

GUIDELINES FOR ALL STATE COMMITTEE CHAIRMEN

- **ACCREDITED JUDGES:** The President of The Indiana Association of Accredited Flower Show Judges serves as this Chairman and shall:
 - a. Keep Board of Directors informed of its activities;
 - b. Work closely with Flower Show Schools Chairman to establish and maintain high standards of judging by keeping judges informed of changes;
 - c. Promote assistance to student judges and stress periodic review of Handbook by ALL judges;
 - d. Promote Flower Shows and provide relative educational opportunities for members.

- **ANNUAL CIVIC FUND:** This Chairman shall:
 - a. Promote and receive contributions from clubs and members and forward to State Treasurer in a timely manner;
 - b. Determine, with State Board approval, allocation of contributions;
 - c. As Annual Civic Funds go to the District hosting the State Convention, provide Director with a sample request form and guidelines for use of the funds;
 - d. Prior to each Board meeting receive progress report from District Director listing expenditures to date;
 - e. Upon completion of the project receive final report from District Director with details of the completed project, receipts and pictures, and forward to State Treasurer;
 - f. Determine Award winners according to State *Awards Manual* and report winners to State Awards Chairman by deadline.

- **AWARDS:** This Chairman shall:
 - a. Supervise and direct Awards program within the state of Indiana;
 - b. Serve as an ex-officio member of all committees for judging awards to be presented at the Annual State Convention, if requested;
 - c. Serve as State Chairman of NGC Awards in Indiana, process and send by deadline all applications for NGC Awards to NGC Awards Chairman;
 - d. Stimulate interest in State, National and Regional Awards;
 - e. Preside at the presentation of Awards at Annual State Convention.

- **BACKYARD HABITATS:** This Chairman shall:
 - a. Promote establishment of Backyard Wildlife Habitats;
 - b. Encourage application for National Wildlife Federation certification;
 - c. Keep current on NWF certification requirements.

- **BIRDS/BUTTERFLIES:** This Chairman shall:
 - a. Guide bird and butterfly studies;
 - b. Educate public concerning protection of birds and butterflies;
 - c. Supply information and courses to follow regarding value of bird and butterfly life in communities;
 - d. Promote community sanctuaries for them;
 - e. Stimulate interest in application for awards;
 - f. Receive award applications and with committee judge entries as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline;
 - g. Be responsible for obtaining the Katrina Vollmer Butterfly Traveling Silver Tray from the previous year's winner for presentation at the State Convention.

- **BLUE STAR MEMORIAL:** This Chairman shall:
 - a. Promote placement of Blue Star Highway and Byway Markers;
 - b. Cooperate with Indiana Department of Transportation in the placement and planning for beautification of the Blue Star Highway Markers;
 - c. Keep current the location list of all Markers;
 - d. Encourage contributions, collect the funds and forward to State Treasurer in a timely manner;
 - e. Stimulate interest in application for awards;
 - f. Receive award applications and with committee judge entries for Class A as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline;
 - g. Determine Award winners for Classes B, C, D, E and F according to *State Awards Manual* and report winners to State Awards Chairman by deadline.

- **BYLAWS:** The State Parliamentarian serves as this Chairman and shall:
 - a. Assist State President with preparation of agendas for Executive and Board meetings and the Annual State Convention;
 - b. Compose with committee necessary Bylaw, State and Board Standing Rules changes for Board of Directors approval;
 - c. Prepare and serve notice of approved changes in the State Bylaws and Standing Rules to be printed in the February issue of *Indiana Gardens*;
 - d. Serve as custodian of Bylaws and Standing Rules;
 - e. Be alert to violation of Bylaws and Standing Rules and call attention to them;
 - f. Answer requests from members and clubs on parliamentary procedures and assist presiding officer in following meeting agenda.

- **CIVIC DEVELOPMENT:** This Chairman shall:
 - a. Promote civic beautification, especially those projects encouraged by NGC;
 - b. Stimulate interest in application for awards;
 - c. Receive award applications and with committee judge entries as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline.

- **CONTAINER GARDENING:** This Chairman shall:
 - a. Research suitable plants for container gardening;
 - b. Provide information to clubs;
 - c. Furnish informative articles for publication in *Indiana Gardens*.

- **EDITOR, INDIANA GARDENS:** This Chairman shall:
 - a. Edit official publication known as *Indiana Gardens*, and supervise its distribution;
 - b. Send completed newsletter in PDF format to those on designated list;
 - c. Obtain sponsorships for *Indiana Gardens*;
 - d. Submit available information to the Website Chairman in a timely manner.

