**FFGC CHAIRMANSHIP JOB DESCRIPTIONS**

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# 4-5 STAR MEMBERS

Position/Job Title: **4 and 5 Star Members**

Description: When members have completed all 4 schools and have become certified as a Landscape Consultant, a Gardening Consultant, and Environmental Consultant and a Flower Show Judge, they may apply for a 4-star membership. When the master’s level has been reached in all 4 schools by renewing 4 times, the member may apply for a 5-star membership.

      The 4/5 Star Chairman encourages members to attend all of the National
Garden Club Schools.  It is one of the greatest privileges of being a club member
of the Florida Federation of Garden Clubs and NGC.  All of the disciplines further
members' knowledge and are intertwined.  The principles and elements of design
in Flower Show School are the same as those in Landscape Design.  Learning to
grow in Gardening School helps to grow and show in Flower Shows.  Environmental
School helps members become better citizens and encourages better choices in
living and working in our communities.
      National Garden Clubs recognizes and honors its members who graduate from

its four study schools with Four/Five Star Awards.  National Four Star Members are

those who attend and pass all 4 NGC schools. National Five Star Members continue on

and become masters of all schools including master flower show judge.

      The Florida state 4/5 star chairman processes applications for these awards and

sends them to national for certificates.  The honoree designates on the application at

which meeting he/she prefers to be presented--national convention or state convention.

This is a national award and not associated with any state council.  Honorees need not

be a member of any council to receive this prestigious award.

Applications are due to the State 4/5 Chairman by Feb 1.

Duties and Responsibilities:

Process application forms for 4 and 5-star membership

Send completed application forms to the corresponding national chairman and NGC will send the certificate to the FL chairman for presentation at state conventions.

Maintain list of those who have earned this certification

# ADVISORY COUNCIL

Position/Job Title:**Advisory Council**

Description: Advisory council shall be composed of FFGC former presidents and shall meet at the request of the President to consider matters of concern to FFGC.

Duties and Responsibilities:

1.  To be the recipient of concerns, questions from members and to disseminate the information, questions and concerns to the Advisory for their collective information and opinions.

2. To set any necessary agenda for the 3 times per year meetings ; to discuss collective concerns.

3. To be available to the President and Vice Presidents for any questions and concerns they may have.

4. To extend an invitation to the President or any other guests.

5. To provide refreshments and hospitality for the members present.

# ADOPT-A-PARK

Position/Job Title: **Adopt-A-Park**

Description:

The responsibilities of the chair is to work with our clubs to create Adopt-A-Park Programs in their communities. The online Parks and Recreation Departments can be a great resource to find parks in their area and any needs that they may have. For a list of parks go to [**https://www.cityofpsl.com/government/departments/parks-recreation/adopt-a-park-program**](https://www.cityofpsl.com/government/departments/parks-recreation/adopt-a-park-program)**.**

Find out if they would like to have a garden sponsored and maintained by the club. This can be great exposure for the club as well as the park.

This program is open to the interpretation of the club and it is helpful to work with local Parks and Recreation Departments to find out their needs. It can be planting, pruning or weeding. Some parks will allow a sign is posted to indicate the organization which has adopted the park.

The chair needs to have good communication and organization skills and should be available to assist as able.

The amount of time required is whatever the chair is willing to put into it.

# AFFLIATES MEMBERSHIP

**Position/Job Title:**  Affliates Membership Chairman

**Requirements:**  To have clubs in FFGC Districts encourage like interests such as Museums, Nature Groups, Plant Societies, Ecology Groups, Garden Centers, Park Associations, Botanical Gardens, Aquatic Ecosystems Groups, etc. The cost of membership is $50.00 per year and FFGC provides them with the Florida Gardener Magazine four times a year to gain knowledge of how FFGC is involved in our community, state and on a national level. We also place a listing of the organization in the Florida Gardener along with a one time ad of their organization or company. They are also invited to our Annual conventions each year.

**Reports required and when:** Annual and BOD meetings (September, January, April)

**Annual Convention requirements/attendance**: Required to attend and submit a report at the Board of Directors Meeting.

Board meeting requirements/attendance: verbal, visual and written reports, publicity (tri-fold, brochure, flier)

A written report is required and if necessary a verbal report may be given. Information for Florida Gardener must be updated each issue and the FFC website must be kept up to date. New members added as they come are received.

**Obligation to the Chain of Command:** Keep them informed on the progress of increasing membership

**Obligation to our members:** Article for *The Florida Gardener*, workshops, presentations, responding to inquiries, etc)

**Budget or financial requirements:**  If an increase is requested must go to Financial Board

**Related publications:**  At present information only in Florida Gardener

**Short and Long-range goals/objectives:** In September of 2019 letter were sent to District Directors to encourage their clubs to participate in this program. Our goal is to increase the Affiliate Membership by keeping District Directors informed on the benefits and giving a goal of at least one new affiliate member from each District be accomplished but truly we hope for more.

**Timeline reminders:**  Renewals by June 1st.  (Note I’m really unsure of time frame on this as they come in different times of the year.)

# AMAZON PROJECT

The duties of the Amazon Chairman are to track the sales of Amazon, interface with Amazon with any questions and to encourage members participation.

# ARBOR DAY

Position/Job Title: **Arbor Day**

Description: Arbor Day is celebrated the 3rd Friday in January each year. As each mature tree supplies enough oxygen for two adults for one year, what better way for FFGC members to contribute to protecting our environment?

Duties and Responsibilities:

The chairman's role is to encourage clubs to sponsor an Arbor Day activity, to supply ideas, and provide information about Arbor Day and the Arbor Day Award

Encourage clubs to apply for FFGC Award #39 and DSR Award #25

# ARBORETA & BOTANTICAL GARADENS

Position/Job Title: **Arboreta & Botanical Gardens**

Description:

The state of Florida has many beautiful gardens open to the public. Many of these are FFGC Affiliates.

Duties and Responsibilities:

Chairman will maintain a current list of gardens throughout the state that are open to the public and post to the FFGC.org web site.

# AWARD, DONORS

Position/Job Title: **Awards, Donors**

Description:

FFGC offers monetary awards in addition to a certificate that is presented to the winner. The award donors render the reward program possible by encouraging applicants to “Bee a Winner’.

Duties and Responsibilities:

Chairman will solicit donations and will encourage clubs to become an award donor.

Request for payment are via snail mail letters with info on amount and where to send check.

Knowledge and Skills required:

Knowledge of Excel and mail merge is very helpful. Can be done without but would take much longer.

Time requirement:

Amount of time depends on how many new awards there are and how many awards no longer have a donor. I am guessing (since I haven’t done this yet) that getting letters ready at the 1st of the year will take between 2-3 hrs.

# AWARDS – FFGC

Position/Job Title: **Awards, FFGC**

Description: The chairman is/are responsible (with their committee) for categorizing, collecting, and coordinating the judging of club awards yearly. The chairman is responsible for a spreadsheet with Award number, Name, Club or Individual name of winner, District number and amount of award, this is sent to treasurer a month prior to convention. Lists all the Awards won for FFGC and Deep South.

The document of winners is post on FFGC Awards page after convention and emailed to editor of The Florida Gardener and FFGC Historian. The Awards Chair reviews all awards for FFGC,

DeepSouth and NGC. Chair provides updated information to District Directors to pass on to their Awards Chairs. Award Chair facilitates the judging of all FFGC Adult Awards, and works with chairs of Flower Show, Youth and High School, Junior Gardening, Smokey Bear and Woodsy Owl, Tree Reforestation, Paths of Sunshine and Roadside Beautification. Update the FFGC Award Pages for the group mentioned. The chairman prints all the certificates for FFGC Adult Awards, embosses seals, and separates all awards by District and Clubs and places checks with the awards.

Duties and Responsibilities:

The chairman will ensure that award rules and requirements are followed. Given the breadth of work involved, this chairmanship may be shared.

Knowledge and Skills required:

The chairman should be well acquainted with the various projects and their criteria for eligibility. Awards are categorized as follows: FFGC Awards, Junior Gardener Awards, Flower Show and Related Awards. Also the FFGC Awards Chair must know about the NGC Awards and Deep South Awards, to be able to offer all of the Clubs the information and where to look for it. Some FFGC Awards match up with NGC and Deep South some do not, so I members need to know the opportunity is available.

Time requirement:

Host annual Judgement Day (usually December) FFGC President chooses menu for lunch

proved. FFGC and NGC/DS Chairs gather volunteers, set up with hotel for members coming

the night before to start early in the morning, has the room set up with tables and chairs,

hospitality and lunch. The chairs take spreadsheet the secretary has entered all award

entries on and gathers all the awards in their envelopes and double checks each entry

attaches a score sheet and award description in each award folder This take 18 hours,

Preparation for the Judging of Awards includes gathering volunteers, set up, President sets

the menu, order food, getting approval from H&E to have room set up is about 10 hours. If

everything on the way of forms is prepared in advanced.

Documenting the winning awards on a spreadsheet and a listed program, typing up

certificates, embossing seals, placing seals, putting awards in folder with checks, organizing

them by Club and District is approximately 140 hours.

Updating FFGC Award Page with new names, new dates, changing applications for new

administration, updating awards to make them easier to understand. 65 hours

Creating educational documents, emails from members and chairs, phone calls from the

same, convention programs. 100 hours easy.

# AWARDS – NGC & DSGC

Position/Job Title: **Awards, National Garden Club and Deep South Region**

Description: Organize and oversee Judgement Day to facilitate all FFGC award winners. Take all award winners and send on to Deep South Garden Clubs and National Garden Clubs after interpreting the award it qualifies for most accurately. Assist FFGC Awards Chair in any capacity. Edit and revise award documents/applications and website award descriptions.

Duties and Responsibilities:

Chairman will work with the district awards chairpersons for FFGC, DSGC, and NGC.

Read all the award descriptions for FFGC, Deep South, and National awards. Come up with a system so you are familiar with each award (copy and paste or type up your own notes). Responsible for adult awards only (not flower show or junior gardeners). Be aware that award descriptions change with each administration and on an as needed basis, so stay current by reviewing their websites periodically.

The chairman will ensure that award rules and requirements are followed. Know the dates when certain awards are due and where they are sent. Create a calendar to remind you when things are due keeping mail delivery in mind.

Review and revise the Compatibility Chart as needed.

Attend convention to assist the Awards Chair on awards presentations.

Attend board of directors’ meetings at both convention and during the year at headquarters.

Once you know which award will apply to the corresponding award in DSGC, create a new heading with the appropriate application page. Only the top portion of the form is needed with the logo and award name up until the contact email can be added to the FFGC award. Only the top winner can be submitted per category. Contact FFGC award winners if their award needs more detail or information to apply for a DS or NGC award and have them send it back to you (email) right away to meet the application deadline. All awards must go to DS first if it applies for any award. You cannot bypass DS and submit to NGC unless DS does not have any award that it qualifies for. Follow submission rules carefully and ask their chairmen if you have any questions.

Create signup sheets to recruit people to help with Judgement Day. Create a spreadsheet to keep track of members’ names, pertinent contact information, garden club name, district, and first timers, etc. Coordinate hotel accommodations for a large block of rooms. Check with area hotels for the best rates. Encourage members from the same garden club to carpool and room together. Arrange for guests to have dinner together the night before Judgement Day usually at a restaurant that can seat a large party. On Judgement Day greet your guests and have them sign in. Facilitate the day with the Awards Chair. Make copies of awards as needed. Send out thank you notes to all the participants after the event.

Submit expenses to the treasurer for postage as soon as possible.

Knowledge and Skills required: Computer skills are a must along with Word or Google Docs, Excel or Numbers, and PowerPoint or Keynote. Organizational and communication skills.

Time requirement: A full day of work every day the week of Judgement Day and during convention. January requires a significant amount of time to be spent reading awards to see where they qualify for DS awards, creating new application headings, and mailing those to the appropriate places. During the rest of the year, about 1-2 hours per month are required for reviewing and revising award information, communicating among other award chairpersons, and answering garden club members’ questions.

# AWARDS – YOUTH

# BACKYARD HABITATS

# BARTRAM TRAIL

Position/Job Title:[**Bartram Trail Marker**](https://ffgc.org/Bartram-Trail-Marker)

Description:

Artist and illustrator, William Bartram (1739-1823), son of Botanist, John Bartram, traveled through eight southern states (GA, NC, SC plus east and west FL), recording an extensive account of his travels. He included hand-drawn illustrations of the plant and wildlife. His accounts included the soil and natural plant life of the region along with observations on the manners and customs of several Native American tribes. The late, Former FFGC President Van Blanchard designed the Bartram Trail Markers. Over 70 markers have been placed in the Deep South, marking the route William Bartram traveled. Twenty-five of these markers are in the Florida portion of the trails. These markers mark sites which are mentioned in his book “Bartram Travels”, 1791.

Duties and Responsibilities:

FFGC encourages Clubs in Districts 1 – 6 to place a marker in an appropriate Bartram Trail Site,

Provide forms, instructions and /or information as requested

Knowledge and Skills required:

Be familiar with www.bartramtrail.org

Time requirement:

# BEES

**Position/Job Title: Bee Chairman**

**Description:** This position was created under the Presidency of Jan Sillik in 2011. It was the time that NGC partnered with Crown Bees to educate the world of native bees such as Mason Bees and Leaf Cutter Bees. In February 2012 an award was presented to the Board and accepted in two categories. #58 PROMOTING BEES THROUGH KNOWLEDGE Description/Purpose: To encourage education about the loss of our bee population and the importance of bees to the food chain. Proof of Accomplishment: Use the FFGC Award Application Form to report and include the following: description of the program, description of who is participating, pictures. Youth involvement is considered important to this project. Award: An award of $25 award for the following Classes: Class A - Individual Class B -Club or Circle.

**Duties and Responsibilities:**

Be available to provide workshops in educating about bees and their importance.

Speak whenever possible when invited to clubs on the topic of bees.

Award Bee certificates as applications come in a timely manner.

Attend FFGC board meeting twice a year.

**Knowledge and Skills Required:**

You can educate yourself in the world of bees. Native or Honey Bees. You do not have to accept this chairmanship having a knowledge of bees, just a passion of them. If the desire is there you can educate yourself.

**Time requirement:**

This chairmanship is on a need basis. When bee applications come in you would do the certificate. When invited to speak at a club or do a workshop you would accept or not accept the invitation. I would say limit to 2 workshops/speaking engagements a month is the norm. Some months you will have none

# BIRDS & BUTTERFLIES

**Position:** Birds and Butterflies

**History of this position** (Why and when created, for what purpose?)

Position created to promote programs that will spread knowledge about the importance of birds and butterflies.

During the 2015 – 2017 Administration, this position was divided from the Bees, Birds and Butterflies chairmanship due to the varied interests of the Chairmen.

**Requirements:** Interest and enthusiasm about birds and butterflies

Computer skills essential.

**Personal Background Requirements:**

Reports required and when: Annual and BOD meetings (September, January, April)

Annual Convention requirements/attendance:

Submit written reports in advance of FFGC Board meetings. Attend FFGC Board meetings and conventions. Provide educational exhibits when requested.

Obligation to the Chain of Command: Meeting attendance and timely reporting.

Records held: (Pass down, copies, disks, how to)

File boxes of Butterfly Sanctuary Applications

WORD file with Application and FFGC Butterfly Sanctuary Certificate – Awarded to individuals, organizations, schools, or garden clubs that have both larval plants for caterpillars and nectar plants for adult Butterflies.

PowerPoint presentation titled “Why Hummingbirds Hum”

Obligation to our members:

Consider writing a Bird or Butterfly related article for *The Florida Gardener –* once during an administration.

