



Operations Manual

A Guide for Officers and Appointees

**Approved by the Executive Board on
13 March 2006**

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PRESIDENT --- RESPONSIBILITIES

Serve as the Club's Chief Executive Officer. Sign all contractual agreements of the Orcas Island Garden Club. Preside at all meetings of the General Membership.

Serve as Chair of the Executive Board. As required by the *Constitution and Bylaws*, report on the activities of the Executive Board to a General Membership meeting at least three times during his/her term of office.

Serve as a member of the Finance Committee. Serve as a member of the Audit Committee if assuming office at the beginning of a Treasurer's (normally two-year) term of office.

Serve as a member of the Nominating Committee. In event the President-Elect is unavailable, serve as Chair of the Nominating Committee.

When necessary, serve as alternate to the Treasurer. Cosign all checks for amounts over \$500.

Subject to approval of the Executive Board, appoint all Chairs of Standing Committees, and oversee their activities. For the year 2006-2007 these Chairs are expected to be:

Civic Projects Chair
Luncheon Chair
Newsletter Chair
Publicity Chair

With the consent of the Executive Board, appoint such other officials as seem merited by the current interests, activities and needs of the Orcas Island Garden Club. Examples that might be considered are.

Archivist
Storekeeper
Workshop Chair
Audiovisual Equipment Chair
Web Master

Comply with any other duties as may be required by the *By-Laws*.

By involving the President-Elect in the direction of the activities of the Club, help that officer prepare to become President the following year.

Cause a copy of this *Operations Manual* to be furnished to each officer whose responsibilities are detailed herein.

At the beginning of his or her term of office the President should read the *Constitution and Bylaws* of the Orcas Island Garden Club to ensure that the operations of the Club are carried out accordingly.

PRESIDENT-ELECT--- RESPONSIBILITIES

Serve as Chair of the Program Committee, whose functions are described elsewhere.

Serve as Chair of the Nominating Committee, whose functions are described elsewhere.

Serve as member of the Executive Board.

In the absence of the President, preside at meetings of the Executive Board and of the General Membership.

At the beginning of the following year, assume the office and duties of the President.

Should the office of President become vacant prior to the next election, The President-Elect assumes the office and duties of President immediately.

Assist the President in directing the activities of the Garden Club and, in the process, prepare for becoming President the following year.

Comply with any other duties as may be required by the *By-Laws*.

[*Note:* It is especially important that the President-Elect, who is also Chair of the Nominating Committee, identify a successor well in advance of the May Election Meeting. The Program Committee, which also is chaired by the President-Elect, should begin its selection of speakers before the summer season in order to complete plans for a program to be published in the fall *Yearbook*.]

As a member of the Executive Board, the President-Elect should read the *Constitution and Bylaws* of the Orcas Island Garden Club to help ensure that the operations of the Club are carried out accordingly.

FIRST VICE-PRESIDENT --- RESPONSIBILITIES

Serve as Chair of the Membership Committee, whose functions are described below.

As Chair of the Membership Committee, provide leadership in recruiting new members, collecting dues, welcoming and involving new members in Club activities, maintaining membership records, and publishing an annual *Yearbook*.

Serve as a member of the Executive Board.

As a member of the Executive Board, the First Vice President should read the *Constitution and Bylaws* of the Orcas Island Garden Club to help ensure that the operations of the Club are carried out accordingly.

MEMBERSHIP COMMITTEE

The functions of the Membership Committee are to

- recruit new members
- issue nametags to members upon request
- staff a membership table at each monthly meeting
- maintain an updated membership form/brochure
- collect dues and completed membership forms from members, and pass dues on to Treasurer
- maintain a current membership spreadsheet which includes for each member:
 - mailing address, e-mail address and phone number
 - name of Luncheon Group, if member is participating
 - indication of Club activities in which member wishes to be involved
- provide mailing addresses of members to the Chair of the Mail Subcommittee for distribution purposes
- provide e-mail addresses, when available, to the E-mail Chair
- provide telephone numbers to Telephone Chair for those members without e-mail
- provide *Yearbook* Editor with up-to-date list of members and Luncheon Groups
- provide names of new members to *Garden Paths* Editor/Publisher for publication

The Membership Committee shall have the following Subcommittees:

Welcoming Subcommittee

Yearbook Subcommittee

Mail Subcommittee

The functions of these subcommittees are described below. Their Chairs are appointed by the Chair of the Membership Committee.