- **ENDANGERED SPECIES:** This Chairman shall:
 - a. Collect, organize and provide information to clubs on endangered species;
 - b. Encourage members to become active communicators and participants in the protection of endangered species;
 - c. Assist members in establishing an effective program tailored to their specific location.

- **ENVIRONMENTAL AWARENESS:** This Chairman shall:
 - a. Encourage good conservation practices;
 - b. Promote quality landscaping that conserves water and protects the environment;
 - c. Gather educational information and provide to clubs;
 - d. Promote projects that the backyard gardener could implement;
 - e. Receive award applications and with committee judge entries as outlined in *State Awards Manual* and report winner to State Awards Chairman by deadline.

- **ENVIRONMENTAL CONSULTANTS COUNCIL/ SCHOOLS:** The President of the Council serves as this Chairman and shall:
 - a. Promote Environmental Courses and keep State Board of Directors informed of the activities;
 - b. Direct management and operation of Environmental Courses held within the State, according to NGC regulations;
 - c. Process all necessary details following close of schools;
 - d. Annually submit to the Website Chairman by April 1 an up-to-date list of Consultants for publication.

- **FLOWER SHOWS/SCHOOLS:** This Chairman shall:
 - a. Promote Flower Show Schools and keep State Board of Directors informed of the activities;
 - b. Direct management and operation of Flower Show Schools according to NGC regulations;
 - c. Process all necessary details following close of schools;
 - d. Keep an accurate and up-to-date Judges' Record File;
 - e. Annually submit to the Website Chairman by April 1 an up-to-date list of Judges in Good Standing for publication;
 - f. Encourage and aid in presentation of Flower Shows, and furnish information and advice when requested;
 - g. Stimulate interest in application for awards;
 - h. Receive award applications and with committee judge entries as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline.

- **GARDEN THERAPY/HEALING GARDENS:** This Chairman shall:
 - a. Promote Garden Therapy with the use of garden-related activities as an aid to the recovery and rehabilitation of the physically and mentally challenged;
 - b. Promote and establish Healing Gardens near a hospital, prison or school;
 - c. Stimulate interest in application for awards;
 - d. Receive award applications and with committee judge entries as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline.

- **GARDENING CONSULTANTS COUNCIL/SCHOOLS:** The President of the Council serves as this Chairman and shall:
 - a. Promote Gardening Courses and keep Board of Directors informed of the activities;
 - b. Direct management and operation of Gardening Courses held within the State, according to NGC regulations;
 - c. Process all necessary details following close of schools;
 - d. Keep an accurate and up-to-date file of all Gardening Courses, Students, Consultants and their refresher status;
 - e. Annually submit to the Website Chairman by April 1 an up-to-date list of Consultants for publication.

- **GUIDELINES:** The State Parliamentarian serves as this chairman and shall:
 - a. Compose with committee necessary updates to keep guidelines current;
 - b. Be certain guidelines are consistent with new technologies;
 - c. Be aware of changes at NGC which could affect TGCI;
 - d. Be responsible for deciding if specific guidelines need approval by the Board of Directors.

- **HISTORIAN:** This Chairman shall:
 - a. Record noteworthy TGCI events and achievements during an administration;
 - b. Solicit and compile notable activities from affiliated Districts and clubs;
 - c. Retain copy of one-page form sent from NGC Historian at end of an administration to be completed by the State President/State Historian. Forward a copy to Central Region Historian.
 - d. Deposit in Manuscript Division of the Indiana State Library at the end of the State President's term of office:
 1. Secretary's minutes of Executive, Board of Directors and Convention meetings, including reports of Officers, Standing and Special Committees;
 2. All materials compiled by Historian.

- **HISTORIC PRESERVATION:** This Chairman shall:
 - a. Promote interest in preservation and/or restoration of historic buildings, gardens, trails and other sites;
 - b. Prepare and maintain a list of historic buildings, gardens, trails and other sites;
 - c. Stimulate interest in application for awards;
 - d. Receive award applications and with committee judge entries as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline.

- **HONEYWELL/HORTICULTURE/COMMUNITY GARDENING:** This Chairman shall:
 - a. Promote study of horticulture and the establishment of Community Gardens;
 - b. Furnish articles of horticultural interest and information for publication in *Indiana Gardens*;
 - c. Encourage and promote applications for the Honeywell Horticultural Award;
 - d. Stimulate interest in application for Horticulture Awards;
 - e. Receive award applications and scrapbooks and with committee judge entries as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline.