Inform members about relevant FFGC and NGC award and grant opportunities.

Be available to make presentations at club meetings.

FFGC Awards

FFGC #56 Butterfly Conservation Award

FFGC #57 Bird or Butterfly Sanctuary on School Grounds

FFGC #69 Digital Photography Awards

Class A. Photographs of Birds and/or Butterflies

Category: Junior Gardeners

FFGC J-5 Birds at School

FFGC J-13 Junior Gardeners/Pre-School Nature Posters Award

FFGC J-30 The Margaret Y. Pace Birds seen in Florida Award

FFGC J-31 Birds in Florida

FFGC J-32 Butterfly Conservation Folder

FFGC J-33 Butterfly Award

Intermediate Gardeners Awards

FFGC I-17 Butterfly Award

FFGC 1-18 Butterfly Conservation

High School Awards

FFGC HS-16 Butterfly Award

NGC Awards

NGC #33 High School Gardeners Accomplishment

NGC #42 Bird Protection

NGC #43 Butterfly in honor of Deen Day Sanders

NGC Awards for Wildlife Gardening

NGC WG-1 – garden club project/s educating the public on the benefits of gardening for wildlife

NGC WG-2 - garden club establishing a wildlife garden/s at a public place/s to include signage on how to garden for wildlife

NGC WG-3 - junior garden club with most notable project/s educating the public on benefits of gardening for wildlife.

Budget or financial requirements: (Budget submission, budget vs actual, funding, 501c3 needs)

No budget request has been submitted for this position during this administration.

Expenses include packaging and postage for mailing Butterfly Sanctuary Certificates.

Related publications/resources:

University of Florida UF/IFAS Extension: www.sfyl.ifas.ufl.edu

Florida Wildflower Foundation: www.flawildflowers.org

Florida Native Plant Society: www.fnps.org

National Audubon: www.Audubon.org

Florida Audubon Center for Birds of Prey:

[www.flaudubon.org](http://www.flaudubon.org)/chapters-centers/audubon-center-birds-prey

Short and Long range goals/objectives:

Develop a PowerPoint “Why Hummingbirds Hum” to be presented at various club meetings and other

venues. Update FFGC Web Site Forms to add a Butterfly Sanctuary Certificate that may be printed and awarded to any individual, club, or organization that has established a butterfly garden. A revised

Add an updated certificate application to the web site to provide for the option of requesting a certificate to be printed and mailed to the sponsoring organization.

Timeline reminders:

FFGC Board Meetings.

*Florida Gardener* deadlines

# BLUE STAR & GOLD STAR MEMORIAL MARKERS

Position/Job Title: **Blue Star and Gold Star Families Memorial Markers**

Description:

This historic program, and first nationwide initiative of the NGC, began in 1945 as a tribute to our nation’s veterans. It involves roadside and civic location beautification efforts each identified with a memorial marker. The program continues today as a most important public display of our FFGC’s support, respect, and honor for those who have served or are serving in our military services as well as the families which have lost a loved one while serving.

Duties and Responsibilities:

The chairman is tasked with promoting the continued development of the program by encouraging the districts and clubs to:

* Acquire and dedicate new memorial markers surrounded by attractive landscaping.
* Continuously maintain existing memorial markers such that the condition remains a visibly suitable tribute to our veterans and conforms to the standards of the program.
* Adopt and assume responsibility for care of “orphaned markers”, when feasible, where the original garden club involved has disbanded.

The chairman should maintain a database of the memorial markers acquired and dedicated in Florida with details including the specific location of the markers.

The chairman ensures all districts and clubs follow the NGC prescribed guidelines for the Blue and Gold Star markers program including guidance in regard to appropriate locations for the markers.

The chairman communicates to the districts and clubs all changes and updates to the program as advised by the NGC Blue and Gold Star Memorial Chairman.

The chairman consults with the NGC Blue and Gold Star Memorial Chairman, as necessary, especially where issues related to the program are not clearly covered by the guidelines.

The chairman applies to the Secretary of FDOT for new highway memorialization approval when necessary.

The chairman should be prepared to support the program by occasionally travelling to, and participating in, memorial marker dedication ceremonies in the state.

Knowledge and Skills required:

Thorough familiarity with the NGC Blue and Gold Star Memorial program guidelines as published and periodically updated on the NGC website including, but not limited to:

* How to obtain, order and place a marker;
* How to hold a dedication ceremony;
* How to refurbish an existing marker.

Minimum skill with Microsoft Excel spreadsheets is necessary for maintaining the state’s inventory of Blue and Gold Star markers.

Time requirement: Moderate

# BOI EDITOR

Position/Job Title: **BOI Editor**

The Book of Information (BOI) can be thought of as our directory which, in conjunction with our website, makes up our yearbook, our living history.

By putting this living document on-line, it can be updated easier/more frequently, thus providing our members with the most current information.

This Chairmanship requires input from many sources:

* FFGC President (identifies individual chairmen)
* Members of the Board of Directors
* District Directors (provide information about their district, i.e. names of clubs and circles, their presidents and their contact information, meeting day and location).
* FFGC Office Manager (membership totals) ... due to printing deadlines, this information will be updated on line in late September after all dues payments have been processed.

Typically, in February, the incoming President will schedule a meeting with the new district directors to go over his/her vision for the next two years.

Following Convention each year, you obtain a list of the twelve (12) newly installed district directors with their contact information (name, phone, address and email) ... ask the newly installed president for the list.

Keeping in mind these are volunteers who have just been installed as leaders of their district (somewhere between 260 and 1715 members, depending on the size of the district). Some were assistant directors before moving into the director position, but some were not. Either way, their understanding of what you'll be asking of them may be totally foreign.

As chairman, you send each district director a copy of the current BOI pages identifying their district (counties, clubs, when and where they meet, garden center locations, etc.) and ask that they update all of this information and return it to you in a timely manner.

Understand, these volunteers are newly installed and are looking forward to a bit of relaxation during the summer. Then, they get an email from you requesting information about their district clubs ... they need to contact the newly installed club presidents, who, like themselves barely have their feet on the ground. These presidents need to acquire names and contact information for their circle presidents. This is no small task for clubs like Jacksonville (30 circles), Tallahassee (23 circles), et al.

All of this happens in a timely fashion as printing deadline must be met (more on that later). Deadlines come and go as vacations happen when garden club is on hiatus for the summer months. Some smaller circles may not choose president until they re-convene in the fall.

Payment of dues also comes into play as a member is not counted until:

* Active member names have been submitted by their club
* FFGC Headquarters processes/enters member names into the wild apricot system and suspends the names
* HQ staff then invoices each club for the FFGC dues owed and waits for payment
* Once payment is received, those names become FFGC Active Memberships

District membership totals included in the BOI prior to going to print and updated on-line after the membership renewal process wraps up in September.

Printing ... printing quote/estimates are solicited in the spring, prior to convention. Chairman must complete a "Motion Request" and ask to be on the agenda for the Post Convention Board Meeting. All bids are presented and you, as chairman, recommend which vendor is awarded the bid.

It is critical to coordinate receipt of the finished BOIs (three-hole punched and individually shrink-wrapped) with the Fall/September Board of Directors meeting where the BOIs are distributed. Allow sufficient lead time for the BOIs to be printed, delivered to FFGC headquarters, labeled and sorted prior to this meeting ... sort by:

* Board members ... label would show their name and district # (if they missed the BOD meeting, their district director could take to them at their Fall District Meeting)
* District Directors ... who are responsible for disbursing to their club and circle presidents at or before their Fall District Meeting ... (labels would have district #, club name, # of circles)

# BRICK PATHS

Position/Job Title**: Bricks Chairman**

Job description: Commemorative bricks may be ordered to honor an individual, a club, or an event. Bricks are placed in one of the garden paths at headquarters. Bricks are 8" x 4" and can be ordered online at ffgc.org and go to Donate page with a donation of $50.00 each. Each brick may be engraved with up to 3 lines of text (13 characters per line including spaces). Occasionally we can fit a 14th letter if the letters on that line are thin, so it can be requested but should not be advertised since it is not always going to fit.

The bricks were first placed in the Path of Sunshine at the front of the building beginning under the archway and when that filled up we started replacing bricks in existing paths on the wedding patio side of the building.

Our brick engraver, currently Superior Design Monument Company, is in Orlando and they request a minimum order before they will engrave our bricks, currently we have a 10 brick minimum. It takes him several weeks up to several months to get our small order completed. When we have enough orders, we submit a list to him via email and he assembles a proof sheet which he emails back. This must be checked carefully for spelling and spacing errors, then returned to him. It usually takes several times back and forth before the spelling is correct. Be very specific about requests for graphics or where hyphens should go, that sort of personalization is available but must be checked. Engraver eventually has them done accurately. He charges a fee to deliver or one can pick them up from his warehouse with prior notice. We often have unused bricks that have been removed to make room for the engraved bricks and these can be returned to engraver.

We considered placing wedding commemorative bricks in front of the butterfly bench, but the bricks in that path are significantly smaller than our regular bricks and are not interchangeable. This may be possible in future and will need to be negotiated with the engraver.

Traditionally each set of 12 District Directors are honored at the end of their administration and bricks are paid for by each district treasurer. We place them together with a brick or bricks stating the president’s name and often the theme.

Invoices from the engraver are given to the office manager for payment once you are satisfied the order sheets are complete and accurate.

Bricks can be installed by the office recommended handyman or any licensed bonded helper you can hire. The office manager gets the bill. Select a day with no wedding preparations or other events scheduled and hope it doesn’t rain. On brick laying day, lay them out where you expect them to go, like bricks with others – IE tri-council together, judges together, one particular club ordering several bricks will be placed together. Often people ordering will have a request for placement that we try to honor. Supervise the installation to be sure all are properly lined up and neat. Some sand should be reserved from the removed bricks to fill in cracks after the installation. The brick areas of the patio are pressure washed occasionally along with the sidewalks, under the supervision of the H&E Committee.

A notebook is kept with the order forms or emails from HQ with orders on them. A spreadsheet is also maintained for ease of locating who has ordered and we note the location of the bricks once they are placed on it. Inquiries come in several times a year requesting information about bricks already in the path. Prepare a report for each FFGC Board meeting stating progress and encouraging more orders.

# BY-LAWS AND STANDING RULES COMMITTEE

Position/Job Title**:** **Bylaws and Standing Rules**

Description: FFGC Bylaws and Standing Rules of this organization date back to organization April 1924 and Federated April 1925. After approval by the BOD, the Bylaws may be amended at annual convention by 2/3 vote of delegates present and voting with prior prescribed notice or by unanimous vote without prior notice. ART XX Amendments. Standing Rules only require the vote of the BOD.

Duties and Responsibilities: The chairman and his/her committee are responsible for the formulation and modification of any FFGC Bylaw and/or Standing Rule. Proposed changes should be forwarded to the committee to be addressed and if accepted are presented to the BOD and membership as required for final approval. Standing Rules only require approval of the Board of Directors. Bylaws are amended by the delegates present at the Annual Convention.

Knowledge and Skills required: Knowledge of FFGC Bylaws and Standing Rules. Knowledge of Robert’s Rules. Computer and organizational skills. Research ability to examine old records, research DS and NGC. General knowledge of FFGC overall Mission Statement, Goals and Objectives. Ability to research sources for specific information regarding 501 C 3 organizations including IRS rulings, State of Fl etc. General knowledge to research regarding Guide Star or grant submissions utilizing FFGC Chairmen knowledgeable in this area.

Time requirement: Preparation of Agendas, Reports for Board Meetings and Convention. Preparing materials for the Fl Gardener. Updating the Book of Information and Supplement. Updating the website at the end of each year. Fielding questions from individuals on behalf of clubs, circles and Districts. Hours of communication for discussion within the committee in preparation of meetings or epoll. Attendance to meeting Sept, Jan, April in addition to possible summer meeting.

History of this position (Why and when created, for what purpose?**)** Bylaws and Standing Rules of FFGC organized April 1924 and Federated April 1925. Organizations have structure of Bylaws and Standing Rules which are adopted by Board of Directors and/ or Delegates at Annual meeting. Until a Bylaw or Standing Rule has been revised or removed by official vote, it is to be followed to the letter.

Requirements:Knowledge of FFGC Bylaws and Standing Rules; Knowledge and/or resource of Robert’s Rules; general knowledge of FFGC chairmanships, Mission Statement, Objectives and Goals; general knowledge of Deep South and NGC. Research ability for facts pertaining to concerns. Computer skills. Person with secretarial abilities and organizational skills. Organizational skills to maintain the Bylaws and Standing Rules adopted and under consideration. Committee members should be free thinkers who will advocate in the best interest of FFGC and not be timid or followers. Timely submission of material for publication – Fl Gardener, BOI, BOI Supplement, Website and response to email or telephone inquiries.

Personal Background Requirements: Knowledge of FFGC Bylaws and Standing Rules. History and knowledge of organization including all facets of FFGC. Computer skills. Organizational skills. Research abilities including old records. Must enjoy detail work . Reports at BOD/convention meetings.

Reports required and when: Annual and BOD meetings (September, January, April) Written Report submitted to the FFGC Recording Secretary within two weeks of the BOD meetings and convention for permanent record.

Annual Convention requirements/attendance**:** YES Bylaws presented to delegates at Annual Convention for adoption.

Board meeting requirements/attendance**:** verbal, visual and written reports, publicity (tri-fold, brochure, flier) YES Report each meeting with possible handouts. Committee Meeting prior to each BOD meeting including prior to Annual Meeting. Committee works year around by email and/or epoll. A summer meeting should be scheduled if needed.

Obligation to the Chain of Command: FFGC President is on this Committee and participates.

Records held: (Pass down, copies, disks, how to) Minutes of Committee Meetings; Minutes of FFGC BOD; Minutes of FFGC Annual Meeting. It is imperative that the Minutes of the BOD meeting and Convention be utilized for changes since a Committee Report may be revised on the floor. Committee Reports are background only for reasoning/study.

Obligation to our members:Article for *The Florida Gardener*, workshops, presentations, responding to **i**nquiries, etc) Frequent response to clubs/circles/districts. Publish Bylaws for adoption at Annual Meeting as prescribed in the Bylaws. Prepare agenda for meetings; prepare copies for BOD meetings. Prepare updates for BOI even years; Revise/updates all Bylaws and Standing Rules for BOI in odd years and update FFGC website Bylaws and Standing Rules both even and odd years.

Budget or financial requirements: (Budget submission, budget vs actual, funding, 501c3 needs) Chairman has assumed expenses of all printing of information for BOD meetings/convention.

Short and Long range goals/objectives: The Bylaws and Standing Rules are the foundation of all organizations. It is imperative that the stated goals and objectives of FFGC are followed. The well being of the organization is the primary focus of all considerations. How does it affect the organization as a whole? Are revisions/additions in the best interest of FFGC and not personal bias or preference of special interest. Members of the Bylaws and Standing Rules Committee should reflect many areas of interest/expertise. Members should be well rounded in FFGC experience based on prior Chairmanships in order to have a background necessary to make decisions that will affect this organization. Members should be independent thinkers willing to express opinion. At least one former President should be serving for expertise about our organization.

The present committee members have backgrounds of Design, Horticulture, Landscape, Wekiva, Finance, Awards, Membership, Conventions, Headquarters, FFSJ, Tri Council, Environmental, Historian and two former Presidents. A number of the team have served as District Directors and FFGC Officers in addition to “moving up ladder”. The members are very diverse in knowledge and all are strong minded and state opinion based on research and experience. The Parliamentarian assists to keep committee correct on Parliamentary Procedure and Roberts Rules of Order.

