meeting.

### **Floral Design Show**

1. Responsible for all the planning and arranging required for the annual Lakeside Garden Guild flower show event.

Determine the theme and prepare a proposed bud get based on income and expenses from previous years. Present preliminary plans to the Board of Directors for approval. Once approved, present plans to the general membership.

2. Source three quotes for the catering of the flower show and present to the Board for discussion and approval.
3. Recruit members to help accomplish the tasks required to ensure a successful event. Monitor all tasks on an on-going basis.

Tasks include:

- securing a location with adequate parking and accessibility for set up
  - bar and bar supplies (glasses, ice, napkins, bottle openers, etc.)
  - catering
  - poster design
  - ticket printing and sales
  - program printing
  - space allotment for designs
  - arranging for members to view and request spaces for their designs
  - supplies (glue guns, extension cords, toilet paper, napkins, bathroom guest towels, etc.)
  - clean-up after show
4. Send out reminder emails to members to keep them on track and to offer needed assistance from mentors. Provide an end-of show report to the Board of Directors.
  5. Post important and relevant information on the website.
  6. Attend meetings of the Board of Directors and provide written report to President and Corresponding Secretary one week prior to meeting.

### **Webmaster**

1. Maintain, document, update and develop our organization's website, [www.lakesidegardenguild.org](http://www.lakesidegardenguild.org), in a timely manner.
2. Utilize a password-protected "members only" area as directed by the LGG board for club information appropriate for LGG members and not the public.
3. Cooperate with the publicity chairperson in posting photographs of monthly programs

and other LGG events.

4. Keep current the website domain name, ensuring annual reimbursable payments for both domain name and the hosting provider.

5. Be available for website training classes as requested by the LGG board.

6. Work closely with the Executive Committee and publicity chairperson to compile materials for the website.

7. Update the members' area of the site following each monthly meeting, providing the meeting and program summary and photos.

8. Recommend changes to the website design to the Board of Directors to maintain an up-to-date and visually appealing site for both members and the public.

9. Attend meetings of the Board of Directors and provide written report to President and Corresponding Secretary one week prior to meeting.