WELCOMING SUBCOMMITTEE

The Welcoming Subcommittee shall consist of three members, one of which is appointed Chair by the Chair of the Membership Committee.

The purpose of the Welcoming Subcommittee is:

- a) to welcome visitors to club meetings and encourage them to become members, if their place of residence warrants; and
- b) to encourage and help facilitate the involvement of new members in the activities of the Club.

At each monthly meeting of the Garden Club, one member of the Committee will man a "greeting station" near the entrance to our meeting room. Each visitor will be

- a) welcomed;
- b) asked to sign a guest book;
- c) presented with a name tag;
- d) presented with a membership brochure;
- e) at the meeting, introduced to the membership;
- f) invited to stay for the potluck luncheon;
- g) (if unaccompanied by a member) invited to sit with the welcomer at lunch.

An effort should also be made to engage very new members in conversation to help them feel welcome, perhaps to introduce them to other members, and to see if they have any questions that may be answered. Names of new members who wish greater involvement with club activities should be passed on to the Membership Chairman and/or the President.

YEARBOOK SUBCOMMITTEE

The function of the Yearbook Subcommittee is each October to publish an annual Yearbook that shall include the following:

- List of Officers
- List of Past Presidents
- List of Honorary Members
- List of WSU Master Gardeners belonging to the OIGC
- List of on-going Civic Projects
- List of Committee and Subcommittee Chairs
- Calendar of Events
- List of Luncheon Groups with Leaders
- Membership Roster with mailing addresses, phone numbers and e-mail addresses
- Constitution & By-Laws

The Chair of the Yearbook Subcommittee is appointed by the Chair of the Membership Committee.

MAIL SUBCOMMITTEE

The function of the Mail Subcommittee is to mail out the Yearbook to the membership, and also Garden Paths to those members who do not receive it by e-mail. The Chair of the Mail Subcommittee is appointed by the Chair of the Membership Committee.

Orcas Island Garden Club Membership

Date: _____ New Member or Renewal? _____
Cash _____ or Check _____? Amount \$ _____

Name: _____ Phone _____

Mailing Address _____ ZIP _____

Email _____

_____ YES, I (We) wish to be assigned to a Potluck Luncheon Group.

Our Potlucks Luncheons are great fun and the food is fantastic. Participants will be assigned to one of three Luncheon Groups, Pine, Madrona or Fir. Each group is responsible for bringing food to the luncheon 2 or 3 times during the year (Sept thru May). Each time it is your turn, you will be asked to bring a Potluck dish to serve 8-12 people. (Note: Members who don't join a luncheon group may still bring a brown bag lunch.)

I (We) would like to work on the following committees:

Programs _____ Mailings _____ Phone _____ Publicity _____
Newsletter _____ Civic Projects _____ Web site _____
Garden Tours _____ Ways and means _____ Membership _____
Welcoming Committee _____ Luncheon Group Leader _____

Program suggestions? _____

Project suggestions? _____

Special Gardening Interests? _____

I would like a hand-painted name tag for \$10 _____

Name for tag (*Please Print*) _____

Membership Categories:

\$20.00 Individual

\$25.00 Couple

\$50.00 Supporter

\$100+ Contributor

You can print out this page, fill in the form, and either bring it with you to a meeting or mail it with your check to:

Garden Club Membership Chair , P.O. Box 452, Eastsound, WA, 98245

SECOND VICE-PRESIDENT --- RESPONSIBILITIES

Serve as Chair of the Ways and Means Committee, whose function is described below.

As Chair of the Ways and Means Committee, provide leadership in formulating proposals for fundraising activities that will be agreed upon by the Executive Board and approved by the membership.

Serve as a member of the Executive Board.

Serve as a member of the Finance Committee.

As a member of the Executive Board, the Second Vice-President should read the *Constitution and Bylaws* of the Orcas Island Garden Club to help ensure that the operations of the Club are carried out accordingly.

