

## YEARBOOK COMMITTEE 2023

The president will appoint a yearbook committee chair at the beginning of their terms. The chair will work closely with the president and a committee, assigned by the chair, to incorporate the new yearbook as a practical, accurate and convenient reference for current and new club members. The president will work with the chair to prepare a budget for the needs to publish the yearbook prior to starting the project. The budget should include printing needs and special requirements to put the yearbook together.

Yearbook committee responsibilities:

- Include information about the club bylaws, goals, activities, schedule and accomplishments.
- Information about club members such as - awards received from the local, state, district and national garden clubs; members name, and contact information; etc.
- Prepare to have this project finished and ready to present at the first board meeting in September.
- Currently the yearbook is created in Publisher for ease of printing. All yearbooks are backed up on a zip drive for future reference.
- Work with the award committee chair to determine what guidelines need to be followed to apply for a state award.
- Not only should the yearbook be a practical reference for the club members, it should also be durable, neat and attractive.