# CALENDAR OF FFGC EVENTS

Position/Job Title: **Calendar of Events**

Description: Job held by Corresponding Secretary in coordination with FFGC Headquarters and the FFGC President.

Duties and Responsibilities:

This chairman filters all events submitted for inclusion on the FFGC website calendar to ensure appropriateness, relevance, and to avoid scheduling conflicts. In the event of a conflict notify the submitting party of the conflict and let them determine whether to change the date or submit as originally requested.

Knowledge and Skills required:

Use of Calendar of Events form. Prepare and submit reports for BOD Meetings and Annual Convention

Time requirement:

Check e-mails daily and handle accordingly.

# CALENDAR – FLORIDA FLOWER ARRANGEMENT EDITOR

Position: **Editor, Florida Flower Arrangement Calendar**

Description: There have been 69 editions.

Purpose; to provide a calendar with designs to encourage and educate.

Requirements:

Reports required and when: Annual and BOD meetings (September, January, April) yes

Annual Convention requirements/attendance: yes

Board meeting requirements/attendance: verbal, visual and written reports, publicity (tri-fold, brochure, flier) Bids obtained from printers, Preliminary budget to Financial Committee, Congratulations letters to those included in the calendar, a cover poster for convention.

Obligation to the Chain of Command: Preliminary budget to Financial Committee

Records held: (Pass down, copies, disks, how to) Report copies, printed archive copies, flash drives

Obligation to our members: Article for *The Florida Gardener*, workshops, presentations, responding to inquiries, etc) Edit the Calendar

Budget or financial requirements: (Budget submission, budget vs actual, funding, 501c3 needs) Preliminary budget to Financial Committee, profits go to fund the FFGC Scholarship Fund.

Short and Long range goals/objectives: To educate members and encourage people about learning flower arranging. To provide funds to the Scholarship fund.

Timeline reminders:

**SUMMER:**

* Submit letters for 3-4 bids from Printing companies. Send a copy of the previous year’s calendar with the letter. (You might only get 2 replies).
* File for Copyright after State convention or after the calendars are published.

**AUGUST:**

* Prepare an estimated budget based on the bids received. Submit the budget and bids to the financial Committee. (I usually include a suggestion on how many to print and which company to use)

**FALL:**

* Present a report at the Fall BOD with a motion to print the next calendar based on the recommendation from the Finance Committee (3 copies).
* Have a panel of 3 judges, from different Districts choose the designs that will be photographed professionally. The photo shoot is usually held in October.
* After selections are made, email and/or letters are sent to members inviting them to the photo session.
* **IF** photos were taken at the State Flower Show, you do NOT need to have a selection panel in the fall. All can be selected in January…or when you choose.
* Schedule the photo session with Jernigan Studios.

**WINTER:**

* Have a selection panel choose the photos for the next Calendar Edition. They will also choose the Front, Inside and Back Covers. KEEP ALL A SECRET UNTIL STATE CONVENTION!
* Submit a report of actions taken since the last report.

**SPRING, STATE CONVENTION:**

* Have a poster printed to revel the Front Cover at the Convention (Sam’s Club has a good price)
* At Pre-Convention dinner, recognize the Calendar Girls.
* Announce the Cover Awards
* Prepare and give the Annual Report at the convention.

# CALENDAR – FLORIDA FLOWER ARRANGEMENT SALES & CIRCULATION

# CHAPLAIN

# CONVENTION COORDINATOR

**Position/Job Title: FFGC Convention Coordinator**

**Description:** Works with each upcoming FFGC President to locate venue for two conventions held during each administration

**Duties and Responsibilities:**

 Coordinates hotel site, hosting group, President preference along with tour options, Flower Show, calendar pictures and Installation year in researching for each convention. Room rate, food costs and parking costs are all primary considerations. Careful consideration for dates includes Good Friday and Easter since FFGC conventions are scheduled in April.

Contract negotiations which includes room pickup, food guarantee, tentative schedule and concessions required for contract purposes prior to President signing contract.

Works with President and Convention Chairman/men to establish budget, and Registration Form.

Coordinates with hotel for major staging and contracts with AV company which is normally outside of hotel contract.

Review planning by convention committee. Assist as requested in scheduling, menu selection etc. Holds Committee meetings at Sept and January BOD meeting with major committee Chairmen. Meets with upcoming Convention Committee at the April Convention.

Update and maintain the convention manual at the end of each administration.

**Knowledge and Skills required:**

Be familiar with hotel contracting practices and AV contracts. Be aware of concessions to include.

Basic knowledge of event planning for large groups with multiple events over several days. Understanding of unique situations in Fl for contracts because of Convention destination for many businesses and groups in Fl.

Basic knowledge of FFGC conventions including business meetings from prior years.

Understanding of Credentials and importance of same for voting purposes.

**Time requirement:** A minimum of two- three conventions are in the planning stage each year. This requires “hands on” via meetings, telephone and email on regular basis. By Feb of each year, almost daily contact/s is required based on the requests of the Convention Chairman. Assistance is give for all details including Program Book, hotel reservations, comps etc. Meetings with committees at venue plus BOD meetings in Sept and Jan.

Researching for the upcoming years is also in progress. Contracts finalized in order of dates.

Basically 365 day responsibility. Extremely busy – middle of May to middle of Oct and Jan till late April.

When Convention is over, Chairman must help in compiling records, reports for next group and begin serious planning with menu selection, registration fee for budget purposes.

**Requirements:** Knowledge of contracts with hotels, concessions, AV etc.

**Personal Background Requirements:** Coordinated Business Conventions approx. 12 years for 800 plus attendees including unlimited budget, five days, multiple events including meetings, meals, tours, sporting activities. Active in contracts and planning of all convention activity.

**Reports required and when: Annual and BOD meetings (September, January, April)**  Report is submitted to sum up activity within the year including new properties. All reports from Chairmen are maintained and forwarded to the next convention groups. **Annual Convention requirements/attendance**: YES

**Board meeting requirements/attendance: verbal, visual and written reports, publicity (tri-fold, brochure, flier)** Attendance at all BOD meetings with scheduled convention meetings

**Obligation to the Chain of Command:** Work with person to be President at time of convention Each President has two conventions in their administration to plan

**Records held: (Pass down, copies, disks, how to)** Convention Manual update each administration Books compiled by each Convention Chairman and e reports from various chairmen for each convention.**Obligation to our members: Article for *The Florida Gardener*, workshops, presentations, responding to** **inquiries, etc)** Constant flow of current information through all sources listed.

**Budget or financial requirements: (Budget submission, budget vs actual, funding, 501c3 needs)** Convention Budgets are submitted to FC for approval in July/Sept. Final accounting is sent to FC.

 **Short and Long range goals/objectives:**  Update convention procedures as needed

**Timeline reminders:** Constant contact with President, Chairmen etc of timelines such as budget, RegForm, Opp Draw tickets, skits, Fl Gardener and Website updates, hotel reservation, info required by hotel. Follow up with BOD members specifically reminding hotel reservation not made or Reg not received.

# CONVENTION CHAIRMAN

#

For job Description please see the convention Manual.

# CORAL REEF RESTORATION

# CORRESPONDING SECRETARY

Position/Job Title: **Corresponding Secretary**

Description: Appointed officer

Duties and Responsibilities:

Attend to correspondence as directed by the President or the FFGC Board of Directors

Maintain the Calendar of Events

Assemble the officer’s tour books for Fall Tour

Maintain a list of members of the FFGC board of Directors as provided by the BOI Chairman

Maintain a list of all FFGC committees as provided by the BOI Chairman

Knowledge and Skills required:

Must be able to gather, coordinate and disseminate all information via e-mail and snail mail to appropriate parties. Prepare reports for BOD meetings and Annual convention.

Time requirement:

Variable, depending on the task/assignment. For Fall Tour book preparation a minimum of 1 hour daily (times 4) until fully assembled.

Attend conventions, BOD meetings

# DEEP SOUTH GARDEN CLUBS UNIFIED PROJECT

**Position/Job Title**:[**Deep South Unified Project**](https://ffgc.org/Community-Gardens)

**Description:** a 2-year project selected by the Deep South Regional Coordinator

**Duties and Responsibilities**:

This chairman and the Deep South Regional Chairman will work with member clubs to help identify community gardens projects.

The Chairman will be collecting pictures, newspaper articles, and summaries from each of our twelve Florida districts so that a "Florida State Book of Evidence" can be compiled.

It is important to stay in touch with your state’s Directors and the clubs, via the directors. It is also vital to keep in touch with the regional Chairman of the project.

Put information on the state website; perhaps a trifold should be made with the project highlighted; give reports at each meeting of the BOD; Put information in the *Florida Gardener* magazine.

**Knowledge and Skills required:**

A working knowledge of Awards and BOE’s is essential. No real ‘skills’ other than perhaps compiling, in an orderly fashion, the ‘scrapbook” (BOE) of the articles and clippings sent to you.

**Time requirement:**

This is a Time-Sensitive project. Items will have to be assembled on a time-line to ensure they are sent to the DSGC Regional Project chairman in a timely fashion so that the BOE submitted is not disqualified for being late. How much time for assembly will depend on how organized the local chairman is as regards keeping things in order as they come in rather than trying to do it all in one evening!

# EDUCATIONAL OPPORTUNITIES

# EARTH STEWARD

Position/Job Title:[**Earth Steward**](https://ffgc.org/Earth-Steward) **Recognition Chairman**

Description: FFGC’s Tri-Council introduced the Earth Steward Recognition. This recognition is given to honor the recipient for outstanding efforts and stewardship of our natural resources.  It can be awarded in the field of Gardening, Landscape Design, and Environment.

The recipient of the Earth Steward recognition is presented with a pin and certificate. The honor may be awarded by a club, district, an FFGC organization or by an individual. The recipient is not required to be an FFGC member. The fillable application is available on the home page of the FFGC website under “Honoring Garden Club Members. The $100 donation goes to the “Color Our Garden Fund”, a part of the Headquarters and Endowment (H&E) budget for the continued stewardship and care of the grounds at FFGC Headquarters. This honor may be applied for by a circle, club, district, council or member of the board of FFGC.

The position was created to manage the application process and maintain record history of recipients.

Duties and Responsibilities: The chairman’s duties and responsibilities are to complete the application process. Upon receipt of a completed application and check for $100.00, the chairman types the recipient’s name on the certificate template and prints it out on special stock certificate paper. The FFGC President and the Earth Steward Recognition Chairman sign and date the certificate. The certificate is placed in a certificate folder for presentation. The chairman mails the completed certificate to the name and address indicated on the form along with a specially designed Earth Steward Recognition pin. This person is usually the presenter. Inform the presenter by email that the material is completed and forthcoming before the presentation date.

Keep a copy of the recipient’s application and check number. Mail a copy of the application and the $100.00 check to the current FFGC Treasurer.

It is the duty of the chairman to keep the list of recipients up to date and inform the FFGC webmaster of any changes or updates to the list so they can be updated on the FFGC website.

Knowledge and Skills required: NA. However, some computer skills in Microsoft Word would be helpful to complete the certificate.

Time requirement to process the application: A minimum of one month is required to process the application.

History of this position (Why and when created, for what purpose?): The position was created in 2013 when the Earth Steward Recognition honor was established to handle the administration of the honor.

Reports required and when: Annual and BOD meetings (September, January, April)

Obligation to our members: Article for *The Florida Gardener*, workshops, presentations, responding to inquiries, etc)

# ENVIRONMENTAL ALERTS

# ENVIRONMENTAL CONSULTANT’S COUNCIL

# EPCOT FLOWER FESTIVAL

Position/Job Title:[**EPCOT Flower & Garden Show**](http://play.smilebox.com/SpreadMoreHappy/4e4451794f544d774d4452384d5441794d4467324e4455320d0a)

Description: Every year for over 22 years, during Mother’s Day Weekend, FFGC partners with Walt Disney World and participates in the EPCOT International Flower and Garden Festival.   FFGC Floral Designers are invited from around the state of Florida to participate, by exhibiting an example of the different styles of Garden Club Designs.  Our purpose is to introduce to the Epcot visitors from around the world to NGC & FFGC garden club opportunities. This partnership piques the interest of the visitors and helps educate the public on garden clubs.

HIstory:  The relationship between Walt Disney World and FFGC began in 1993 when Katie Moss Warner, Executive Director of Epcot & Walt Disney World Horticulture contacted FFGC, President Beth Wilson and invited FFGC to partner with Disney in the Epcot International Flower and Garden Festival. Katie’s vision was to reach out to Garden & Horticulture organizations, to educate and share with Epcot visitors the opportunities to learn about gardening and nature in their local communities. Thus, began a 25 yr. plus relationship with the world’s largest entertainment company. Joyce Droege was FFGC Epcot Chairman for 22 years.

The first year 1994, FFGC was invited to exhibit 12 floral designs by our Creative Floral Designers to interpret the work of famous French Artists. The exhibits were placed in individual tents in the gardens of France. The same year our floral designers were invited to present floral design programs for the public. This proved to be a huge success with the public and Disney. The tents proved to be problematic, since they were subject to unpredictable weather, the venue was moved to various indoor locations in World Showcase and Future World over the years and the number of designs were increased according to the location.

The Garden Festival Center was opened and became a permanent venue for visitors to interact with garden and horticulture organizations. FFGC is invited to participate, annually, over the Mother’s Day weekend. FFGC hosts the “Mother’s Day Flower Show”. showcase 35 floral designs and provides hostess to interact with the visitors and answer questions.

In 2018 the Garden Festival Center was closed for renovations and FFGC moved to another location in 2019 and 2020. Due to lack of space we were not able to present our “Mother’s Day Flower Show”, but 12 of our Creative Floral Designers, each year, have demonstrated floral designs and talked about garden club activities. Over 1200 designs have been created and given out to the public over the past 2 years

Duties and Responsibilities: This chairmanship organizes and facilitates this event.

 Reports required and when: Annual and BOD meetings (September, January, April)

 Annual Convention requirements/attendance**:**

 Board meeting requirements/attendance: verbal, visual and written reports, publicity (tri-fold, brochure, flier)

 Records held: (Pass down, copies, disks, how to**)** Records are being kept electronically.

 Obligation to our members: Article for *The Florida Gardener*, workshops, presentations, responding to inquiries, etc)

 Budget or financial requirements: (Budget submission, budget vs actual, funding, 501c3 needs)

 Related publications**:** Walt Disney World Advertisements

Short and Long-range goals/objectives:

The main goal is to continue to grow the relationship with Disney and the opportunity to grow the exposure of the public to the educational opportunities that FFGC and NGC garden clubs have to offer. Ultimate goal is to grow membership.

Timeline reminders:

 September Contact Disney to establish plan for the upcoming year.

 January Meet with Disney to solidify plans

 January Acquire list of New Calendar Designers

 March Send invite to Designer’s to exhibit or create design

 March Acquire hostess if needed

 April 1st Deadline for designer’s to return flower request

 April 10th Deadline for sending flower order to Disney. Create an excel spreadsheet with details, designer’s name, quantity, color and type of flower

 April 15th Send letter by mail and electronically to designer’s & hostesses with detailed instructions, when & where and Disney regulations.

 May 1st Send electronic reminders and/or call, to Designers & hostess

 Mother’s Day Weekend Friday, Saturday, Sunday 8:00 am – 5:00 pm

 NOTE: At least one chairman on site while show or demonstration in progress.

 June 1st Send thank you to hostesses and designers either electronically or by mail.