WAYS AND MEANS COMMITTEE

The function of the Ways and Means Committee is to develop, sponsor and carry out all fundraising activities and events of the Orcas Island Garden Club.

Every Club Member who has expressed interest in working on this committee should be contacted by the Chair and given the opportunity to become involved. This is important both in helping members satisfy their desires to become involved and in building a committee that has the strength needed to fulfill its important mission.

TREASURER --- RESPONSIBILITIES

At the beginning of his/her (normally two-year) term of office, convene the Audit Committee, whose composition and function is described below.

Serve as Chair of the Finance Committee, whose functions are described below, and convene that Committee in June, or as soon as feasible after the composition of the Executive Board is determined.

Serve as a member of the Executive Board.

Retain custody of all funds and financial records for the Garden Club. Keep an account of all funds and a record of all financial transactions (expense and income).

Sign all checks or drafts on funds of the Club, with the President as cosigner on all checks over \$500 (five hundred dollars).

Deposit all funds received within five days of receipt. Ensure that all submitted invoices are paid in a timely manner.

Determine the best investment options for the Club's assets and, with the approval of the Executive Board, exercise those options.

Reconcile all accounts on a monthly basis.

Prepare financial reports for each Board meeting and, upon request, for General Meetings, with written reports being provided to the President and Recording Secretary. Said written reports should show account balances, income and expenses since the last report, and year-to-date versus budget performance.

For each issue of *Garden Paths*, submit a balance sheet to the Editor for publication.

As required, track and pay Washington State Retail Tax and any other taxes or membership dues the Club is obligated to pay.

At the end of his/her term of office, submit the Account Books for audit by the Audit Committee.

Receive and distribute mail from the Club's post office box.

Comply with any other duties as may be required by the *By-laws*.

As a member of the Executive Board, the Treasurer should read the *Constitution and Bylaws* of the Orcas Island Garden Club to help ensure that the operations of the Club are carried out accordingly.

AUDIT COMMITTEE

The sole function of the Audit Committee is to audit the Account Books submitted for this purpose by the Treasurer at the end of his/her (normally two-year) term of office.

The Audit Committee is composed of the incoming Treasurer, who convenes and chairs the Committee, the outgoing President and the incoming President.

The Audit Committee should be convened by the incoming Treasurer as soon as possible after his/her election.

FINANCE COMMITTEE

The Finance Committee consists of the Treasurer (Chair), the Treasurer for the preceding year (who may be the same as the current Treasurer), the President, the Immediate Past President, and the Second Vice-President. The President-Elect shall be invited to attend all meetings of the Finance Committee.

The sole function of the Finance Committee is to prepare a budget, approved by the Executive Board, for the forthcoming year to be used in planning the programs and other activities of the Garden Club. This budget should be prepared as soon as feasible after the composition of the Executive Board has been determined.

RECORDING SECRETARY --- RESPONSIBILITIES

Record and maintain the proceedings of the Executive Board. Also, whenever a decision is rendered by vote of the membership of the Club at a General or Special Meeting, that decision should be recorded and preserved. In the latter case, the minutes taken should be appended to the minutes of the previous Executive Board meeting for circulation and approval.

Serve as a member of the Executive Board.

Within one week of each meeting of the Executive Board, distribute minutes of that meeting via e-mail to all officers in attendance. Recipients of those minutes shall then have one week to request additions or corrections to the minutes. If deemed non-controversial, the Recording Secretary shall make those corrections or additions to the minutes, and then send out the corrected version via e-mail to all

- a) Members of the Executive Board;
- b) Chairs of Standing Committees;
- c) Garden Club Members who have provided an e-mail address with the request that they receive minutes of Board meetings.

If controversy over the correctness or completeness of the minutes should appear, then the Recording Secretary will delay sending out corrected minutes until after their approval at the next meeting of the Executive Board.

At the end of his/her term of office, bring the Garden Club's Archive of Minutes up to date.

Perform the duties of Corresponding Secretary in his/her absence.

Comply with any other duties as may be required by the By-Laws.

As a member of the Executive Board, the Recording Secretary should read the *Constitution and Bylaws* of the Orcas Island Garden Club to help ensure that the operations of the Club are carried out accordingly.