- **INDOOR GARDENING:** This Chairman shall:
 - a. Promote indoor gardening;
 - b. Bring attention to new plants conducive to indoor container growing.

- **LANDSCAPE DESIGN CONSULTANTS COUNCIL:** The President of the Landscape Design Consultants Council serves as this Chairman and shall:
 - a. Keep State Board of Directors informed of its activities;
 - b. Promote study of Landscape Design by clubs;
 - c. Correlate club work with information and courses offered by colleges and universities;
 - d. Annually submit to the Website Chairman by April 1 an up-to-date list of Consultants for publication.

- **LAND TRUST:** This Chairman shall:
 - a. Promote interest in Land Trust projects and the wise use and conservation of land;
 - b. Work with the State Chapter of The Nature Conservancy to sponsor a Land Trust project;
 - c. Encourage members to contribute; collect the funds and forward to State Treasurer in a timely manner;
 - d. Determine Award winners according to *State Awards Manual* and report winners to State Awards Chairman by deadline.

- **LEGISLATION:** This Chairman shall:
 - a. Keep Districts informed on pending legislation as it relates to their garden club interests;
 - b. Urge individual members to support legislation that is favorable to garden club objectives and to protest legislation that is unfavorable.

- **LITTER CONTROL/RECLAMATION/ RECYCLING:** This Chairman shall:
 - a. Promote NGC objectives for litter control, reclamation and recycling;
 - b. Stimulate interest in application for awards;
 - c. Receive award applications and with committee judge entries as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline.

- **MEMBER SERVICES:** This Chairman shall:
 - a. Promote the purchase of books, pins, emblems and other items available through NGC Member Services;
 - b. Receive reports from Districts and Clubs regarding purchases of items from Member Services; determine Award winners as stated in *State Awards Manual* and report winners to State Awards Chairman by deadline.

- **MEMBERSHIP:** State Second Vice-President serves as this Chairman and shall:
 - a. Encourage the formation of new clubs and retention of members;
 - b. Submit applications for club membership to Board of Directors for approval;
 - c. Send letter of acceptance together with material for new clubs;
 - d. Determine Membership Award winners according to *State Awards Manual* and report to State Awards Chairman by deadline;
 - e. Be responsible for obtaining the Hazel Harley Traveling Silver Bowl from previous year's winner for presentation at the State Convention.

- **NATIONAL GARDENER:** This Chairman shall:
 - a. Promote subscriptions to *The National Gardener*;
 - b. Encourage Club Presidents to share the magazine with members.

- **NATIONAL GARDEN WEEK:** State First Vice-President serves as this Chairman and shall:
 - a. Promote awareness and participation in National Garden Week;
 - b. Provide information on writing and requesting local and state proclamations;
 - c. Stimulate interest in application for awards.
 - d. Receive award applications for National Garden Week and with committee judge entries as outlined in *State Awards Manual* and report to State Awards Chairman by deadline.

- **NATIONAL LIFE MEMBERSHIP:** This Chairman shall:
 - a. Promote and process National Life Membership applications;
 - b. Determine Award winners according to *State Awards Manual* and report to State Awards Chairman by deadline.

- **NATIONAL/REGION/STATE PROJECTS:** This Chairman shall:
 - a. Promote projects and programs encouraged by NGC, Central Region and TGCI if a specific chairman does not already exist;
 - b. Gather relative information and provide to clubs;
 - c. Coordinate collection of relevant materials to forward as requested.

- **NATIVE AND INVASIVE PLANTS:** This Chairman shall:
 - a. Encourage use of native plants in the landscape and provide information as to their benefits;
 - b. Disseminate information regarding non-native invasive plants in Indiana to members and the general public;
 - c. Notify District Directors and/or Club Presidents as to the availability of printed materials, displays and/or programs on the topics.

- **PERSONNEL:** State First Vice-President serves as this Chairman and shall:
 - a. Work with District Directors and Club Presidents to generate interest in serving on the State Board;
 - b. Obtain and provide pertinent data on qualifications of members and keep file of this information up-to-date;
 - c. Following the Winter Board meeting in the even-numbered years, provide the nominee for President with this information for use in Board appointments.

