

Navarre Garden Club Committees & Appointments

AWARDS COMMITTEE

Chairman: Kathy Jerram (939-7427)

Committee: Peggy Gray, Linda Marshall

- Study awards offered in current Book of Information (BOI) and decide with assistance of committee members which award applies to their activities.
- Secure desired applications from District Awards Chairman.
- Assist each committee in preparing a Book of Evidence and send book to proper persons by required date.
- Publicize winners and prompt Club to plan for the following year.

BIRDS & BUTTERFLIES COMMITTEE

Chairman: Peggy Gray (936-5557)

Committee: Jytte Fawzy, Carolyn Igo, Ginger Laughlin, Ann Tindell

- Encourage members and the public to protect birds and butterflies and promote their preservation as part of a conservation program.
- Communicate the value of birds in the environment and their benefits to gardening.
- Communicate the value of butterflies in plant pollination and the importance of planting a butterfly garden.
- Work in conjunction with the Youth Committee in educating our youth in matters pertaining to birds and butterflies.

CHAPLAIN

Carolyn Igo (939-9604)

- Lead members in an invocation at Club meetings.

CIVIC DEVELOPMENT COMMITTEE

Chairman: Linda Marshall (936-0548)

Committee: Libbi Crowe, Cathi Herd, Joyce Horgan, Lee Jones, Jean Matters

- Help create civic beauty with community gardening projects.
- Inform members of various local civic projects.
- Promote the observance of Arbor Day in conjunction with the Horticulture Committee.

CONSERVATION/RECYCLING COMMITTEE

Chairman: Martha Considine (862-3282)

Committee: Lynn Wilson

- Keep abreast of problems, issues and trends pertaining to conservation of natural resources and present issues to the Club.
- Provide information to encourage, protect and maintain the quality of the environment.
- Support Great American Cleanup, International Coastal Cleanup and Recycling.

HISTORIAN

Kathleen Wells (939-2751)

- Record Club events for posterity.
- Acquire pictures, publicity, awards and certificates.
- Prepare and keep current records of events.
- Display scrapbook at Club meetings.

HORTICULTURE COMMITTEE

Chairman: Diana Green (936-0708)

Committee: Judith Begue, Jim Carson, Peggy Gray, Sandee Ward, Lynn Wilson

- Provide information on native plants, wildflowers and trees.
- Encourage the observance of Arbor Day in conjunction with the Civic Development Committee.
- Promote awareness of plant societies, such as Rose Society, Daylily Society, etc.
- Encourage planting of trees.

LIBRARIAN

- Maintain the media library with current materials.
- Review materials to keep them useable and up to date.
- Publicize gifts and new additions to the library.
- Keep a record of books borrowed and ensure their return.
- Expand to a more diverse media library.

MEMBERSHIP COMMITTEE

Chairman: Carolyn Igo (939-9604)

Committee: Jane Jackson, Kathy Jerram

- Promote the growth of the Club.
- Keep a record of guests and new Club members.
- Obtain and verify completed membership applications along with dues and deliver to the Treasurer also advising Secretary, President and Vice President of new members.
- Present a current yearbook to each new member.
- Introduce guests and new members at Club meetings.

NEWSLETTER COMMITTEE

Chairman/Editor: Libbi Crowe (515-0245)

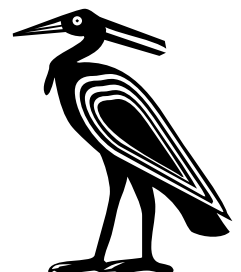
Committee: Judith Begue, Peggy Gray, Linda Henderson, Linda Marshall

- Design and prepare newsletter for the Club.
- Publish Club's newsletter on a monthly basis, September through May or throughout the year if approved by the Executive Board and the finances are available in the budget.

PARLIMENTARIAN

Martha Considine (862-3282)

- Ensure that the Club is interacting correctly with the rules of the State, National and Local Garden Clubs.
- Ensure that motions are made and passed within the procedures outlined in the Book, "Robert's Rules of Order, Revised".



Continued

PUBLICITY COMMITTEE

Chairman: Linda Marshall (936-0548)

Committee: Libbi Crowe, Peggy Gray, Kathy Jerram

- Utilize appropriate local media to promote the Club and provide the public with information regarding Club activities.
- Ensure that information on all Club activities is distributed to media according to their publication schedules and timely enough to guarantee coverage
- Develop and maintain a current, accurate and appropriate list of publicity contacts via email, phone and mail.
- Contact media representatives personally on a regular basis to encourage positive Club/media relationships.
- Provide photos with descriptions of all Club activities to the Newsletter, Web Site and Historian Chairmen for incorporation into their publications.
- Send follow-up information (photos, descriptions) to media after Club events for additional exposure.
- Develop a process by which officers and committee chairmen can efficiently provide information for publication.

SCHOLARSHIP COMMITTEE

Chairman: Cathi Herd (936-8084)

Committee: Judith Begue, Shirley Brown, Linda Henderson, Kathy Jerram, Lynn Wilson

The Scholarship Committee will consist of the Club President, Vice President, Treasurer, Secretary and Club member(s).