CORRESPONDING SECRETARY --- RESPONSIBILITIES

Handle all aspects of Orcas Island Garden Club correspondence.

Serve as a member of the Executive Board.

Write and post get-well, sympathy, thank-you and other cards as requested by the President, or as seem appropriate.

Within reason, present correspondence received and/or replies at Board meetings.

Perform the duties of the Recording Secretary in his/her absence.

Comply with any other duties as may be required by the *Bylaws*.

As a member of the Executive Board, the Corresponding Secretary should read the *Constitution and Bylaws* of the Orcas Island Garden Club to help ensure that the operations of the Club are carried out accordingly.

FORMER PRESIDENTS --- RESPONSIBILITIES

The three most recent Former Presidents serve as members of the Nominating Committee, whose functions are described elsewhere.

The Immediate Past President also serves on the Finance Committee until such time as that Committee has prepared the annual budget for consideration of the incoming Executive Board.

Also, the outgoing President serves on the Audit Committee when the end of his/her term of office coincides with the end of a Treasurer's (normally two-year) term of office.

IMMEDIATE PAST TREASURER --- RESPONSIBILITIES

The person who was Treasurer for the preceding year serves on the Finance Committee until such time as that Committee has prepared the annual budget for consideration of the incoming Executive Board.

EXECUTIVE BOARD

The Executive Board consists of the elected officers of the Club, namely the President, President-Elect, First Vice-President, Second Vice-President, Treasurer, Recording Secretary and Corresponding Secretary.

The Executive Board meets once each month, except during July and August, or at the call of the President, to plan meetings of the membership and to transact the business of the Garden Club. The usual time of a meeting is at 10 a.m. on the Monday immediately prior to the General Membership meeting. The President presides over meetings of the Executive Board.

Chairs of Standing Committees who are not elected officers are both welcome and encouraged to attend meetings of the Executive Board, but without the right to vote.

Minutes of meetings of the Executive Board shall be recorded and preserved by the Recording Secretary, who shall deposit those minutes in the Club's archives upon the conclusion of his/her term of office.

Through the President, the Executive Board is required to report to the General Membership at least three times each year.

Should any elected officer, other than the President, be unable to complete his/her term of office, the Executive Board, with subsequent approval of the membership, shall appoint a member to complete that term of office. In event the President is unable to complete his/her term of office, the President-Elect assumes the office and duties of President immediately and in turn is replaced by appointment.

Standing Committees of the Garden Club are constituted to perform continuing functions and remain in existence until abolished by the Executive Board. Special Committees are established as the need arises to carry out specific tasks and automatically cease to exist at the completion of their tasks. The Chair of each Standing or Special Committee is appointed by the President, with the approval of the Executive Board, except that the Chairmanships of the Program, Membership and Ways & Means Committees are held *ex officio* by elected officers.

NOMINATING COMMITTEE

The Nominating Committee consists of the current President-Elect, the current President and the three most recent Former Presidents who remain members of the Club. The President-Elect is chair of the Nominating Committee.

The function of the Nominating Committee is to present to the Membership at their May meeting a slate of officers as specified in Article VI, Sections 1 and 2, of the *Constitution and Bylaws*. [Nominations from the floor are also in order at the May meeting.]

The intent of the *Constitution and Bylaws* is that each incoming Executive Board will include several members of the outgoing Board. To this end, in odd-numbered years the First Vice-President and Recording Secretary are elected to two-year terms of office and in even-numbered years the Treasurer and Corresponding Secretary are elected to two-year terms of office. If one of these officers declines to continue in office for a second year, their successor should be nominated for a one-year term in order to preserve the intended schedule.

A President-Elect is elected every year with that person automatically becoming President the following year. The term of office for the Second Vice-President is one year.

No officer may serve more than two consecutive terms in the same position. This requirement has been interpreted to mean *full* terms and not to include a term of less than normal length.

Normally the Nominating Committee should make an effort beginning in January or February to invite suggestions from the membership concerning interested and available members to fill vacant positions. An announcement in *Garden Paths*, and a special e-mail message to the membership are possibilities.

To the extent desired by the President-Elect (next President), the Nominating Committee should attempt to suggest appointees for chairs of the various committees of the Garden Club.

