

## GRANVILLE GARDENERS COMMITTEE DESCRIPTIONS

- **The Activities/Projects Committee** shall be responsible for making recommendations to the Board for any proposed projects or activities.
- **The Awards Committee** shall evaluate the performance of potential recipients and decide which members and how many are deserving of Club awards. It may vote to give as many awards as is appropriate. The Awards Committee shall be responsible for having the awards ready to present at the December meeting.
- **The Finance/Audit Committee** shall be chaired by the Treasurer. The Finance Committee shall prepare and submit to the Board a budget for the upcoming year not later than the 1<sup>st</sup> Board meeting in February. It may from time to time submit supplements to the budget for the current year.
- **The Membership Committee** shall be responsible for increasing the Club's membership. It shall be responsible for co-ordination of all membership drives. It shall contact non-renewing members annually to encourage membership. The Committee will be responsible for: 1) collecting dues from members, 2) keeping a record of the name, address, phone number, and email address, and 3) furnishing a copy of the membership list to current Club members.
- **The Newsletter Committee** shall be responsible for the publication of a monthly newsletter to inform the Club membership of activities and other matters of interest.
- **The Nominating Committee** shall prepare a list of nominations, consult with the nominees regarding acceptance, and then present the nominations to the Club as directed in Article III (1) of the By-Laws. The Nominating Committee shall consist of at least three members, one of whom will be a past President.
- **The Program Committee** shall be chaired by the Vice-President. It is responsible for planning the program for each regular meeting. Programs for monthly meetings should be planned as far in advance as possible for publicity purposes.
- **The Publicity Committee** shall be responsible for publishing all current and future projects as well as meetings and any other Club activities. This will include keeping in touch with the Granville County Chamber of Commerce.
- **The Scholarship Coordinator** shall be responsible for the Club Treasurer sending a check for the scholarship to North Carolina State University each year. Inform the board of the person selected to receive the scholarship each year and keep the board apprised of the fund balances.
- **The Social/Hospitality Committee** shall make recommendations to the Board regarding activities in which it feels the Club should participate. If an activity is approved by the Board, the committee shall appoint a chairperson and co-ordinate the activity. Activities include: covered dish social, ice cream social and December Installation and Awards Banquet.
- **The Webmaster Committee** shall be responsible for the Club Website and the Club Facebook page.
- **The President shall appoint special committees when the need arises.**