- Ensure that the appropriate amount of club funds as approved in the budget for scholarships be made available.
- Determine the criteria for receiving in-house scholarships when included in the budget.
- Correspond with PJC and NHS in any manner concerning the scholarship
- Keep the Club apprised of all developments pertaining to the scholarship, e.g., matching funds, date of award and names of recipients as well as any published information.
- Meet with recipients and have pictures taken to include in an article for publication in local newspapers to enhance the Club's image.

SOCIAL COMMITTEE

Chairman: Sandee Ward (936-6246)

Committee: Sandra Barnett, Margie Henson, Joyce Horgan, Kathy Jerram

- Plan the Club's Christmas party, Valentine Luncheon, Installation Luncheon and any other social event approved by the Club and Executive Board.
- Maintain kitchen supplies for meetings/socials in the Club's storage closet.
- Coordinate with hostesses for meetings and provide substitutions when necessary. Hostesses are designated in an alphabetical order from the membership roster at the beginning of each year.
- 4. Provide each hostess chairman with Navarre Community Center Rules and Regulations.

SUNSHINE COMMITTEE

Chairman: Maxine Hooks (939-3772)

Committee: Julie Carson, Linda Henderson

- Send birthday cards to Club members.
- Send get well cards to all hospitalized or very ill Club members.
- Send remembrances to bereaved Club members along with a \$50 donation to the family's designated charity. (per Standing Rules)

TELEPHONE/E-MAIL COMMITTEE

Chairman: Maxine Hooks (939-3772)

Committee: Julie Carson, Joy Griffin, Linda Henderson

- Contact all members prior to meetings/events and inform them of items of special interest.
- Contact all members when so requested by the President.

WAYS AND MEANS COMMITTEE

Chairman: Eleanor Coppedge (936-8479)

Committee: Julie Carson, Linda Henderson, Ginger Laughlin, Lynn Wilson

- Manage fund-raising projects authorized by the Executive Board.
- Man a Ways & Means table at all Club functions where public is invited and at monthly meetings.

WEB SITE COMMITTEE

Chairman/Web Master: Peggy Gray (936-5557)

Committee: All Committee Chairmen

- Post Club documents, photos and other information of value to members on the site as supplied by Club members/committee chairmen.
- Keep the Club web site up to date and operational.
- Contribute internet and web educational information to the monthly Club newsletter.
- Support members in successful access of web site information.

YEARBOOK COMMITTEE

Chairman: Kathy Jerram (939-7427)

Committee: Shirley Brown, Peggy Gray, Linda Henderson, Lynn Wilson

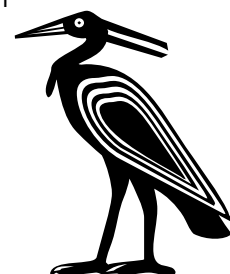
- Design and produce an annual yearbook with the assistance of the Executive Board.

YOUTH – JR. GARDEN CLUB COMMITTEE

Co-Chairmen: Barbara Dillon (939-3387) and Dixie Pardue (936-8345)

Committee: Judith Begue, Joanne Conner, Jytte Fawzy, Barbara Hagenbucker, Linda Henderson, Kathy Jerram, Lynn Wilson

- Establish either an Ecotots Garden Club (Preschool through Kindergarten, Ages 2-5), a Jr. Garden Club (Ages 6-8), an Intermediate Garden Club (Grades 6-9), or a High School Garden Club (Grades 9th through 12th) in accordance with the FFGC Book of Information, pages 244 and 245.



SPECIAL COMMITTEES:

4th Annual Spring Fling Tasting Luncheon, Plant & Bake Sale

Chairman: Eleanor Coppedge

Sub-Committees:

Ticket Production:
Luncheon Ticket Sales:
Raffle Ticket Sales:
Flyers:
Signage:
Setup & Cleanup:
Food:
Takeout Orders:
Ways & Means Tables:
Plant Sale:
Bake Sale:

Arbor Day

Chairman: Judith Begue

Craft Workshops

Co-Chairmen: Judith Begue, Linda Marshall, Lynn Wilson

Home & Garden, Flowers to Fleas in conjunction with Beaches to Woodlands Tour

Co-Chairs: Peggy Gray & Kathy Jerram

Finance Committee

Chairman: Lynn Wilson and open to all members

Flower Show

Chairman: Cathi Herd

Committee: Judith Begue, Shirley Brown, Linda Henderson

Navarre FunFest 2006

Chairman: Lynn Wilson

Gourd Workshop

Co-Chairs: Linda Henderson & Kathy Jerram

Horticultural Workshops (free to public)

Chairman: Lynn Wilson

Committee: Peggy Gray, Diana Greene, Linda Henderson

Mardi Gras Float

Chairman: Sandee Ward

Committee: Jim Carson, Peggy Gray, Carolyn Igo, Lee Jones, Nell Jordan, Rosie Simmons, Lynn Wilson

Thanksgiving Centerpiece Workshop

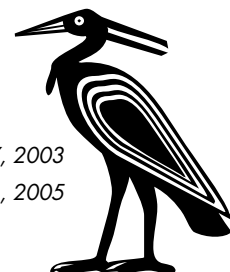
Chairman: Cathi Herd

Committee: Barbara Barnett, Linda Henderson, Linda Marshall

Unusual Container Gardening Workshop

Co-Chairs: Linda Henderson & Lynn Wilson

Committee: Sandra Barnett



Adopted January 7, 2003

Amended May 16, 2005