PROGRAM COMMITTEE

The President-Elect is Chair of the Program Committee. The purpose of the Program Committee is to plan and arrange programs for membership meetings in accordance with the wishes of the members.

The Program Committee arranges for speakers for the eight membership meetings in September, October, November, January, February, March, April and May, and also for the Holiday Luncheon in December.

As soon as possible after the May Election Meeting (or even before), the Committee Chair should call a meeting of all those members who have indicated an interest in serving on the Program Committee through their membership form, or otherwise.

The Committee Chair must prepare a proposed budget for the Speakers' Program for presentation to the Finance Committee, and subsequent approval by the Executive Board. This budget will determine the number of speakers in various fee categories that can be invited; the fee limits that have been set by the Executive Board must be strictly adhered to.

Typically the Committee meets at least a couple of times in May or June to decide on speakers to be invited, and topics to be favored. Various committee members contact and sign up the speakers in accordance with the decisions of the Committee, and the fee set by the Chair.

Speakers should be advised that short talks should last no more than 20 minutes, and long talks no more than 55 minutes. Once an oral invitation has been extended to the speaker, and accepted, the **Chair of the Program Committee** should send the speaker written confirmation of the date, topic and fee. At this time the speaker also should be sent the prepared sheets *Directions to Orcas Island*, *Information for Speakers* and *Speaker Profile*. Speakers may also appreciate receiving a tourist-type map and brochure of Orcas Island, possibly obtainable from the Chamber of Commerce.

Speakers should be asked to return the *Speaker Profile* sheet to the Program Chair as soon as possible. Since this sheet forms the basis for subsequent news releases and announcements to the membership, it is important that the Chair follow through and obtain this sheet not later than early fall.

Each of the following persons needs to receive information about talks and speakers in a timely fashion:

1. Membership Committee Chair, for the Calendar that appears in the *Yearbook*.
2. Newsletter Chair, for publication in *Garden Paths*.
3. Publicity Chair, to prepare news releases and announcements for *The Islands' Sounder*;
4. E-mail Chair and Telephone Committee Chair, for announcement to the membership as the meeting approaches.

One way of making certain each person has the requisite information is to make sure each receives a copy of the *Speaker Profile* sheet by early fall, or as soon thereafter as available. Some information on speakers and topics for short talks should also be provided.

SPEAKERS' FEE SCHEDULE

Each speaker is offered a fee from which **the speaker is expected to pay all his/her travel expenses, food and lodging expenses, and any cost of handouts.** The Executive Board has abolished the old system of paying both a fee and expenses that was abused by some speakers and led to budgetary problems for the Club

The fee schedule approved by the Executive Board is:

\$50 for a short talk;

\$100 for a long talk presented by a speaker from San Juan County;

\$150 for a long talk presented by a speaker for whom an overnight stay on Orcas Island is not required. [for example, a speaker within an hour's drive of the Anacortes ferry landing];

\$300 for a long talk presented by a speaker whose travel distance suggests that an overnight stay on Orcas Island is required; and

up to \$500 for a high-profile speaker. However, no fee in excess of \$300 may be offered or paid without prior approval by the Executive Committee.

The Chair of the Program Committee is responsible for seeing that these guidelines are followed and that the total amount allocated for speakers in the Club budget is not exceeded.

In the past certain members or friends of the Garden Club who own Bed and Breakfast establishments have offered visiting speakers accommodations either free or at reduced rates. Likewise, some members have put speakers up in their homes. These are possibilities that might be explored by the Program Chair and used as an inducement to speakers. Also, it may be helpful to remind prospective speakers with gardening related businesses of the opportunity to display and sell their wares.

Directions to Orcas Island

Orcas Island can be reached by automobile ferry departing from the San Juan Ferry Terminal 4 miles west of Anacortes on Route 20 Spur. The voyage takes 60 to 75 minutes. Much of the year only one ferry will run at a reasonable time in the morning to make our meeting, and likewise just one at a convenient time in the afternoon to return to the mainland. An on-line ferry schedule is available at www.sanjuanweb.com/Ferry/. Good overnight accommodations are available on the island if you wish to make a holiday of your visit. You must be in line 20 minutes prior to sailing time, and 45 minutes is advisable. Upon arrival at the terminal you purchase a ticket to Orcas. The return trip is free.

