

Operating Manual

Pertaining to Article IV of the Constitution, officer roles are described as follows:

Officer Job Descriptions

President

- Leads meetings of the Club and the Board.
- Appoints Standing Committee chairs excepting Nominating and Programs. Ex officio member of all Standing Committees except Nominating.
- Assists the Treasurer in the development of the annual budget.
- Represents the Club at meetings of the Knox County Council of Garden Clubs (KCCGC) and District IV of the Tennessee Garden Clubs (TGC). Shares relevant information with the Club.
- Mentors future leadership of the Club.
- Prepares an annual report to TGC on behalf of the Club.

President-elect

- Serves as President when delegated by the President or when the President is unavailable.
- Chairs the Programs Standing Committee.
- Succeeds the President.

Treasurer

- Prepares an annual budget with input from the Standing Committee Chairs and assistance from the President and the immediate past Treasurer.
- Allocates operating budgets supporting the Corresponding Secretary's and the President's roles.
- Maintains financial records and provides reports at meetings of the Club and Board.
- Manages income to and disbursements from Club accounts.
- Receives and processes applications for Club membership.
- Submits tax documents as required by law.
- Submits reports to KCCGC, TGC, and National Council of State Garden Clubs as necessary.

Recording Secretary

- Produces minutes of all meetings of the Club and the Board. Records follow-up on Action Items.
- Maintains a file of minutes and relevant reports and correspondence.

Corresponding Secretary

- Manages the personal correspondence of the Club, e.g., Sympathy, Get Well, Encouragement, and Thank You cards, and acknowledgments to donors, including for memorials.
- Reaches out to communicate with Club members by whatever means necessary, e.g., for those who are not reached by email or the Club website.

Advisor

- Provides institutional memory and perspective to the Board.
- Mentors the President.

Pertaining to By-Laws Article I Section 1, the process for setting the annual dues is included here.

- The Club membership will review the dues annually and vote on changes, as necessary, for the next year.

Pertaining to By-Laws Article IV, Section 6, the following are the proposed titles and functions of Standing Committees:

a. Nominating

- Identifies, evaluates, invites and rotates talent for elected officer positions.
- Presents a “slate” of candidates to the Garden Club as described in the By-Laws.
- Per the By-Laws, this committee is composed of a Chair, elected by the Board, and two additional members elected by the Garden Club members.

b. Programs

- Develops, plans, budgets, and manages the Garden Club educational programs for the year.
- Per the By-Laws, the President-elect chairs this committee.
- Ideally two past Presidents and at least one other Garden Club member round out this committee.

As described in the By-Laws, Chairs of the remaining (5) Standing Committees are appointed by the President.

c. Civics

- Identifies and evaluates opportunities for the Garden Club to support other garden club organizations and civic organizations.
- Proposes a budget for monetary supports.
- Manages the Garden Club outreach roles and responsibilities.

d. Projects

- Manages the existing Garden Club projects (currently Lakemoor

Legacy Park and Garden; Bluff Point [upper median and Howard's Corner]; and the Alcoa Highway roundabouts) including submitting a budget proposal and managing that budget.

- Identifies and evaluates opportunities for the Garden Club to develop new gardening venues within Lakemoor Hills.

e. Fundraising

- Manages the existing Garden Club fundraising activities (currently Dogwood Bows; Holiday Swags/Mailbox Toppers; Pecans) including submitting a supporting budget proposal and managing that budget.
- Identifies and evaluates opportunities for the Garden Club to develop new fundraising activities.

f. Communications

- Identifies the content that the Garden Club wants to share with its members and publicly, and evaluates whether and how existing and potential new communication venues are appropriate for sharing that content.
- Develops, publishes and distributes the Garden Club Yearbook in coordination with content providers.
- Facilitates coordination across communication platforms, including interfaces between Garden Club and Lakemoor Hills Homeowners' Association platforms, eg the Garden Club website and Facebook.
- Submits a budget and manages that budget for the related expenses.

g. Social

- Proposes, plans (including submission and management of a budget) and oversees execution of Garden Club-supported social activities. Examples include the fall dinner, holiday parties, and Dogwood Trail-related events.

Standing roles (appointed by the President, do not confer Board membership or voting privileges)

a. Chaplain

- Provides a devotional at each meeting

b. Liaison to Lakemoor Hills Resource Council

- Facilitates communication and processes between the Club and LHRC

c. Liaison to Lakemoor Hills Homeowners' Association

- Facilitates communication and cooperation between the Club and LHHA

Standing Committee Chair Job Description

- Supervise the activities of their Standing Committee and represent it on the Board.
- They will serve as approvers of disbursement requests forwarded to the Treasurer from their Standing Committee and associated working groups.
- Identify and develop at least one "second" for that role. As appropriate, the Chair may

delegate their functions, including Board attendance and voting, to the “second”.

Standing Committee Chair eligibility, terms, and Board voting:

- Participation of the Garden Club members in governance, and distribution of the workload, is desired. Rotation of roles is encouraged. However, unlike elected officers, who are limited to two consecutive 2-year terms, Standing Committee chairs are not limited in their duration of service.
- Elected officers are not precluded from functioning as a Standing Committee Chair, nor is a Standing Committee Chair precluded from chairing another Standing Committee.
- Regardless of the number of positions an individual holds, each Board member may cast only one vote.

Approved by the Garden Club Board on 04Feb2022 and by the Garden Club membership on 17Mar2022.