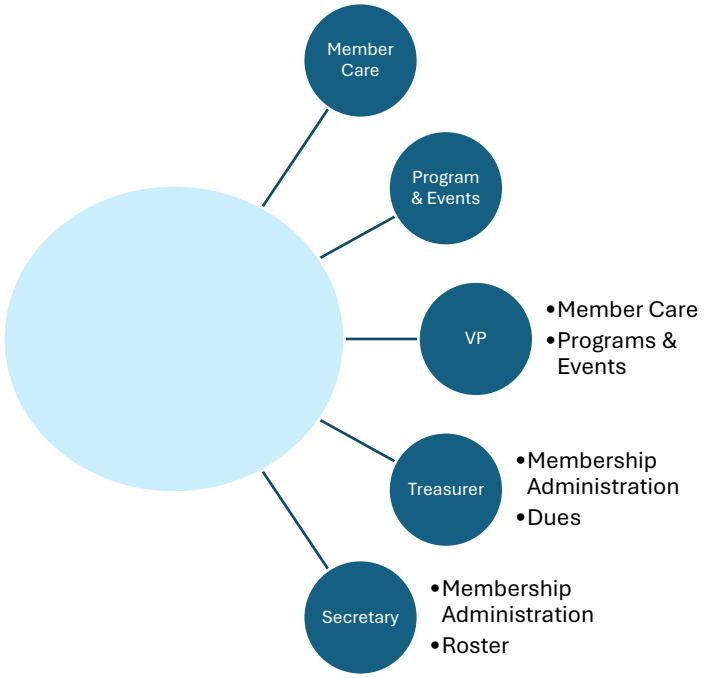
Executive Board Structure_ May 2024



- **Treasurer/Membership Administration: Dues**
  - Receives membership application and membership dues
  - Notifies Secretary/Membership Administration Roster for input into database
  - Notifies other members of Executive Council who send personal greeting to new member
- **Secretary/Membership Administration: Roster**
  - Inputs and manages Club membership roster demographics. Responds to and follows up on all membership inquiries and questions received from potential members. Provides a numeric report of new members added to the membership roster. Collects member photographs submitted for use in the Member Roster. A roster with member names and phone numbers only is released to new members.
- **Member Care Committee/Chair**
  - Oversees and directs all tasks of the Committee. During Business Meetings, provides report as a standing committee to include introduction of new members and guests attending, birthdays, and highlights of activities since last Business

Meeting. Recruits club members to volunteer as needed for Business Meetings. Coordinates orientation gatherings of new members and Executive Board members at informal Meet & Greet coffee events and information exchange on the structure and opportunities within the Garden Club. Prepares new member folders for distribution through Care Team Leaders. Orients and oversees Care Team Leaders who act as guides for Care Teams/small groups of members.

- **Member Care Committee/Sunshine Co-Ordinator**
    - Sends birthday cards, get well wishes, and sympathy cards to members and also receives input from members about others who might need a "Thinking of You" message. The Club purchases all cards and stamps
- **Care Team Leaders**
    - Receives information of new member assigned to Care Team from Member Care Chair
    - Sends welcome message to the new member
    - Designated leader from within each Care Team accompanies new member to informal Meet & Greet Coffee.
    - Distributes new member folder
    - Receives oversight and training from Member Care Chair.
- **Role/Responsibilities of Member Care Committee Volunteers at Business Meetings:**
    - "Greeter" at each Business meeting
    - Welcomes members and guests. Directs members to Member Registration to pick up their nametags. Directs guests to the Guest Registration table to sign in. Assists with connecting guests with a "Visitor Guide" if they are attending solo.
    - Member and Guest Registration
    - Assists new members and guests sign in. Provides guest nametags
    - Distributes and collects name tags at end of each Business Meeting
    - "Visitor Guide" at each Business meeting… sits with unaccompanied guest, introduces to other members, provides membership brochure, and shares Club information.

Integrating New Members

- New members are welcomed during an informal Meet & Greet Coffee gathering in a member's home.
- The Member Care Committee Chair/Team Leader briefs new members on club activities and events through the use of a slide presentation during the informal coffee. Introduction to the GCM website, Google Doc, Sutterfly and Facebook page.
- New members receive folder with the following: new member survey, club roster, Club Bylaws, GCM Brochure, Calendar of Programs & Events, "Where Does Our Money Go", NCAGC information sheet, most recent President's Newsletter.
- New members are gifted with the NCAGC publication, *Month to Month*.
- Invited members to Meet & Greet coffee gatherings include: Executive Committee members, Chair of M ember Care Committee, Care Team Leader of new member's group
- Care Team leaders assist members with Business Meeting sign in, name tags, and, as needed, introduce new members to others.