Upon arrival at Orcas landing, the following directions will get you to Orcas Center [917 Mt. Baker Rd., Phone No. 376-ACT1], where the Orcas Island Garden Club meets.

1. When you come off the ferry turn left (as most cars will do) and proceed 8.0 miles along our main highway (Orcas Rd.) to the outskirts of Eastsound village, where you bear left to follow the Truck Route. Shortly before bearing left you will enter a 20 mph speed zone, and see Old Waldheim Road on your left.
2. Follow the Truck Route (Lovers' Lane) for 0.6 mile until it curves right, running into Mt. Baker Rd.
3. Follow Mt. Baker Rd. (past the airport) for 0.3 mile and then turn right into the drive for Orcas Center.

If you prefer to ride the ferry as a foot passenger, someone can meet you at the ferry landing.

If you are willing to bear the additional expense, it is also possible to fly to the Eastsound Airport on San Juan Airlines from various locations including Boeing Field (located just south of Seattle). Kenmore Air Seaplanes also fly into Orcas, with Rosario Resort being their stop closest to Orcas Center.

Orcas Island Garden Club

Information for Speakers

The Orcas Island Garden Club was founded in 1958 and by the year 2000 had increased its membership to over 100 members, most of whom live on Orcas Island. Neighboring islands Lopez and San Juan have garden clubs of their own. Our island has a population of approximately 4,500 and an area of approximately 36,000 acres. Mt. Constitution on Orcas is the highest point in the San Juan Archipelago at 2,409 feet.

Due to a generally hilly topography, and a long seashore, Orcas Island offers a variety of microclimates, gardening opportunities and challenges. Most rain falls in the spring and winter. Summers are dry and water is a precious commodity for most gardeners. While some areas of the island have good soil, other areas have thin soil over bedrock. The most damaging garden predators are deer, a hazard to landscaping and garden plants over the entire island. Our members are always interested in deer resistant plants.

Roughly 75% of our members are women. Our interests include flowers, ornamental trees and shrubs, water gardening, greenhouses, orchards, vegetable and herb gardens, and garden-related crafts. In addition to planning their own gardens, members assist other non-profit organizations in planning for their landscaping, and maintain several small parks. Many members are also WSU Master Gardeners.

We meet ten times each year, with eight of our meetings centered around presentations by invited speakers. Typically our meetings are held the third Wednesday of the month, beginning at 10 a.m. with a short business meeting followed by a 20-minute presentation by a club member, followed in turn by a short coffee/tea break. At 11 a.m. we then have an hour presentation by an invited speaker who usually comes from off-island. We close with a potluck luncheon for the speaker and those members who choose to participate.

Depending on season and topics, we sometimes have more than 80 members and guests in attendance. Speakers are urged to bring handouts, when appropriate, for 80 persons. Where slide shows are planned which cover numerous plants, a list of the plants in order of presentation is greatly appreciated and helps members take notes for additions to their own gardens. Speakers bringing materials (such as plants for sale) that require substantial time for setup should plan to arrive by 9:30 a.m.

For your presentation we can make available either a carousel projector, or a power point projector. Please advise us of your needs in advance.

Speaker Profile

Orcas Island Garden Club

Meetings of the Orcas Island Garden Club are open to the public, and the club issues news releases from time to time announcing its programs. Presentations scheduled for the forthcoming year are normally announced in the Garden Club Annual, published in the early fall, and additional details appear in our newsletter *Garden Paths*. Please help us plan for your talk by providing the following information.

Name: _____

Mailing Address: _____

Phone(s): _____ E-mail: _____

Title of Talk: _____

Brief Description of Talk: _____

Title of Speaker (perhaps a relevant position you have held recently): _____

Additional biographical information suitable for inclusion in a news release: _____

Equipment you want us to provide:

- Powerpoint projector (to use with your laptop).
- Carousel projector for 35 mm slides.
- Display table for literature, plants, etc., that you will bring.

