

Guidelines for State Chairmen

Serving on the State Board of Directors is a very high honor. Each person is chosen for their interest, integrity and ability to promote the programs and objectives of The Garden Club of Georgia, Inc.

The Board of Directors is composed of the Advisory Board, Officers, District Directors and Chairmen of all Committees. This Board manages the business and affairs of the organization. Committees and chairmen necessary for the execution of the programs of The Garden Club of Georgia, Inc. are appointed by the President.

Responsibilities

1. Committee Chairmen are expected to attend all Board Meetings, Annual State Convention and as many of the District Meetings as possible.
2. Each Committee Chairman shall be responsible for the activities of the committee, having their work conform as much as possible with that of the corresponding Regional and National Chairmen.
3. Read and study The GCG GUIDE in order to be thoroughly informed on every aspect of the State organization.
4. You may be called on to write an article for *Garden Gateways* regarding your chairmanship.
5. The line of communication should be kept active with the seven District Chairmen.
6. All major motions must be submitted in writing or by e-mail two weeks before Board of Directors' meetings. Four copies are required, with one copy to the President, Recording Secretary, committee affected and your file. Copies are also sent to the Finance Officer and State Treasurer if finances are involved.
7. Prepare a report for each scheduled Board of Directors Meeting and Annual Meeting and e-mail via listserv two weeks following each meeting.
8. Answer all mail promptly.
9. Chairman to keep State President informed as to the progress of the respective committee.
10. All programs must be approved by the President and Executive Board before being announced to the membership.
11. No cash awards may be personally offered by State Chairmen.
12. All matters of importance affecting the general policy of the corporation or expenditure of funds shall be submitted to the Board of Directors for acceptance.
13. Setting of dates for meetings, workshops, conferences, etc. should be done in consultation with the Corresponding Secretary and the State President.
14. Prepare information pertaining to the chairmanship for the *GUIDE*. Revision of all *GUIDE* copy should be sent to the incoming Editor prior to the deadline of January 1 of the odd number years. Keep the information short and to the point.
15. At the end of your term, deliver to your successor all books, records and properties in a timely manner and in good order.