

## PROCEDURES FOR STANDING COMMITTEES AND COMMITTEE CHAIRS 2023

The president will appoint committee chairs at the beginning of their terms. The chair may select members to assist in fulfilling their responsibilities.

Committee chair responsibilities:

- Consult with committee members to develop a plan that works within the garden club statement of purpose.
- Outline the frequency of meetings your committee will have during their term.
- Communicate to the committee members what projects they are responsible for and encourage open discussion about all projects. It is the responsibility of the committee chair to communicate, in a timely manner, all inquiries made by the committee members or the president. All financial decisions are made by the committee chair and should be addressed at the committee's meetings.
- Notify the club president of progress and concerns that need to be addressed in the business meeting and/or at the general meeting.
- Be prepared to make a 3 minute summary of any current project the committee is working on at the general meeting. This is at the discretion of the president.
- Prepare a list of committee members and the committees work for the president's book by June 30. *A form is provided.*(COMMITTEE CHAIR REPORT)
- Consult with the awards chair to determine if the committee's work is eligible for any awards at the district, state or national level.