NEWSLETTER CHAIR & COMMITTEE

The Newsletter Chair is the Editor/Publisher of *Garden Paths*, the newsletter of the Orcas Island Garden Club. *Garden Paths* should be published four times each year --- December/January, February/March, April/May and October/November. Deadlines for submission of articles should be announced in the *Yearbook* and on the Club's website. An effort should be made by the Newsletter Chair to create a small Newsletter Committee; this will allow interested members to participate in the process of publishing the newsletter, and perhaps will identify a suitable successor to the Chair should need arise.

The Editor/Publisher of *Garden Paths* determines the Layout and Design of the newsletter, and produces a finished copy of the product. Editing of material submitted for publication should be kept to a minimum consistent with maintaining quality, appropriateness of subject and adherence to space limitations.

It should be kept in mind that when a person devotes time and energy to write an article for publication, they want what appears in print under their name to be what they wrote. There will be occasions when a contributed article should be shortened, or grammatical mistakes or spelling errors corrected. In such cases the author should be informed of the problems and involved in making or at least approving any changes.

Garden Paths should be sent via e-mail (by the Chair of the E-mail Subcommittee of the Publicity Committee) to all members with e-mail addresses. A hard copy should be provided to the Chair of the Mail Subcommittee of the Membership Committee for reproduction and conventional mailing to those members without the capability of receiving e-mail.

Membership in the Orcas Island Garden Club is open to all persons interested in gardening, irrespective of race, creed, color, ethnicity, gender, etc. Never should *Garden Paths* contain material that might be construed as suggesting otherwise. It is in this spirit that we have a generalized holiday luncheon each year.

Advertisements or announcements on behalf of another organization are not permitted unless the primary purpose of that other organization is directly related to gardening.

PUBLICITY CHAIR & COMMITTEE

The Publicity Chair is responsible for publicizing the activities and meeting programs of the Orcas Island Garden Club.

In consultation with the Program Chair (i.e., President-Elect), as soon as feasible a press release should be prepared for each meeting which has a program open to the public. As is customary, each press release should include the name of a contact person (typically the Program Chair) able to provide any further details required, or answer questions. For meetings with both long and short programs, the press release should mention both.

A copy of each press release should be sent to each local newspaper in time to be published a week prior to the meeting in question and at the same time to the Chairs of the E-mail Subcommittee and Telephone Subcommittee. Copies should also be sent to the Editor of *Garden Paths* and the OIGC Web Master.

The Publicity Chair should strive to develop appropriate personal contacts with newspaper personnel.

The Publicity Committee shall have the following subcommittees:

- 1) The **E-mail Subcommittee**, which shall maintain a current directory of e-mail addresses for Club members, and the capability of sending e-mail notices to all Club members who have such addresses. This subcommittee should consist of its Chair and a Vice-Chair able to send out e-mail notices in the absence of the Chair.
- 2) The **Telephone Subcommittee**, which shall maintain a current directory of telephone numbers for Club members who do not have e-mail addresses. This subcommittee should have a Chair and a Vice-Chair able to substitute in the absence of the Chair. There should be one committee member for approximately each 6 members on the Committee's telephone list.

The E-Mail and Telephone Subcommittee Chairs should forward, or summarize the contents of, each news release to their directories of members about one week prior to each general membership meeting.

Both Subcommittee Chairs are reminded that notices to the membership will be more agreeably received and more carefully read if they are infrequent, appropriate and accurate. For this reason, any additional announcements should be approved by the President or, in his/her absence, by the President Elect.

CIVIC PROJECTS CHAIR & COMMITTEE

The stated purpose of the Orcas Island Garden Club is to promote interest in gardening, civic beauty, conservation and roadside beautification.

For a number of years the Garden Club has assumed responsibility for maintaining two on-going Civic Projects in the form of small public parks --- one at Fowler's Corner and the other at the Information Sign Corner. One function of the Civic Projects Committee is to maintain (or supervise the maintenance of) these two projects.

On occasion the Garden Club may help fulfill its purpose by making a monetary grant to some other non-profit organization to finance some gardening project that will be of public benefit to the residents of Orcas Island. Whenever another organization inquires about the possibility of such a grant, the Civic Projects Chair should explain the Club's procedures to the prospective applicant, and provide them with a copy of the *Applications for Grants* sheet. No formal action will be taken unless a fully completed written application is received which addresses all points enumerated in the *Applications for Grants* sheet. The Club's procedures for evaluating and acting upon an application are as follows.