# FFGC PRESIDENT

Position/Job Title: **President, FFGC \***

Description: Elected Officer

Duties and Responsibilities:

Be the official representative of FFGC

Preside at all meetings of FFGC, it’s board of directors and the executive committee

Appoint, at the beginning of each term, the Corresponding Secretary, the Parliamentarian and the Chairmen of committees (except nominating committee and H&E trustees). Appointments subject to the approval of the Offices, District Directors and Past Presidents at a meeting called by the president for that purpose. Subsequent appointments shall be subject to the approval of the board of directors.

Be a member of the Finance Committee and the H&E Trustees

Shall be Editor-in-chief of The Florida Gardener

Be a member, ex office, of all committees (Except nominating committee)

Be responsible for the general supervision of HQ

Direct the activities of all officers and chairmen

Plan the annual convention

Appoint, as requested by the first vice president, committee chairmen whose duties overlap administrations. Such appointments shall be subject to the approval of the board of directors

Fill vacancies in offices subject to the approval of the board of directors

Submit the name of a CPA and engage the CPA approved by the board of directors

Secure legal counsel when necessary

Make the official report at the National convention

Be authorized to sign checks in the absence of the treasurer and co-sign checks in excess of $25,000.

Attend NGC conventions, NGC board meetings and DSR convention

Attend as many events hosted by FFGC clubs as possible

Knowledge and Skills required: Shall have served a minimum of 3 years on the board of directors

Time requirement: 2 years

# FFGC CORRESPONDING SECRETARY

Position/Job Title: **Corresponding Secretary\***

Description: Appointed officer

Duties and Responsibilities:

Attend to correspondence as directed by the President or the FFGC Board of Directors

Maintain a list of members of the FFGC board of Directors

Maintain a list of all FFGC committees

Maintain the Calendar of Events

Assemble the officer’s tour books

Knowledge and Skills required:

Time requirement:

Attend conventions, BOD meetings

# FFGC RECORDING SECRETARY

Position/Job Title: **Recording Secretary\***

Description: Elected officer

Duties and Responsibilities:

Record proceedings of all meetings of the FFGC board of directors and of the annual convention.

Be responsible for and affix the official seal of the corporation

Have charge of all papers pertaining to the office

Present to the FFGC Board of directors a bound copy of the minutes and of the reports as soon as possible after the close of the term of office.

Knowledge and Skills required:

Time requirement:

Attend conventions, BOD meetings

# FFGC TREASURER

Position/Job Title: **Treasurer \***

Description: Elected officer

Duties and Responsibilities:

Be responsible for all monies

Be accountable for receipts and disbursements

Render statements and issue receipts

Pay bills authorized by the President or the FFGC Board of Directors

Be a member of the credentials committee, the finance committee and the H&E

Make accounts and vouchers available for inspection by the Board of Directors

Present a financial statement at each meeting of the board of directors and at each annual convention

Submit required materials for financial review by the CPA annually.

Submit required materials for audit by the approved CPA at the change of treasurer.

Transfer to the succeeding treasurer, at the close of the fiscal year, custody of all monies and all records pertaining to the office which are not required by the CPA

Knowledge and Skills required:

Bonds shall be required for the Treasurer and others whose duties entail handling of monies. The amount of the bond shall be determined by the FFGC Board of Directors.

Use of Quick Books software

Understand standard accounting procedures

Time requirement:

Term shall begin at the close of the fiscal year

Attend convention, BOD meetings and summer finance and H&E meetings

# FFGC VICE PRESIDENT FIRST

Description: Elected Officer, shall assume the title and duties of the President-Elect as of October 1 in the even-numbered year.

Duties and Responsibilities:

Chair a committee

Member of Finance Committee

Member of H&E

In the absence of the president or treasurer, perform the duties of that office.

Wekiva Critter Camp (first year-usually held 3rd week of camp, about 4th of July week)

Knowledge and Skills required:

Shall have served a minimum of 3 years on the Board of Directors.

Use of EasyReg for Critter Camp registration

Use of Wild Apricot Membership Management Software

Time requirement:

Attend FFGC Convention, 2 BOD meetings plus summer Finance and H&E meeting

If possible, attend DSR and NGC convention to network

Go on Offices Tour in October

Wekiva Critter Camp in July

# FFGC VICE PRESIDENT, SECOND

Position/Job Title: **Second Vice President**

Description: Elected Officer

Duties and Responsibilities:

Be a chairman of a committee (usually WYC)

Member of finance committee

Wekiva Youth Camp Chairman

Knowledge and Skills required:

To be eligible for office, a candidate shall have completed a minimum of one year on the Board of Directors at the time of nomination.

Use of EasyReg for WYC volunteer registrations

Time requirement:

Attend convention and 2 BOD meeting plus summer Finance meeting

Attend Wekiva Youth Camp (most of June and July)

Go on Officers Tour in October

# FFGC VICE PRESIDENT, THIRD

Position/Job Title: **Third Vice President**

Description: Elected officer

Duties and Responsibilities:

Be a committee chairman

Member of finance committee (usually serve as secretary)

Wekiva Critter Camp (in second year)

Wekiva Volunteer Training and Open House in February

Judge club Yearbook Awards

FFGC Inventory

Ways and Means/Gift Shop/sell on tour

Secure vehicle for officers Tour (usually from Enterprise, usually Yukon or Suburban), do most of driving

Knowledge and Skills required:

Use of EasyReg for Critter Camp registrations

Use of Wild Apricot Membership Platform

Time requirement:

Attend convention and 2 BOD meetings plus summer finance meeting

Go on officers Tour in October for district meetings

Attend Wekiva Volunteer Training and Open House in February

Attend Critter Camp (usually third week of camp, week of 4th of July)

# FINANCE COMMITTEE

# FFSJ PRESIDENT/LIAISON

**Position/Job Title: Florida Flower Show Judges Liaison**

Description: The President of the Florida Flower Show Judges shall serve as a chairman on the Board of Directors acting as liaison between FFGC and the Council.

Duties and Responsibilities: As liaison between the Federation and the Flower Show Judges, there is a responsibility to keep the Federation aware of important matters that could impact the entire organization. The Judges Council is responsible for supporting Symposiums, Flower Show Schools, Board Meetings, Judges Credentials, State Flower Shows and other judge related activities. Members must be given the opportunity to advance their knowledge and enhance their skills to serve and benefit the entire organization.

Knowledge and Skill Required: Strong organizational and people skills are of the upmost importance. Communications with the judges is achieved via the *Factual Notes* publication, Board Meetings, Website and ongoing programs. The importance of enhancing the knowledge of existing judges and bring on new members is paramount. Working for win-win outcomes benefit all involved.

Keeping the FFGC President aware of issues affecting this group is critical.

Time Requirement: Preparing for meetings, planning programs, supporting symposiums, State and local Flower Shows and working closely with these people can be time consuming, but necessary to ensure positive results.

# FLORAL DESIGN STUDY

Position/Job Title: **Floral Design Study**

Description: Floral Design Study was developed in 1979 under the chairmanship of Bob Thomas and has become one of the most popular courses offered by FFGC. Three advanced units developed by Wilma Paulauskas have been added. Not only does it create excitement among garden club members, but when offered t the public it often attracts new members. There are six study units in basic design and three in advanced design taught by certified instructors who are Flower Show Judges and members of a FFSJ district council. Each unit has a three-hour lecture/demonstration and following a lunch break, a two-hour supervised workshop. Cost of the course, covered by a fee, determined by the sponsoring group and paid in advance by the students, includes Instructor’s fee ($100), mileage, instructor’s hospitality and meals, flowers, building rental, printing handouts for students and the FFGC fee of $100 per student for the Basic Certificate and $100 for Advanced Certificate.

Duties and Responsibilities:

Maintain list of certified instructors

Hold instructor training

Maintain guidelines for program

Submit dates for courses to *the Florida Gardener* and FFGC Calendar of Events

Knowledge and Skills required:

Be a Flower Show Judge

Time requirement:

# FLORIDA GARDENER EDITOR

# FLORIDA GARDENER CIRCULATION

Position/Job Title: Florida Gardener Circulation Chairman

Description:

Answers questions related to the subscription and delivery of the quarterly printed magazine.

Duties and Responsibilities:

Checks the membership database and answers questions from member related to their not receiving a copy of the magazine. Usually results from not having their dues paid on time and the database setting them to inactive.

Direct the member to the on-line version of the magazine as we generally no longer have any extra copies available.

Knowledge and Skills required:

No specific skills, but does require access to the Wild Apricot membership platform to search for a member and check their status.

**Requirements:**

Reports required and when: Annual and BOD meetings (September, January, April)

Annual Convention requirements/attendance:

Board meeting requirements/attendance: verbal, visual and written reports, publicity (tri-fold, brochure, flier)

Obligation to the Chain of Command:

Records held: (Pass down, copies, disks, how to)

Obligation to our members: Article for *The Florida Gardener*, workshops, presentations, responding to inquiries, etc)

Budget or financial requirements: (Budget submission, budget vs actual, funding, 501c3 needs)

Related publications:

Short and Long-range goals/objectives:

# FLORIDA GARDENER SUBSCRIPTION

# FLORIDA WILDFLOWER LIAISON

Position/Job Title: **FLORIDA WILDFLOWER FOUNDATION LIAISON**

Description: The Florida Federation of Garden Clubs was instrumental in getting House Bill 1909 approved by Florida State Legislation in 1999 creating the Florida Wildflower License Plate. This legislation established a new Wildflower Advisory Council and named a select group of community leaders from different areas of Florida to oversee the implementation of the legislation. This group in

Duties and Responsibilities: The Liaison coordinates and promotes educational activities, events, programs, and information between both organizations; provides wildflower literature and pamphlets to FFGC members.

The Liaison also supports the FFGC Roadside Beautification Chairman and the annual Paths of Sunshine award program to recognize the Florida Department of Transportation’s roadside maintenance crews for their care and planting of roadside wildflowers by providing ecotype wildflower seeds to the winners.

Knowledge and Skills required: The Liaison must be knowledgeable about both organizations and keep up to date on activities, programs, and events; keep educational supplies on hand to share with FFGC and various leaders throughout the state.

Time requirement: As the Liaison is a Board Member to both FWF and FFGC it requires a lot of time to be active and to attend meetings and events and be active in both organizations.

# FLOWER SHOW EVALUATION/AWARDS

# FLOWER SHOW SCHEDULES

Position/Job title: **Flower Show Schedule Chairman**

Description:

The Schedule chairman reviews Flower Show Schedules by request from individual garden clubs.

The schedules are sent via mail or email. When sent by email they are printed for easier reviewing. (This expense is not reimbursed)

These schedules are checked to see if all requirements from the 2017 Handbook for Flower Shows are met.

If anything is missing or out of order it is reported to the sender only of the schedule.

Proofing of the schedule is done while reviewing.

The suggested corrections are emailed back to the sender.

It is not required for the schedule sender to correct or change any part or parts of the critiqued schedule.

# FUN WITH FLOWERS

Position/Job Title: **Fun with Flowers**

Description: This fun filled program, with step-by step instructions will teach members new ideas/skills. The focus is on creating floral designs for the home for seasonal accents, for entertaining and special occasion decorating. "FUN With Flowers" is an interesting way to attract new members, raise funds, explore creativity, provide community service, and most of all, to just have **FUN**

Duties and Responsibilities:

Answer Garden club/members questions, give examples of designs, offer program ideas

Submit chairman’s report for board meetings outlining activities

Knowledge and Skills required:

Creative mind, Basic floral skills, use of floral oasis and willingness to share ideas

Time requirement:

Attend annual Florida Federation of Garden Club board meetings held in September, January and April convention.

# GARDEN THERAPY

# GARDENING CONSULTANT’S COUNCIL

# GRANTS

Position/JobTitle: **GRANTS**

Description: Funds received from grants and donations help support FFGC programs and projects and can vary from (1) small items such as flower seeds, personal items, brochures and booklets for gift bags and table favors, (2) to larger items such as airplane tickets, cruise tickets, theme park passes, and gift cards which are normally used for raffles to raise funds, (3) to items designated for a specific purpose such as a load of lumber for building, (4) to grants applied for to be used for a special project or group.

Duties and Responsibilities: Chairman coordinates with FFGC President, and FFGC Chairman of Convention , SEEK, Wekiva Youth Camp, State Flower Show, and FFSJ and Tri-Council Presidents on specific needs.

Chairman writes letters requesting donations, and grant requests for special projects and writes letters acknowledging receipt and thank you letters.

Knowledge and Skills required: Knowledge can be gained from studies in grant writing, experience, and research. Chairman must work with various FFGC personnel to gain insight on needs and then find companies that have an interest in those fields.

Time requirement: Time varies with each grant request as some need more research, more information provided in grant proposal, time for other chairmen to provide requested information such as budgets and financial reports and participation, and follow up.

# GUARDIANS of GARDENING

Position/Job Title: **Guardians of Gardening**

Description:

This honor is in recognition of outstanding and distinguished service by a garden club member to the Florida Federation of Garden Club, Inc.  To honor a member, send a brief description of service and minimum of $1500 to the Chairman of Headquarters & Endowment Committee, Chairman.  The name of the Guardian of Gardening is engraved on a 3” X 11” bronze plaque permanently installed on a brick wall at FFGC Headquarters.

# HABITAT FOR HUMANITY

Position/Job Title: **Habitat for Humanity**

Description: Since 1999, NGC has partnered with Habitat for Humanity (a not for profit 501c3 organization) with the goal to encourage local garden clubs to share their expertise in gardening and landscaping with the owners of Habitat homes.

FFGC likewise partners with HfH of Florida to empower the new homeowners to have an attractive landscape they can easily maintain, to give them a sense of pride and purpose.

The role of the FFGC HfH Chairman is to further these goals by encouraging clubs to work with their local HfH affiliates to engage in Landscape Projects and provide new homeowners with the necessary tools to successfully tend to their new yards and gardens.

Duties and Responsibilities:

Communicate with District HfH Chairmen to:

1. Gather information on what local clubs are doing with HfH, what they would like to do, and any needs or impediments to carrying out their plans.
2. Encourage districts with no chairman to appoint one.
3. Provide an exchange of information and ideas between districts and clubs.

Advice clubs and districts on ways to accomplish their goals.

Report to the FFGC President and Board.

Publicize this project.

Provide incentives to become involved with HfH, such as applying for awards based on projects completed.

Communicate with HfH affiliates as needed.

Knowledge and Skills required:

Communication skills, including Internet capability.

Basic knowledge of Florida Friendly and Native landscape plants and Florida’s diverse planting zones.

Some knowledge of Landscape Design.

Time requirement:

This is an ongoing project.

# HALL OF FAME

Position/Job Title: **Hall of Fame**

The Hall of Fame was established in 1991 by then President Addie Lou Harris to honor Garden Club members or others who have distinguished themselves in garden club work with FFGC.

This status may be applied for by a circle, club, council or the Board of Director of FFGC, on an official form signed by 2 of its officers, stating services performed by the recipient.

The fee of $100 will be placed in a restricted fund for the enhancement of the FFGC Headquarters building and grounds not covered by general maintenance.

The FFGC President may also use this to honor those performing special services during her administration, the fee to come from the President’s fund. Honorees will receive certificates and specially designed pins denoting their status.

DUTIES & RESPONSIBILITIES:

**The Chairman shall:**

* Obtain Hall of Fame certificates from FFGC Headquarters making sure that they are signed by the current president; blank note cards & envelopes; award folders; Hall of Fame pins and large manila envelopes for mailing. (Approximate 100 of each should be sufficient for the two-year term.)
* Upon receipt of completed application (blank form found on the FFGC website) and a $100.00 check (per honoree) made out to FFGC, chairman shall add the honoree’s name to the roster along with the number assigned, the club or individual bestowing the honor and their District.
* Send email acknowledging receipt of application and ask if any corrections are needed.
* Send check(s) received to FFGC Treasurer using the *Cash/Check Receipt Report*. (It is recommended a copy of this report and check(s) be made for chairman’s records.)
* Chairman fills out all information required on the award. This can be done on the computer.
* Write a note congratulating the honoree and the reason the award is being given and by whom. (All this information should be on the application.)
* When complete, chairman shall place the certificate in an award folder along with the congratulatory note and a Hall of Fame pin attached to a green ribbon approximately 1-1/2” x 2-1/2”. (Pin should be wrapped in something to cushion it for mailing.) All should be placed in a large manila envelope and mailed to the person indicated on the application.
* Keep postal receipts, etc. and submit them to FFGC Treasurer for reimbursement.
* Keep records and maintain the Hall of Fame roster and book. (These are to be passed on to new chairman at the end of each administration.)
* Send honoree’s name to FFGC Secretary to be entered on FFGC website.
* Attend Board of Directors meetings in September and January.
* Attend Annual Convention in April.
* Reports are required at all meetings, either oral, written or visual.

# HEADQUARTERS AND ENDOWMENT

Position/Job Title: **Headquarters and Endowment Chairman**

The Headquarters and Endowment Trustees consist of nine members, three of whom shall be the President, the First Vice-President and the Treasurer of FFGC. The Chairman is selected by the Trustees and serves as a member of the Board of Directors and of the Executive Committee.

Trustees are elected by the FFGC Board of Directors, and at least three of the members shall have served as elected officers of FFGC. The remaining members shall have served at least two years on the FFGC Board of Directors.

 The President, the First Vice-President and the Treasurer of FFGC serve for the duration of their terms of office; the elected Trustee’s term is three years and they may serve no more than two consecutive terms.

Duties and Responsibilities:

The Headquarters and Endowment Trustees are governed by a Manual of Rules and

Regulations adopted by its members subject to the approval of the Board of Directors, a copy of which is available to each Board member. The Headquarters and Endowment Manual shall be reviewed every five years.

The President and the Trustees have general supervision over all affairs of

Headquarters and the Headquarters and Endowment Fund, subject to the approval of the

FFGC Board of Directors.

The Chairman schedules meetings of the Trustees in consultation with the President, sends an agenda to Trustees 10 days in advance of the meeting, and presides over all such meetings. The Chairman reports to each meeting of the Board of Directors and the Annual Meeting of FFGC.

The Chairman maintains contact with Trustees, reporting routine and urgent issues as needed. When it becomes necessary to conduct business to be voted on by electronic device, the Chairman sends justification for e-poll as well as rationale for motion by email to each Trustee, following the guidelines listed in Standing Rule #26.

In maintaining Headquarters and Grounds, the Trustees shall secure a minimum of three bids for all purchases and non-emergency repairs estimated to exceed $ 3,000 except for incidents requiring an emergency decision or purchases and repairs having the Trustees prior approval. The Trustees direct the care, investment and administration of the funds defined in the Headquarters and Endowment Manual. Trustees must approve any real property gifts offered to FFGC. A budget for H&E is prepared annually and presented to H&E Trustees for approval at the Winter Board of Directors meeting.

 Trustees are responsible for employing an Office Manager and such other personnel as is necessary to carry on the work of the Headquarters. The Trustees, in conjunction with Finance Committee, shall determine the salaries of such personnel subject to approval by the FFGC Board of Directors. The Trustees shall keep the Office Manager informed of any recommended changes in personnel, salaries or Headquarters requirements. The Trustees shall review the job descriptions of the Headquarters Office Personnel at the beginning of each administration. A Sub-Committee of Trustees will be formed to conduct a performance review with office personnel during the meeting of the BOD closest to the anniversary date of employment of the employee.

 The Trustees are responsible for the writing and negotiating of all contracts and agreements for the use and rental of the Headquarters premises.

 According to Bylaws Article V, Section 4 Special Funds (5), The Headquarters and Endowment Fund is established to provide for the maintaining of Headquarters with a sum of not less than one hundred thousand dollars ($ 100,000.00) to be maintained in this fund (Headquarters & Endowment CD). Also a Reserve Fund, a sum of fifty thousand ($ 50,000.00), is established to be used only for major expenditures critical to the maintaining of Headquarters.

 When a club, individual, district or non-garden club person wishes to honor someone for dedicated service they may give a gift of “Guardians of Gardening” (minimum of $1,500), “Patrons” (minimum of $500), and “Hall of Fame” ($100) which are deposited in the Headquarters and Endowment Contingency Fund. The Headquarters and Endowment Contingency Fund covers budgeted and unanticipated expenses for the replacement and/or repairs to Headquarters building and grounds.

Knowledge and Skills required:

Trustees are elected by the FFGC Board of Directors, and the term of an elected Trustee shall be three years. Elected trustees may serve no more than two consecutive terms.

At least three of the members shall have served as elected officers of FFGC. The remaining members shall have served at least two years on the FFGC Board of Directors.

Time requirement:

Preparation of Agendas, Reports for Committee, Board of Directors Meetings and Annual Conventions. . Hours spent in contact by telephone, text and email with Headquarters Office Manager, President and Trustees, as well as those having contracts/agreements for use and rental of Headquarters, and those contractors needed for repairs, etc. Preparing and following E-polls for voting and decisions on emergency items. Attending committee and Board of Directors meetings in Sept, Jan, April and July. Traveling and spending time at Headquarters for various duties in conjunction with building and grounds.

# HELP DESK - COORDINATOR

# HIGH SCHOOL/INTERMEDIATE GARDENERS

# HISTORIAN

Position/Job Title: **Historian**

Description: The historian is responsible for summarizing the activities and accomplishments of each administration and including it in the FFGC Chronical of the Book of Information. The Historian also submits an account of each administration to the Historian of the National Garden Club, Inc.

BOI Report

The Historian is responsible for summarizing the activities and accomplishments of each administration and including it in the FFGC Chronicle of the Book of Information. The Historian also submits an account of each administration to the Historian of the National Garden Clubs Inc.

The goal is to have the BOD reports archived so the full two years can be viewed by our membership at any time and referred to as needed.  This will provide better access to the accomplishments of our organization. Districts can gather ideas to use in their districts that have been successful in other districts.  It would be helpful if each summary report included total numbers such as total numbers of persons who attended.

Duties and Responsibilities:

Have the BOD reports archived

This is the responsibility of Headquarters and I gave Dawn the History for Arlene Rand – have never seen it published anywhere.

My duty is to give the History to FFGC office.

Knowledge and Skills required:

Computer literacy to go online, to read reports, to visit each website of each Club and read newsletters.

Compile The Florida Gardner and keep each as a reference to write the end-of-year report.

Attend all meetings gather information from all over the state.

Time requirement:

872 hours in all for each administration.

# HORTICULTURE

Position/Job Title: Horticulture

Three Areas

 Central Fl.

 North Fl.

 South Fl.

Description:

Depending on where you live in Florida, the above listed chairmen are standing by to help you and answer your horticulture questions. No matter the topic, we can research the issue-container gardening, vegetable gardening, water gardening, growing wildflowers, tropical or trees-and provide you with a variety of safe practice solutions.

Provide a program for Club members to learn about horticulture, gardening principle.

Stimulate knowledge and gardening by sponsoring lectures, demonstrations, meeting, projects, and disseminating horticultural information to FFGC member clubs.

Provide information from Cooperative Extension, University Agriculture Department, State or Federal Horticulture Departments of new, updated information, testing of updated agriculture information to FFGC Officers, Members, Magazine and Website.

We should meet regularly (may at headquarters during regular meeting) and share our information and coordinate programs and field trips.

# HOSPITALITY

# INSURANCE

Position/Job Title: Insurance Chairman

Description:

Primary liaison between FFGC Officers and Board of Directors and our insurance company (Corkhill Insurance)

Duties and Responsibilities:

Works with our insurance company (Corkhill Insurance) to keep all of our insurance policies up to date. Interacts with the Treasurer to ensure that all policy premiums are paid on time. Coordinates obtaining proof of insurance for any FFGC group that requires it.

Knowledge and Skills required:

Good working knowledge of general insurance policies, and overall business experience.

Time requirement:

Moderate time requirements as policy renewal is once per year. Questions arise quite often and take a day or two to resolve.

# INVASIVE SPECIES

Position/Job Title: **Invasive Species**

Description:

To help educate FFGC membership and the public concerning the adverse effects of invasive species

on Florida’s native plants as well as loss of habitat due to ‘pest plant’ infestations.

Duties and Responsibilities:

Write articles for the Florida Gardener. Make an Educational Exhibit to display at local, district and state meetings .

Knowledge and Skills required:

Interest in invasive species and their management

Willingness to research the subject, write articles, and speak to groups about Invasive Species.

Time requirement:

No set amount of time is required.

The position should be expanded to include a power point so that it can be taken to garden clubs and any other organization interested in an Invasive Species Presentation.

# JUNIOR GARDENERS

**Position/Job Title: Junior Gardeners**

**Description:**

* **Update contact information on forms on website**
	+ **Junior Gardeners Award Application**
	+ **Junior Gardeners Club Registration**
	+ **Junior Gardeners Resources**
	+ **Junior Gardener Youth Activity Report Form**
* **Contact District Directors to determine name and contact information for the District Junior Gardener Chairman.**
* **Seek registration of Jr. Garden Clubs from District Directors or District Junior Gardener Chairmen**
* **Encourage clubs and circles to form Junior Garden Clubs and send instructions on how to start a Jr. Garden Club.**
* **Maintain a record of Jr. Garden Club registrations.**
* **Seek the names of eligible recipients of the Junior Gardener three-year recognition pins**
* **Inform all district Jr. Gardener chairmen about information concerning youth**
* **Receive all application for awards, by the deadline of January 30 and acquire judges to review the applications.**
* **Maintain a spreadsheet of all awards and judging results**
* **Type individual judges’ comments for each award submitted.**
* **Type first place certificates and submit to Awards Chairman.**

# LANDSCAPE DESIGN CONSULTANT’S COUNCIL

# LEGISLATIVE POSITIONS & POLICY

# LIFE MEMBERSHIPS

Position/Job Title: **Life Memberships, FFGC**

Description: A club/circle, district, council or an individual can honor a dedicated person interested in the objectives of FFGC with a Life Membership. Membership in FFGC is not a requirement for the recipient. Individuals may purchase a life membership for themselves. Fee is $\_\_\_ and provides a lifetime subscription to *The Florida Gardener* as well as paying the recipients’ dues. A certificate with identification number, a membership car and pin are presented to each Life Member.

Duties and Responsibilities:

Process application forms and payment

Maintain list of Life members on the web site

Keep inventory of pins

Knowledge and Skills required:

Time requirement:

# MEAD GARDENS

# MEMBERSHIP

Position/Job Title: **Membership/Membership Retention**

Job description: Responsible for monthly Membership Newsletter with suggestions on raising membership informing all Club Presidents and District Directors and Board Members of recruiting ideas/suggestions to be used in recruiting new members.

Responsible to put on 1-hour class at annual convention addressing recruiting of new members.

Responsible to address issues as directed by the President of FFGC.

Qualification: must be member of a federated garden club and have a desire to help FFGC with new membership.

Skills: public speaking and marketing

# NATIONAL GARDEN WEEK

Position/Job Title: **National Garden Week Chairman**

Description: NGC designates the first full week annually in June as National Garden Week. Implement created strategies and activities on District and State Level.

Duties and Responsibilities:

Responsible for publicizing NGW to district directors, state club presidents and circle chairmen using NGC Poster and Proclamation as well as suggestions to implement celebrations.

Follow up with same to document for future recommendations, state and local publicity and awards.

Work with Tri Council in hosting education day during NGW featuring all NGC schools and national consultants if deemed so by Tri Council.

Attend State Board Meetings, file a written report and give oral report when agenda allows (confirm with President)

Attend State Convention and create trifold board for exhibits room. Make floral display or recreate activity demonstration for exhibit.

Present information at District meetings when possible.

Write article or provide NGW information for Florida Gardener for Spring Publication.

Knowledge and Skills required: Computer and organizational. Creative for Display board.

Time requirement: 2-5 hours for display board. 10 hours to create emails, respond, and file reports. Attend BOD meetings 3 days. Attend Convention 1-3 days.

# NATIONAL GARDENER MAGAZINE

# NGC ENVIRONMENTAL SCHOOL-FFGC SCHOOL CHAIRMAN/CREDENTIALS

Goals for NGC Environmental Schools

Currently the state of Florida has one school series running per year. My goal is to take that to two school series running each year. Hopefully that would result in double the number of new Environmental School consultants each year, and a greater opportunity for current consultants to refresh.

Currently the state has about six to ten new consultants per year. My goal is to increase that total to 20 new consultants each year.

To achieve that goal, I plan to keep writing articles for *The Florida Gardener*, increase my contact with district directors, and to contact current consultants and remind them of refreshing opportunities in their area of the state, and to ask them to bring a friend or fellow club member to class with them.

# NGC GARDENING SCHOOL-FFGC SCHOOL CHAIRMAN/CREDENTIALS

Position/Job Description: **NGC Gardening School State School Chairman**

1. State Chairmen It is recommended and highly preferred that State Chairmen be Consultants in the School within which they will be working in order to have some background, experience and expertise with the School (or at least be on the way to obtaining Consultant status in that School).  State Schools’ Chairmen are generally appointed by the President of the state garden club organization to serve during the President’s two-year term of office.  The State School’s Chairman is responsible for the assigned (ES or GS or LDS) School offered within his/her state. Schools may be sponsored by a member club, group of clubs, district, council or the state, but the State School Chairman is responsible for the program, regardless of the sponsoring group and acts as general overseer.  The State School Chairman will work cooperatively with the Local Chairman to accomplish the steps necessary to conduct a course.  State School Chairmen are required to download and read the School’s Handbook to expedite the education program.  The State School Chairman is responsible for confirming that state guidelines for school approval have been followed, which may include date, place, budget and NGC forms.

 2. Miscellaneous Duties of the State Schools Chairman  Promote and encourage Schools and Refresher Events within his/her state  Maintain digital records for each student/consultant within the state, noting courses attended with dates and that exams were passed, and dates of refreshers taken for credit  Upon receipt of Certificate cards (Consultant, Refresher, Master, or Emeritus), distribute to Consultants with congratulatory note  Send refresher reminders to Consultants at least once per two-year term  If an extension is needed for a student or Consultant, apply to the appropriate NGC Chairman.  Forward records of out-of-state students to the appropriate State Chairman  The record file is to be passed on to the succeeding State Chairman. If no chairman is appointed, the file shall be held by the state president, or other designee.  Notify NGC of successor and/or state keeper of records

 **NGC Gardening School State School Chairman Goals** 2019-21

Our goal is to continue to offer the educational opportunity to FFGC members and the public to attend NGC Gardening Schools that are Accredited by NGC and give the students information on the topics listed below. We have two Schools underway during this two year term and hope to start additional Gardening Schools going into the next two year term.

1. Purpose and Scope of Schools NGC Gardening Schools were established in May 1977. Four courses were designed to learn the correct way to plant, to prune and marvel at what we have accomplished. We are stewards of the land; we have a responsibility to serve and protect for future generations. This is in keeping with NGC Bylaws Article II, Number 5:” to study and to advance the fine arts of gardening, landscaping, floral design and horticulture.”