1. The Civic Projects Committee will review the application and obtain any clarification needed from the Applicant.

2. The Committee will prepare a recommendation as to whether the proposed project should be funded and, if so, at what level. The Civic Projects Chair will present this recommendation at a meeting of the Executive Board, which in turn decides whether to recommend funding the project to the membership.

3. If the Executive Board recommends that a monetary grant be made, the membership of the Garden Club will be asked to approve the grant at a membership meeting. Only the general membership may approve an award of funds.

As a matter of policy the Garden Club does not ask its members to perform gardening services (such as weeding, planting, pruning, etc.) for other organizations.

Orcas Island Garden Club

Applications for Grants

The purpose of the Orcas Island Garden Club is to promote interest in gardening, civic beauty, conservation and roadside beautification.

Organizations requesting funding from the Orcas Island Garden Club must show how the request fulfills the purpose of the Club. No grant will be made to an individual, an endowment fund, a political or religious group, nor to any group that discriminates with regard to race, creed, color, national origin, or gender.

Any group requesting funding must provide the following information in writing before their request can be considered.

1. Date of request.
2. Name of Organization.
3. Purpose of Organization.
4. Contact person's name, address, phone number, e-mail address and position in organization.
5. Objective of project for which funding is requested.
6. Description of proposed project including
 - a. location;
 - b. benefit to the community;
 - c. plans for project plantings or activities, including scheduling;
 - d. steps taken to ensure any plantings are well adapted to their intended location;
 - e. cost estimates for project by planting types (trees, bushes, annuals, etc.) and activity costs (including any salaries or wages).
7. Plans for maintenance of plantings or continuation of project.
8. Assurance that the contact person will be responsible for providing the Orcas Island Garden Club with a written final report (including copies of any relevant receipts) upon completion of the project.

Applications accompanied by any relevant information should be sent to

Orcas Island Garden Club
P.O. Box 452
Eastsound, WA 98245

Applicants should allow *at least six weeks* for consideration of their proposal. The O.I. Garden Club holds no business meetings from June through August.

LUNCHEON CHAIR AND COMMITTEE

The Luncheon Chair is responsible for assigning participants in the potluck luncheon program to one of the three Luncheon Groups --- Fir Group, Madrona Group or Pine Group. These three groups should be kept approximately equal in size. Each group will be responsible every third membership meeting to host a luncheon. A schedule of group responsibilities, and a list of members of each group, will be published in the *Yearbook*.

The Luncheon Chair is also responsible for maintaining a supply of consumable items (such as decaf coffee, tea, plates, cups, etc.) needed for the luncheons. Reimbursement for these items may be obtained from the Treasurer. The Luncheon Chair will also appoint a Leader for each Luncheon Group. That Leader should in turn attempt to designate an Assistant Leader to help as needed and be available in case the Leader becomes ill or otherwise unable to do his/her job. [It is permissible for the Luncheon Chair also to be a Luncheon Group Leader.]

OBLIGATIONS OF LUNCHEON GROUP MEMBERS

When it is a Luncheon Group's turn to host a luncheon, it is the **responsibility of EVERY member of that group** either to provide a potluck dish for 8-10 persons, or to arrange for a substitute to bring a dish instead (perhaps by trading with a member of a different group). Couples should bring two dishes for 8-10, or one dish to serve at least 16. Members who are unable or unwilling to meet this responsibility should **not** sign up to participate in the potluck luncheon program. Our luncheons are **not** the usual kind of potluck luncheon for which people only bring dishes when they attend. Also, it is **not** the Group Leader's responsibility to find a last minute substitute for an errant member. A few days prior to a luncheon, the Group Leader should communicate with the members of the group and make sure an adequate amount and variety of food will be available at the luncheon.

On the day of the luncheon, the members of the hosting Luncheon Group should plan to arrive at 9:30 a.m. to help set up, **or** remain after the luncheon to help clean up, or both.

Members not able to meet the responsibilities of a Luncheon Group Member are welcome to bring "brown bag" lunches, and help themselves to coffee or tea.