 2. Objectives of the Gardening Schools  Stimulate interest in the growth of plant materials to their peak of perfection.  Give the student an understanding of how and why a plant grows.  Teach soil structure and methods for making the soil more productive.  Provide an understanding of plants’ reactions to certain weather conditions and how to modify these conditions to encourage optimum growth.  Provide an understanding of commercial and natural fungicides and pesticides, growth regulators and other chemicals used in general horticultural procedures.  Illustrate methods for rapid propagation.  Offer plant identification instruction.  Explore growing techniques for garden plants, vegetables, fruits, houseplants, trees, shrubs, and specialized styles of gardening.  Develop a respect for and appreciation of plants and their roles in our lives and activities.

# NGC LANDSCAPE DESIGN SCHOOL-FFGC SCHOOL CHAIRMAN/CREDENTIALS

Position/Job title: **NGC Landscape Design School FFGC chairman/Credentials**

Description:

This chairman is the interface between FFGC and NGC regarding the NGC Landscape Design School. The chairman is responsible for helping the local state course chairmen in all the steps necessary to conduct a course, submitting the paperwork to NGC in a timely manner , and ensuring that state guidleines for school approval have been followed which will include date, place , budget, and all NGC forms.

The credentials chairman is often the same person as the school chairman and is responsible for maintaining student and consultant records within the state.

Duties and Responsibilities:

 Responsible for the state program and ensuring that all guidleines are met

 Interfacing with NGC and ensuring that all paperwork and approvals are completed in a timely manner.

 Follow the NGC School’s handbook

 Promote and encourage Schools and refresher events in the state

 Maintain digital records for each student and consultant

 Distribute Certificate cards

 Send refresher reminders and warn students of lapsed dates

 Process extension requests

 Forward records of out-of-state students to appropriate state chairman

 Keep the record file accurate and secure. Make certain that it is backed up and accessible to other appropriate people.

 Be prepared to pass on records to successor

Knowledge and Skills:

 Be able to use Excel database tool

 Should be a landscape design consultant to understand the curriculum

 Know the NGC handbook for the school

 Know the definition of the various student types and the times when course are valid and refreshers are needed

 Be an organized person, there are lots of records to maintain

Time Requirements:

 Requires time completing and submitting forms when course are being set up and when they complete

 Requires time to update the database and reviewing student records for upcoming dates

 Maybe 5 hours per month, more when classes are getting organized or completing

# NGC SPECIAL PROJECT LIAISON

Position/Job Title: **National Garden Club Special Projects**

Description: The NGC president chooses a theme for her administration. Awards and recognition is given to the state with the best projects reflecting this theme.

Duties and Responsibilities:

Encourage state garden clubs to participate in projects reflecting the NGC theme.

Gather information and prepare the state BOE.

Knowledge and Skills required:

Time requirement:

# NGC VISION of BEAUTY PROMO

# PARKS-TRAILS GREENWAYS

# PARLIAMENTARIAN

Position/Job title: **Parlimentarian**

FFGC Article VII – Duties of Officers

Section B – Parliamentarian

The parliamentarian shall assist the President on points of parliamentary procedure when requested and fulfill the required duties as outline in *‘Roberts’s Rules of Order Newly Revised’* book.

*Note: According to RONR, a member of an assembly who acts as its parliamentarian has the same duty as the presiding officer to maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote. He does not cast a deciding vote, even if his vote would affect the result, since that would interfere with the chair’s prerogative of doing so. If a member feels that he cannot properly forgo these rights in order to serve as parliamentarian, he should not accept that position. Unlike the presiding officer, the parliamentarian cannot temporarily relinquish his position in order to exercise such rights on a particular motion.*

Duties and Responsibilities:

Assist the President on points of parliamentary procedure when requested

Fulfill required duties as outlined in *‘Robert’s Rules of Order Newly Revised’* Book

Must attend the annual FFGC Convention and the FFGC Board meetings (September, Jan., & April)

Must be prepared to provide articles for the Florida gardener, run workshops as needed, give presentations on parliamentary law when requested, and respond to inquiries from officers and clubs.

A Parliamentarian acts as a key consultant in the preparation for a convention and should be engaged well in advance. Although he/she has the duty of giving parliamentary advice and opinions at convention meetings the parliamentarian’s most important work may well be performed before the convention opens.

Knowledge and Skills Required:

Hold a certificate of Registration of the National Association of Parliamentarians and renew it every two years with a certain amount of Continuing Education.

Familiarity with ‘*Roberts Rules of Order Newly Revised’*

Familiarity with the workings of FFGC

# PENNY PINES

Position/Job Title: **Penny Pines**

Description; Penny Pines, an NGC program, works with US Forestry Service to replant damaged forested areas. These are replacements and/or trees indigenous (not only pine trees) to the particular damaged area, whether by fire or other natural catastrophe. Garden Clubs and Circles are encouraged to collect pennies in $68 increments, which will purchase enough seedlings to replant approximately one acre of forest (about 350 seedlings). You may designate a specific State and/or National Forest you wish to have benefit from your contribution.

Duties and Responsibilities:

Provide form for monetary donations online. Also provide a Penny Pines Fact Sheet, detailing the scope of this national program.

Keep encouraging Clubs to make these donations a part of their conservation programs.

All donations are sent to the FFGC Treasurer. She sends a quarterly report to Penny Pines Chairman detailing the Clubs and their contribution amounts.

Knowledge and Skills required:

No specialized skills required – just common sense.

Further knowledge and/or information on this can be obtained on-line from the US Forest Service.

Time requirement:

Keep in touch with District Directors and Clubs to encourage their participation.

Report (written or oral) on Penny Pines at the FFGC B.O.D. meetings.

Construct an Educational Exhibit for FFGC Convention.

# PHOTOGRAPHER

# PILLAR OF PRIDE

Position/Job Title: **Pillar of Pride**

Description:

This honor was established to provide special recognition for members of FFGC who have made outstanding contributions to their club and/or communities. This honor may only be awarded by an FFGC District, club, circle or an individual other that the recipient.

1. The Chairman should obtain Pillar of Pride Certificates form FFGC Headquarters and make sure that they ae signed by the FFGC President. 100 certificates should be sufficient.
2. The Application for this honor may be found on the FFGC website.
3. Upon receipt of the completed application, the chairman should add the proposed name to the roster along with the number assigned to the new honoree, the club or individual bestowing the honor, and their District.
4. Fill out the financial form, with check amount. One copy is sent to the FFGC Treasurer along with the check and a duplicate filed for your records. You may want to make a copy of the checks with the application form.
5. Put the applicant’s name on the certificate. (I did this on the computer)
6. Write a note for the applicant congratulating him/her and briefly noting why she is being honored. (You will have FFGC note paper.) Check to see if this is a surprise- it usually is! Mail the certificate, note and pin to the person indicated on the application. The pin will need to be wrapped in

something to cushion it for mailing. Keep postal receipts and submit them to FFGC Treasurer for reimbursement.

# PLANNED GIVING

Position/Job Title: **Planned Giving**

Description: Gifts Today for Tomorrow Endowment Fund was established to provide funds to enhance the financial future of FFGC.

The fund is restricted to special FFGC needs not encompassed by the general budget or self-sustaining entities.

Only income produced from the principal may be used once per administration as recommended by the Finance Committee subject to the approval of the FFGC Board of Directors.

Duties and Responsibilities: Chairman receives donations, keeps records, sends funds to FFGC Treasurer with transmittal form, acknowledges receipt of gift to donor, and if donation is a memorial also notifies family member of gift.

Chairman works with committee members to promote giving by members through articles in *The Florida Gardener* , fliers, and tri-fold display.

Knowledge and Skills required: Chairman needs to keep up-to-date on IRS regulations on giving, FFGC guidelines on acceptance of gifts, have compassion and understanding under difficult times, and some financial background.

Time requirement: Time to fulfill duties depends on number of donations received that must be processed, time to write articles and prepare promotions, time to write FFGC board reports and to meet with committee members.

# PROGRAMS AND SPEAKERS

Position/Job Title: **Programs and Speakers**

Description: This chair is responsible for providing a comprehensive listing of programs that are of current interest for the state garden clubs. It is also responsible for an up to date resource list for speakers that can be utilized throughout the state as well as a list by district of attractions for field trips. These lists to be made available at the FFGC website. In addition, to be accessible to all FFGC members for consultation and suggestions via telephone, text, or email.

Duties and Responsibilities: Contacting District Directors to obtain information from their Garden Club’s presidents as to what programs and speakers they are utilizing each year. This information is then shared through our website to all the clubs throughout the state.

Knowledge and Skills required: Must have a working knowledge of word processing/graphs and the web.

Time requirement: Minimal

Reports required and when: Annual and BOD meetings (September, January, April)

Annual Convention requirements/attendance: Board meeting requirements/attendance: verbal, visual and written reports, publicity (tri-fold, brochure, flier)

Records held: (Pass down, copies, disks, how to) : Information to be provided by the Program director of all the Garden Clubs

Obligation to our members: Article for *The Florida Gardener*, workshops, presentations, responding to inquiries, etc) Updates posted to our website when applicable

Budget or financial requirements: None

Short term goal: to review last year’s garden club yearbooks and update the FFGC listings for program suggestions. Also obtain this year’s yearbooks and incorporate their information into the listing as soon as possible.

Long term goal**:** research the internet for all possible organizations, societies, clubs, agencies, groups, etc. that could be a potential resource for speakers. Prepare a comprehensive and alphabetized listing for our website including contacts where possible. To provide information to clubs as to how and where on the FFGC website this information can be accessed.

Plan of action:I plan on contacting all the District Directors to obtain program/speaker information from their Club’s presidents. In the past this information has been gleamed from yearbooks collected on the President’s tour in October and passed on from Chairman to Chairman; however, these yearbooks are no longer being collected.

# PROTOCOL

Position/Job Title: **Protocol**

Description: Protocol is ‘good manners’. This is a position that requires flexibility, quick decisions, an understanding of “rank” in FFGC and social situations, a watchful eye, quick reflexes, a sense of humor, and hopefully achieved, a pleasant but firm disposition and personality throughout.

Duties and Responsibilities:

Plan and establish protocol before a meeting or convention event.

Prepare for emergencies should they arise—runs the gamut from a needed flashlight, to a pen, to loaning a ½ slip, having needed phone #’s

Maintain Protocol Handbook

Work with President & chairman of each event

Be sure meeting room is set up correctly: Water for Head Table, U.S. Flag in correct position, microphones working, operation of lights/AC, chairs set correctly for event, special seating identified and marked, meet & introduce to President/chairman visiting dignitaries

Know location of all bathrooms & number of stalls

Contact everyone via e-mail/phone having special seating at meeting or meal

Contact everyone via e-mail/phone who is seated at a Head Table

Anticipate problems

Be flexible, think on your feet, make quick decisions

Assist wherever needed: taking tickets, 1st place in bathroom for Officers/guests, move chairs

Be available and aware entire time of event

Make the Officers' signs (with name and office) for the Business Meetings.  As of 10/1 of the second year of an Administration, the 1st Vice-president, becomes "President-elect".  Notify each District Director so signage can be correct for Tour District Meetings.

Writes all the Patter for each Presiding Officer for each MEAL at the State Convention. Sends the Patter a couple of weeks in advance so it can be practiced. Keeps the Patter up-to-date and notifies the Presiding Officer of any changes even to MINUTES before the Meal starts

Knowledge and Skills required:

Must be a ‘detail’ person

Computer skills to make place cards and Special Seating for guests

Knowing correct order (above & below ‘salt’) for lining up a Head Table

Be comfortable meeting all types of people: make them feel welcome and comfortable

# PUBLICITY & PUBLIC RELATIONS

# RECLAMATION & RECYCLING

# RECORDING SECRETARY

Position/Job Title: **Recording Secretary**

The duties of the Recording secretary are, as written in the Florida Federation of Garden Clubs, Inc. by-laws:

ARTICLE VI

SECTION 5 -Recording Secretary

The Recording Secretary shall:

a. Record the proceedings of all meetings of the FFGC Board of Directors and of the Annual Convention;

b. Be responsible for and affix the Official Seal of the Corporation;

c. Have charge of all papers pertaining to the office; and

d. Present to the FFGC Board of Directors a bound copy of the minutes and of the reports as soon as possible after the close of the term of office.

In addition, the recording secretary receives all reports from the Board of Directors Chairmen, organizes them alphabetically and renames them, if necessary. The secretary then emails them to the web master or whomever is updating the web site, to be put on the FFGC web site. All minutes and reports are kept on a flash drive or external hard drive and are presented to the FFGC Board of Directors as soon as possible after the close of the term of office.

# ROADSIDE BEAUTIFICATION/ PATHS OF SUNSHINE

# SCHOLARSHIP – NGC & DSGC

# SCHOLARSHIP –FFGC

Position/Job Title: **Scholarships**

Description: FFGC Scholarships support the study of horticulture, botany, natural environment, agronomy, plant pathology, urban planning, land management, ecology, marine biology and related subjects. Scholarships are available from FFGC, DSR and NGC for students living in Florida and are listed in the FFGC Bylaws, Article V, Section 4, Special Funds.

Duties and Responsibilities:

Provide application forms online

Advertise availability of scholarship opportunities

With committee, review applications and select winners according to policy

Monitor finances: funding, donations, endowment

Knowledge and Skills required:

Time requirement:

# SCHOOL GARDENS

# SCOUTING LIAISON

Position/Job Title: **Scouting Liaison**

Description: Scouting Liaison engages members to seek out Girl Scout troops (Boy Scouts also) to inform them of the FFGC Wildflower Patch and its requirements for earning. The patch has been created to be used in Florida and adapted for the rest of the country. It can be used as part of the NGC Scouting Liaison chairmanship. The patch brings awareness and information of wildflower planting, cultivating and general knowledge of why native plants and wildflowers are better for the environment. The patch was originally established to involve Girl Scouts and their families to learn more about National Garden Clubs interest in the environment. Florida Federation of Garden Clubs adopted and adapted the Wildflower Patch to also meet the standards of the Youth Activity Programs by suggesting that the troops meet five times and do register with the Youth Chair. The Wildflower Patch replaces the NGC Native Plants Patch but makes every attempt to incorporate all the aspects of involvement with both wildflowers and native plants.

The role of a Chair is to engage the members to participate in the activity. The Girl Scout Liaison position brings to the members of FFGC Clubs information about the Wildflower Patch that has been created for Florida and is used nationally as part of NGC Scout Liaison chairmanship. It also brings to the members ways to focus on bring the patch and activities to the local girl scouts.

Steps to enhance this position and make it more meaningful are the following:

1-ACQUIRE TROOP/ CONTACT GIRL SCOUT HEADSQUARTERS, PARENTS, CHURCHES, LOCAL SCHOOLS ADS IN THE NEWSPAPERS ANNOUNCING GIRLSCOUT SIGNUPS … FALL IS THE BEST TIME TO INIATIATE THIS. Once you contact a group, explain that you will work with the troop for a series of lessons geared to Wildflowers. You do not need to have your own club troop (Unless you have the time and talent!). Share your ideas and goals as outlined focusing on Garden Club philosophy.

2. ADAPT LESSON PLANS TO AGE AND AREA OF TROOP. There are lesson plans listed and you may create others that work better for your age, area and appropriateness. You may want to work with your club members or the troop leaders to individualize the plans.

3. WORK WITH LEADERS AND GARDEN CLUB MEMBERS TO CREATE AND IMPLEMENT ACTIVITIES. Be sure to bring in as many of your club members as you can, most troops meet at night or on the weekends and at their locales. Know the ages, abilities and limitations of the girls.

4. PATCHES AVAILABLE FREE FOR TROOPS THAT HAVE COMPLETED 5 LESSONS. See the FFGC website for more information. The five lessons also make the group eligible for Youth Gardeners as long as the criteria is met.

# SEEK CONFERENCE

Position/Job Title: **S.E.E.K** (Saving the Earth’s Environment through Knowledge) **Conference**-

Description: Annual 4-day environmental conference for students entering grades 10-12 focusing on today’s critical environmental issues. Conference activities include field trips, talks, hands-on workshops and information on careers in environmental science and conservation.

Duties and Responsibilities:

Find location/coordinate with hosting facility for housing, meals and transportation

Coordinate topic speakers

Request for FFGC volunteers (especially a Registrar)

Prepare student application forms and post online (coordinate this activity with Registrar)

Ensure complete registration paperwork and full payment from attendees and garden clubs

Monitor finances, scholarships and donations

Prepare education board for FFGC Convention and Board Meetings

Write articles for Florida Gardener to educate and get clubs involved

Encourage District Directors to establish a SEEK Chairman in their District to help educate public

Follow up – follow up – follow up

Knowledge and Skills required:

Organized with ability to “think out of box”

Good computer skills

Good knowledge of environmental issues

Understands and enjoys working with teenagers (important)

Ability to work within a budget

Time requirement:

Monthly commitment to follow up on issues

Important to attend all FFGC Board Meetings and Convention

Full time required the week before conference, during conference and follow up after conference

# SHORT COURSE – CENTRAL

# SHORT COURSE – NORTH

Position/Job Title: **Short Course North**

Description: An exclusive FFGC educational opportunity with speakers, horticulture and design, and workshops. Short Course North is a two day event held yearly in the Florida Panhandle in August. A variety of topics related to gardening, landscaping, and the environment are explored. Speakers represent IFAS, area growers, and other knowledgeable plant experts. Approved for Master Gardeners (Advanced Training: 10 hours of CEUs.)

Duties and Responsibilities:

Decide on theme and speakers which provide education to FFGC members in keeping with NGC/FFGC requirements and goals. Plans need to include working with local IFAS agents guaranteeing master gardeners receive 10 advanced training units (CEUs). The public needs to be invited to meet the FFGC goal of educating the public and requirements of a 501c(3). Submit financial and written reports to FFGC on progression. Advertise openly and inclusively. Invite the FFGC president and provide accommodations. Plan activities which foster fun and draws people to the event. Prepare handouts that are informative and beneficial for attendees. Meet with host to ensure needed equipment is available, room is set up, and determine space assignment for vendors, etc. MC event. After event, complete paperwork to include reimbursement, expenses, stats required for written report to FFGC, and determine FFGC/District’s profit.

Knowledge and Skills required:

Knowledge needed of computer programs (word and excel at minimum). The ability to organize and follow a schedule. Administrative skills include compiling and preserving documentation, writing newspaper articles and reports, sending emails, and following up on actions. Capable of approaching people and working well with them; welcoming guests; and speaking to a group. Have the ability to handle upsets or ask for advice. Have the ability to delegate.

Time requirement:

Short Course North is an on-going project throughout the year. Does not require attention every day but nearly each month has a goal to achieve. See responsibilities below.

**Short Course North Chair**

**Responsibilities and Check List**

**Sep -Dec:**

Prepare report for FFGC Board Meeting and present check (FFGC half profit minus ways and means/vendors/opportunity drawings/EPAC from District treasurer

Theme and speaker ideas: meet with extension reps of year prior

Need 10 speakers plus 2 hours (optional topics) end of each day—Floral Design, etc.

Contact proposed speakers

Submit Proposed Budget to FFGC Finance Committee Chair before January

Door Prizes and freebies: collect all year

Jan - Mar:

Type Registration Form and Topics list

Submit to: FFGC for inclusion on website (FFGC.org), Club Presidents, District 1: website, facebook, and newsletter

15 Jan – Article due to Florida Gardener for spring inclusion

Prepare report for FFGC Board Meeting

**Mar – May:**

Presenters: Send contracts with timing and topic, request for copies of handouts, bio, reserve lunches and stipend. Monitor return

Vendors: Send Contracts & monitor return

Work with treasurer to collect money, reserve lunches ($5 each if not attending workshop)

 Plant vendors, Clubs, etc

 Panhandle Butterfly house/Master Gardeners (free set up)

 Group hosting does not pay

Invite FFGC president (via email)

Prepare for Plant Opportunity Drawing; contact donors

Send local newspaper announcement

Send reminders to all previous attendees (via email)

**APRIL:**

Prepare report for FFGC Convention

Set up Trifold at Master Gardener’s Show (if invited) with Registration Forms & Topics List

15 Apr: Article due to Florida Gardener for spring inclusion

Trifold at District meeting with Registration Form and Topics List

**Jun - Jul:**

Hotel reservations for FFGC prez and others from out of town: Red Roof Inn, use FFGC/District 1 Tax Exempt Certificate (president’s hotel paid for by event)

Purchase Folders (2 pocket folders (100 a session, 15 cents each))

Make copies: agenda/eval, bio (copy card from UPS)

Determine set-up, resources at host location

Gift for folks attending all sessions from 2009 (this began in 2016)

Send reminders to speakers

**Aug:**

Inform treasurer amount of each speaker stipend so checks are prepared that day. Also # vendors’ checks to collect, # $5 meals, etc.

**1 Day Prior:**

Set up tables and chairs, AV, etc

Computer, projector, screen, sound system--**have backup**

Check if extension cords needed

**Day of:**

Plant Raffle/50-50: 5+ plants, tickets, baskets

Remember to provide the following info in your welcome:

Welcome/Intro

 Point out bathroom and exits

 Cell phones OFF

 Thank Host

 Introduce FFGC president, state officers, district director, etc

 Thanks to all whom helped get session set (Registrar, kitchen staff)

 Opportunity tickets available

 Vendors location

 Gifts to returnees since 2009

 Welcome “Subscription Members Only” --gift for each new member

 Announcements (from floor or NWF Calendar)

 Prayers for 2 lunches

Trifold announcing next year’s event

**Aug Turn-Around:**

Turn in receipts for reimbursement.

From Registrar: Number attended; number male/females, ethnic, garden club members, master gardeners. **Send to Extension Agents (speakers)**

Send thank you (to speakers and hosts), evaluation scores for each speaker, and number attended/gender/ethnic

Send list of Subscription Only Members to local clubs to invite to join club

Yearly: Maintain files

Food and Beverages: Use FFGC or District 1 Tax Exempt Certificate

**Food Chair:**

 Breakfast items: fruits, pastry sweets, drink (OJ, apple),

 Lunch items: main course catered; desserts

Inventory of products to have on hand:

 Foam coffee cups (8.5 oz, 12 oz)

 Foam drink cups (16 or 18 oz), Plastic drink cups for water (12 oz)

 Plastic drink cups for juice (9oz)

 foil and plastic wrap, zip lock baggies for left overs and food sales (quart or larger)

 foam bowls

 Coffee stir sticks

 napkins and paper towels

 small plates ( paper or foam) for morning snacks

 Cutlery (knives, forks, spoons) and serving utensils

 dish detergent

 paper lunch bags

 dinner plates (paper or foam, divided or not)

 Coffee

 Coffee mate or creamer powder

 sugar and sweetner

 Salt and pepper

# SHORT COURSE – TROPICAL

Position/Job Title: **Short Course (Tropical)**

Tropical Short Course is an annual educational event sponsored by the garden clubs of District X. Over the course of two days, presentations will be given on gardening, landscape design, the environment, and floral design.

The Chairman recruits speakers that are extremely knowledgeable in their areas of expertise, and include business professionals, and specialists from the local universities. Speakers should be passionate about what they do and enthusiastic about sharing their knowledge and hands-on experience. The speakers are contacted 6 months ahead of time and their names and presentation titles are listed in the FFGC Calendar of Events and on the District X website.

The Chairman appoints the Registrar, the Raffle and 50/50 chairman, the Vendor Chairman and the clubs who will handle various refreshment tasks. The Chairman also secures the venue—6 – 11 months ahead of time, submits a budget for approval, contracts with the lunch caterer and the stage rental company. The chairman holds meeting with all volunteer chairman and the venue manager and reports to the FFGC BOD and the District X Director and E.C. The Chairman submits articles and advertising about the event and does eblasts and social media postings.

Our goal is to have our attendees come away from Tropical Short Course with new knowledge and ideas, a desire to share what they’ve learned, and a fresh perspective when looking at that flower, insect or landscape. Surveys are conducted at the conclusion of each TSC to measure the success of this goal and to gather suggestions for the next TSC.

The Chairman does a complete financial report to the District X Treasurer. Any profits or losses are split evenly between District X and FFGC using the registration fees. Revenue generated by raffle basket bidding, 50/50 and vendor contributions is 100% retained by District X.

The Chairman advertises to Master Gardeners who earn their CEUs by attending Tropical Short Course. Every other year a Tri-Refresher for NGC schools (Landscape Design, Environmental Studies and Gardening Study) is presented and it is the Chairman’s job to make sure that the NGC Multiple Refresher Chairman accredits the event as a NGC TriRefresher. The Chairman notifies the ES, GS and LDS State School Chairmen of the event details so that they can notify all their students and consultants.

Duties and Responsibilities:

Committee needs to be organized soon after the Convention in April. Previous Chairman should be available to help with guidance at least the first year. Location of event needs to be confirmed at least 12 to 8 months prior to event. Speakers at least six months in advance. Committee meetings at least one when first starting and as you get closer to the event at three months prior and then as needed when getting closer to the date of the event.

Communication with your Co-Chairman or Assistant as well as the entire committee so all are on the same page. Emails work well but all need to be included.

Tropical Short Course being hosted by District X involves their clubs in regards to raffle items and in our case when it is held at Mounts Botanical Gardens with food set up and serving. Vendors are also a huge part of the event.

Knowledge and Skills required:

Organization skills

Follow up very important

Confident in speaking front of large groups

Encouragement

Be Prepared

Time Requirement:

In order for all to run smoothly I believe that you are committed to this at least eight to nine months in advance. Getting Committee, location speakers in that first couple of months takes considerable. Hard to determine number of hours because you may be able to get all set up very early in the year but as you get closer you are looking at a couple of month follow up most every day.

Day before event as well as day of at least 8 hours each day and then after event a couple of weeks to get your reports, financial information all in order.

A final report is required at the Convention of the year that the event is held.

# SMOKEY BEAR-WOODSY OWL

Position/Job Title: **Smokey Bear/Woodsy Owl**

Description:

* Children from first through fifth grade are invited to participate in the 2020 National Garden Clubs, Inc. Poster Contest! The U.S. Department of Agriculture Forest Service and the National Garden Clubs, Inc. are giving students the opportunity to demonstrate through original drawings of Smokey Bear or Woodsy Owl their understanding of wildfire prevention and basic environmental conservation principles.
* Entries must be sponsored by a local garden club.
* The 1st place national winners for each grade level category and the National Grand Prize winner will be announced at the 2020 National Garden Clubs, Inc. Annual Meeting.
* Entry forms must be attached to all posters.

Duties and Responsibilities:

Information about Smokey Bear/Woodsy Owl program will be published in the September-October issue of *The National Gardener*.

* To receive the awards from local garden clubs.
* Top have the posters judged.
* To send the winning posters to the appropriate chairmen

Knowledge and Skills required:

RECOURSES:

* Chairman Information is located at: <http://gardenclub.org/youth/smokey-bear-poster-contest.aspx>
* Entry forms for posters: http://gardenclub.org/resources/sbwo/2020\_Poster\_Sticker\_r1.pdf
* Certificates of Participation and Poster Entry Stickers can be requested for free by sending an email to symbols@fs.fed.us with your name, mailing address, and quantity of certificates and/or stickers you are requesting.
* https://www.fs.usda.gov/learn/kids/smokey-bear-woodsy-owl-poster-contest

Time requirement:

TIMELINE (2020 Contest)

* August 2019: Promote the participation of garden clubs in Florida to send entries.
* January 20, 2020: Local winner posters must be received by State Chairman.
* February 24, 2020: State winners must be received by the Smokey Bear and Woodsy Owl Regional Chairman.
* March 16, 2020: Regional winning posters must be received by the Smokey Bear and Woodsy Owl Regional Chairman.
* April 6, 2020: Judging to select the national winners for each grade level.
* April 27, 2020: Selection of the National Grand Prize Winner
* Summer 2020: National Grand Prize Winner recognition ceremony in Washington, DC.

PRIZES

* The National Grand Prize Winner of the Smokey Bear
and Woodsy Owl Poster Contest will be honored with a Recognition Ceremony in Washington, D.C. A round-trip and accommodations for four will be provided for a 4 days/3nights stay.
* The National Garden Clubs, Inc. will award a $50.00 check to each of the first-place national winners.

History of this position (Why and when created, for what purpose?)

NGC created this contest. First through fifth grade students are invited to demonstrate through original drawings of **Smokey** Bear or Woodsy Owl their understanding of fire prevention.

**Personal Background Requirements:**

Reports required and when: Annual and BOD meetings (September, January, April)

Annual Convention requirements/attendance:

Board meeting requirements/attendance: verbal, visual and written reports, publicity (tri-fold, brochure, flier) *Not required by suggested:* Education materials and poster information at BOD and convention meetings. A trifold, if space allows.

Obligation to the Chain of Command: Receive local poster entries, judge entries and send winners to NGC chairman.

Records held: Records are in a notebook and on a computer. A flash drive and printed material will be available to next chairman.

Obligation to our members: Article for *The Florida Gardener*, workshops, presentations, responding to inquiries, etc). Chairman to promote the poster contest to local clubs through reports and articles in *The Florida Gardener.*

Budget or financial requirements: (Budget submission, budget vs actual, funding, 501c3 needs)

Related publications:

* Chairman Information is located at: <http://gardenclub.org/youth/smokey-bear-poster-contest.aspx>
* Entry forms for posters: http://gardenclub.org/resources/sbwo/2020\_Poster\_Sticker\_r1.pdf
* Certificates of Participation and Poster Entry Stickers can be requested for free by sending an email to symbols@fs.fed.us with your name, mailing address, and quantity of certificates and/or stickers you are requesting.

https://www.fs.usda.gov/learn/kids/smokey-bear-woodsy-owl-poster-contest

**TIMELINE (2020 contest):**

* August 2019: Promote the participation of garden clubs in Florida to send entries.
* January 20, 2020: Local winner posters must be received by State Chairman.
* February 24, 2020: State winners must be received by the Smokey Bear and Woodsy Owl Regional Chairman.
* March 16, 2020: Regional winning posters must be received by the Smokey Bear and Woodsy Owl Regional Chairman.
* April 6, 2020: Judging to select the national winners for each grade level.
* April 27, 2020: Selection of the National Grand Prize Winner
* Summer 2020: National Grand Prize Winner recognition ceremony in Washington, DC.

# SOCIAL MEDIA

Position/Job Title: **Social Media**

Description:

Social Media currently is Facebook, over time as things progress adding Instagram

may become a platform we will add

Duties and Responsibilities:

Chair will post on a regular basis. Post to include Inspiration of

Gardening, Shared Programs of Clubs, Events of FFGC, Interesting shares with information on

gardening, floral design, landscaping, awards, steering clear of political post. Upbeat,

positive and informative. The chair may have editors that may post. The chair monitors for

negative comments and may feel it necessary to remove the original post. A visitor of the

FFGC Facebook page should have an idea of what we stress by virtue of what is posted. When

available the Facebook administrator should view up-to-date insights on how to reach its

audience and be effective.

Knowledge and Skills required:

Computer Skills, know how to navigate, post, upload, share

and create through Facebook. Social Media usage for at least a year prior to accepting

chairmanship. The ability to examine just how well your posts are doing in reaching new

“likes” of the FFGC page, which posts were viewed the most and evaluate why the post

reached so many positively. Know your audience but also reach out to a younger viewer too.

Using Facebook to reach a younger base is paramount for FFGC growth.

Time requirement:

Facebook posting on a daily basis can take about 15 minutes. 15 minutes

may be spend scrolling Facebook to share, or uploading photos or fliers. Creating Scheduled

posts when Administrator will be away is also available. Having a smart phone enables posting

and monitoring the page without being at a computer.

# SOLAR ENERGY/WIND POWER

# TOURS & TRAVEL

Position/Job Title: **Tours and Travel Chairman**

Description:

As Travel Chairman, I develop travel and tour packages that provide all members the opportunity to experience gardens and floral shows; both domestic and international. While keeping the mission of Florida Federation of Garden Clubs, Inc. at the center of all we do, these opportunities also foster fun and fellowship among our FFGC statewide members.

# TREES & REFORESTATION

Position/Job Title: **Trees, Reforestation & Forest Education**

Description:

This chairmanship helps garden clubs record their tree planting activity for the year. The chairman assists clubs with questions about trees, particularly Florida’s flowering trees, provides lists of trees to plant by zone, and tabulates total number of trees planted each year so that clubs can be recognized for their efforts with certificates at the state convention.

Duties and Responsibilities:

Issue Tree Forms to garden clubs and have available online

Receive Tree Forms, tabulate results and prepare certificates

Advertise awards for FFGC Award #9 Flowering Tree, #49 Tree Plant Achievement

Prepare FFGC submission for DSR Tree award.

Encourage members to plant trees:

Knowledge and Skills required:

It is crucial that the chairman have an excellent knowledge of computer spreadsheets which is the best way to keep tabs on tree plantings. An excel spreadsheet with formulas for tabulation makes keeping track of things easy and allows the chairman to create reports for convention business meetings, as well as advising the awards chairman who is to receive certificates for their efforts throughout the year.

The chairman also should have excellent communication skills (dependable email and texting capabilities) in order to provide needed information to district directors to pass on to their club presidents when necessary. (reminders of due dates, changes in tree lists, answer questions that may arise in regard to what kinds of trees “count” for totals).

Time requirement:

 Actual work time is spread out over a three month period from December through mid-March when data starts coming in from clubs, district tree chairmen and district directors. A chairman of this position should expect to spend at least 60 hours tabulating data and creating necessary reports for awards and convention requirements.

Additional Instructions

Trees and Reforestation Chairmanship Job Description

Kathy “Kat” Spieker, Chairman

“WHAT DO I DO AND WHEN DO I DO IT?”

1. Immediately after each change of administration, obtain NEW District Directors names, email addresses and phone contacts.

2. Create a Group Email for the DD’s in your Email Contact list. It works best to create an individual contact for each Director, then create the Group with the 12 Directors. You will use this group email to pass on information that the directors will forward to their clubs and circles. It is the DD’s responsibility to forward ALL your correspondence to their club and circle presidents to share with their members.

3. Go to your Excel Spreadsheet and create a new page for the current year. (Copy last year’s page, rename it to the current year, and edit the director’s names). Send an email to each individual director with the list you have of their clubs and circles and ask them to check it for accuracy. Clubs dissolve, clubs join, you want to make sure that all are included in the data collection.

4. SEND AN E-MAIL to District Directors on September 1 of EACH YEAR to remind them to notify their clubs and circles to begin gathering data for the Trees and Reforestation year which runs from March 1 through February 28. Most clubs begin their meeting year in September so this is good time to send them a reminder.

5. SAMPLE E-MAIL: “Sept 1. Dear District Directors-A most exciting part of our gardening year is at hand. Your clubs will be starting up meetings again in September! Please forward this message to your club and circle presidents to share with their members. Trees and Reforestation is excited to start COUNTING again. The new T&R report is attached for you to share. The form is also available on the FFGC website under Forms and it titled TREE PLANTING RECORD. Please remind your members that our data collection year runs from March 1 through February 28 each year. Encourage your clubs to appoint a T & R Chairman at their first meeting so they can begin collecting data right away. Encourage your clubs to participate in Arbor Day Celebrations as well. Encourage your clubs to also have an Awards Chairman so that T&R and Awards can plan activities that can be submitted for FFGC, Deep South and National Awards. Please see Awards Section of the FFGC website for tree/activity awards available”

6. Each month beginning October 1, send a short and interesting “Tree-based” note to the DD’s to forward to club and circle presidents. Examples: “what trees should I plant in the fall”, “when should I prune my trees”. This will keep you fresh in their minds all during the year. Any time you see an especially interesting article relating to T&R, SHARE it with the DD’s. The more you put the chairmanship “out there” the more activity you will generate.

7. Starting January 1 begin bi-weekly emails to DD’s reminding them to pass on the DEADLINE DATE for clubs to report tree planting activity. In bi-weekly emails also include answers to any FAQ-type questions that may have come up about data collection.

8. On March 1 send reminders of the Mid-March deadline for reporting and attach the T&R TREE PLANTING RECORD form. Remind DD’s that the mid-March deadline is set to tabulate reports and give stats to the Awards Committee so they can prepare recognition certificates for the Top 10 Clubs which will be presented at the convention in April.

9. It is always wise to attach the TREE PLANTING RECORD in each email. Files can get deleted, emails “lost in the ethernet”, etc. You always want the DD’s and clubs to remember to “keep counting”.

10. IMMEDIATELY after your deadline date has passed, sort your data and get the Top Ten Clubs with their tree counts sent to the Awards Committee Chairman to create certificates to be presented at convention. T&R Deadline should always be March 10. Awards likes to have their information by March 13. Three days is plenty to get everything ready since you have been plugging in data all month. One final recalculation and you’re ready to report to HQ!

10. If you have not used the Microsoft Excel program, sign up for a class somewhere and learn to use it. It is essential to your job and you can make your life so much easier by using this tremendous tool to help you collect information.

# TRI-COUNCIL PRESIDENT

# VIRTUAL PLATFORM TEAM

Position/Job Title: **Virtual Team Chairman**

Description:

Works to use technology that is available to enhance the operation of the organization.

Duties and Responsibilities:

Stays abreast of the latest technologies and looks for ways to use them to help the FFGC executives and board of directors be more effective in their jobs.

Examples: Investigate and recommend expanding the use of the existing Wild Apricot membership platform . Using ZOOM to continue to hold important meetings during the Covid-19 pandemic.

Knowledge and Skills required:

Technical background, preferably in computer software and/or databases. Good inter-personal skills to assist with working with people that are resistant to technology and change.

Time requirement:

Generally, very little time, but can be significant if learning and implementing a technology (i.e. Zoom) is required.

# WATER & WETLANDS

Position/Job Title: **Water & Wetlands Chairman**

Description:

The Water and Wetlands Chairman is responsible for providing the FFGC, Officers, Board of Directors and Members with information about water and wetlands issues in the state of Florida. This Chairman keeps current by reviewing legislation frequently and subscribing to a number of other water conservation organizations and receiving their emails, newsletters, petitions and website information.

Education of our members and garden clubs about our water and wetlands is of major importance to this Chairman. Environmental alerts are sent out when water and wetlands are threatened and when laws protecting them require large numbers of citizen support.

The goal of this Chairman is to work with FFGC members and garden clubs in inculcating a water ethic throughout Florida that will put the protection of Florida's natural resources ahead of corporate and individual profits.

# WEBSITE EDITOR

Position/Job title: **Website Editor**

Description:

The Website Editor is responsible for reviewing the website for inaccuracies and errors and correcting those found. This will require research as to which version is correct or what was originally intended. The content for the website will come from the various board chairman and will be submitted to the web editor or FFGC office manager to be added to the website.

Duties and Responsibilities:

Add new data as requested and supplied by board chairmen and officers\

Add events to calendar when sent by corresponding secretary

Review website for errors and inconsistencies

Research and correct these errors

Look for ways to make the site more user-friendly and better organized

Delete old and unneeded files as new updated data is added

Seek ideas from users of the website for ways to make it easier to use

Note: this does not involve redesigning the website, only working within the existing framework. It involves adding and updating data and insuring the accuracy of the site.

Knowledge and Skills required:

An understanding of how websites are organized

Know and understand how to use the tool used to create and manage the FFGC website – Wild Apricot

Good computer skills

Time Requirements:

Large amount of time when learning

Various amounts depending on projects – e.g. more time after a board meeting when there are lots of reports and minutes to be added to the site

Less time when there is no new data to add

# WEKIVA BUILDINGS & MAINTENANCE

# WEKIVA YOUTH CAMP

POSITION: **WEKIVA YOUTH CAMP CHAIRMAN**

Description:

1. Criteria for selection of Chairman: FFGC President determines who will be Chairman of Wekiva. Typically, it is an officer of FFGC but in the past it has been a member willing to perform these duties. President decides who will be chairman of Critter Camp and all decide how to cover the 6 weeks of the summer camp session
2. Specific duties of the Wekiva Youth Camp chairman:
	1. Planning:
		1. Reserve dates with Wekiwa Springs State Park by filling out and submitting the Wekiva Springs Youth Camp Leasing Agreement annually.
		2. Reserve dates with Marine Science Station by filling out and submitting the MSS User Agreement. Arrange for bus transportation (Holiday Coach) to/from Crystal River.
		3. Prepare contracts for signature by FFGC President for all camp staff personnel
		4. Approve curriculum based on theme
		5. Approve menus
		6. Solicit bids for t-shirts, stickers and other camp Ways and Means items
		7. Purchase recurring camp items (name tags, candles, clinic supplies, etc.) and any special items requested for curriculum
		8. Budget approval from FFGC Finance at January meeting
		9. Turn on phone/internet services through Century Link
		10. Secure 80+ volunteers for camp sessions including 6+ nurses—present WYC info on Officer’s Tour
		11. Assure fingerprints and level 2 background checks are done on all volunteers
		12. Arrange and contract for nightly program appropriate to camp theme (Birds, Insects, Trees and Habitat)
		13. Hold WYC committee meetings at Sept and Jan BOD meeting time.
	2. Execution:
		1. Pay bills as needed (food service/delivery, reimburse fingerprinting, etc.)
		2. Supervise all camp activity
		3. Replenish supplies as needed
		4. Determine Financial Assistance needs based on parental requests.
		5. Report and contract all needed repairs and maintenance during camp
		6. Write thank you notes for all donations
	3. Follow up:
		1. Hold post camp meetings with staff and park personnel
		2. Turn off phone/internet services through Century Link
		3. Prepare chairman reports, goals and objectives, position description, etc.
3. Specific duties of the WYC Committee: Inclusion of voting members outside of FFGC Officers:
4. Camp treasurer: Manage Centennial bank accounts and budget preparation. Receive undesignated donations and Cause donations.
5. Camper registrar: Use EasyReg to monitor registration of over 600 campers. Ensure payment. Be present at each weeks’ intake.
6. Camp volunteer registrar: Assign berthing spaces for all volunteers
7. Critter Camp: Use EasyReg to manage this special program, develop curriculum and schedule for 32 first and second graders (16 boys and 16 girls) during week 3 only
8. 7th grade Tent Camping: develop curriculum, menu and maintain equipment/inventory. Manage special campership “Gabler Fund” for weeks 1, 2, 5, and 6
9. 7th grade Naturalist: develop curriculum for 16 campers for week 4 only
10. 8th grade Environmental Education (EE)/Canoeing: select participants, arrange for canoe transport to Kings Landing and pay launch fees. Ensure canoe trailers have up to date license plates and canoes/equipment/inventory are in good repair.
11. 9th grade Leaders in Training (LIT): Select 28 campers and manage EasyReg accounts for this elite program. Set up program with Marine Science Station, including insurance, bus transport, etc.
12. Webmaster: Maintain information on the [www.wekivayouthcamp.org](http://www.wekivayouthcamp.org) website in a timely manner
13. Wekiva Volunteer Training: Held each February to indoctrinate prospective volunteers to camp.
14. Wekiva Open House: held each February for parents and campers to visit the camp
15. Canteen: Purchase all snack and beverage for Canteen using Wekiva credit card
16. Hiring Personnel and maintain day to day operations: Contracts are negotiated by chairman but signed by FFGC President. Staff pay, FUBA, FICA are included in the budget.
	1. Camp Director: run camp according to ACA guidelines. Host Orientation week before camp opens.
	2. Assistant Camp Director: assist director in any way
	3. Aquatics/waterfront Director: Regulate pool activity and train lifeguards in the week before camp. Maintain equipment/inventory (sail and AED, etc.). Be Red Cross certified.
	4. Nature Coordinator: Develop curriculum for grades 3-6 and train volunteers weekly. Maintain equipment/inventory
	5. Craft Coordinator: Develop curriculum for grades 3-6 and train volunteers weekly. Maintain equipment/inventory
	6. Kitchen staff—set menu, order food, maintain facility/equipment/inventory
	7. Cleaning staff—weekly cleaning of common areas
	8. Counselors—hired by Camp Director
		1. Circle Leaders—2 per week for 6 weeks
		2. Senior counselors: one per cabin per week
		3. Junior counselors: one per cabin per week
		4. Counselors in Training: may take on duties of junior counselor as needed
		5. Lifeguard stipend: given to all counselors who are accredited lifeguards
		6. Orientation stipend: given to all who attend Orientation prior to camp, included in their last paycheck
17. Responsible to:
	1. President and BOD of FFGC
	2. Parents: for health and safety of their camper
	3. Wekiwa Springs State Park: Abide by all rules and regulations stated in Leasing Agreement
	4. Campers: provide quality camping experience and educational opportunity
18. Oversight:
	1. President and officers of FFGC including FFGC Finance Committee
	2. Wekiwa Springs State Park
	3. DCF: fingerprinting and level 2 background check performed on all volunteers and staff
	4. DOH: Nurses must be licensed and have personal insurance. Perform Lice check
	5. State food preparation code: Kitchen staff must have SafeServe certification
	6. fire code:
	7. Insurance Carrier: Special Event Insurance held by Scott Corkhill Agency
19. Budget Preparation and adoption process: Wekiva has 3 accounts at Centennial Bank
	1. Operating Budget: Drawn up by Chairman and Treasurer and is submitted to FFGC Finance Committee for approval. Briefed to BOD for approval. Based on expected registration revenue and donations.
	2. Reserve budget: Amount equal to the operating budget is held in reserve to cover shortfall or emergency situations
	3. Building and Maintenance: Requests for repair or purchase is brought to the FFGC Finance Committee
20. Amount of money to be spent that requires approval other than chairman: Bids are taken for items over $3000 and purchases are covered by approved budget.
21. Financial Reports by Wekiva Treasurer:
	1. How often: upon request and in quarterly reports. Budget vs Actual prepared upon completion of camp.
	2. Where available: Treasurer has this information in QuickBooks and is shared with our accounting firm
22. Appointment of Building Maintenance Chairman separate from the Chairman: In 2019 it was decided that the chairman of camp would also function as B&M chairman, bringing all requests for expenditures to the FFGC Finance Committee. This fund is handled by the FFGC/Wekiva Treasurer.
23. Policies and procedures were adopted to control and govern Wekiva Youth Camp.

# WIND AND SOLAR ENERGY

Position/ Job Description:  **Wind and Solar Energy**

This is a new Board position and the goal will be to educate the FFGC membership about Wind and Solar progress in Florida by submitting Board reports and an article in The Florida Gardener during this Administration.