- **PHOTOGRAPHER:** This Chairman shall:
 - a. Be responsible for picture taking at State functions;
 - b. Make photographs available for members through the website in a timely manner.

- **PLANT IT PINK:** This Chairman shall:
 - a. Stimulate interest in planting pink-colored flowers and foliage to promote Breast Cancer awareness;
 - b. Gather relative information and provide to clubs.

- **PROGRAMS/SCRAPBOOKS/YEARBOOKS:** This Chairman shall:
 - a. Compile and keep a file of up-to-date program material for reference;
 - b. Compile and maintain a list of up-to-date available speakers and their subjects;
 - c. Receive Scrapbooks and Yearbooks and with committee judge entries as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline.

- **PROTOCOL:** The State Third Vice-President serves as this Chairman and shall:
 - a. Be knowledgeable regarding guidelines stated in the Protocol Handbook, a NGC publication;
 - b. Advise affiliated clubs on points of protocol upon request;
 - c. Serve as Chairman of Protocol for the Annual State Convention.

- **PUBLIC RELATIONS/PUBLICITY:** This Chairman shall:
 - a. Promote NGC objectives at local, State and National levels;
 - b. Promote cooperation with other organizations with similar interests;
 - c. Receive award applications for Membership and Promotion Awards and Publication Awards (other than yearbooks), and with committee judge entries as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline.

- **SCHOLARSHIP:** This Chairman shall:
 - a. Encourage contributions to the scholarship fund by promoting Honorariums, Memorials, Scholarship Patrons and Associate Life Members;
 - b. Encourage State Life Members and Scholarship Patrons to become Gold Star Members;
 - c. Determine with the Scholarship Selection Committee scholarship recipients according to established guidelines;
 - d. Present for approval at the Annual Convention Board meeting the scholarship recipients;
 - e. Determine State Award winners according to *State Awards Manual* and report winners to State Awards Chairman by deadline;
 - f. Invite and introduce university professors and scholarship recipients at State Annual Convention;
 - g. Annually submit to the Editor of the *Indiana Gardens* and the Website Chairman a list of new Scholarship Patrons, Gold Star Members and Associate Life Members.

- **STATE MEETINGS LIAISON:** This Chairman shall:
 - a. Act as liaison between State President and Host District for state meetings (Annual Convention, September Seminar, Wildflower Workshop);
 - b. Ensure Host District has up-to-date TGCI Guidelines for specific event being hosted;
 - c. Be a resource for frequently asked questions and concerns, including preparation of an attainable balanced budget;
 - d. Provided templates, if needed, for such items as:
 - Program book
 - Speakers' and vendors contracts
 - Credentials form
 - Conservation pledge
 - Logo
 - e. Be in touch with current and upcoming Host Districts with reminders of timelines such as:
 - Event date
 - Location
 - Theme

- Presidential approval
 - Call letter
 - Invitation to NGC or CR representative for convention
- f. Request invitation to attend and/or be kept informed of planning meetings to provide guidance.
- **TREES:** This Chairman shall:
 - a. Promote planting of trees and tree programs, especially those types being encouraged by NGC;
 - b. Provide information for maintenance and preservation of trees;
 - c. Stimulate interest in applications for the Bev Kelter Arbor Award;
 - d. Receive award applications and with committee judge entries as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline.
 - **VEGETABLES/HERBS/IMPROVED CULTIVARS:** This Chairman shall:
 - a. Promote the planting of vegetable and herb gardens;
 - b. Provide information to members on new and improved cultivars.
 - **WAYS AND MEANS:** This Chairman shall:
 - a. Promote, with State Board approval, moneymaking projects for TGCI;
 - b. Secure new ideas for club moneymaking projects and submit them to the Districts;
 - c. Keep a record of all purchases and report to the Treasurer;
 - d. Maintain a written complete up-to-date inventory.
 - **WEBSITE:** This Chairman shall:
 - a. Keep the website up-to-date and useful;
 - b. Promote the site as a tool for motivating membership and education;
 - c. Be cognizant of creating fresh approaches with the technology available;
 - d. Place all information on the website in a timely manner.
 - e. To facilitate a transition from one chairman to another, a common user-friendly program should be utilized. Only the Website Chairman and Recording Secretary shall be in possession of the password and user name.
 - f. Receive Facebook award applications and with committee judge entries as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline.
 - **WILDFLOWERS/ROADSIDE BEAUTIFICATION:** This Chairman shall:
 - a. Organize and promote Wildflower Workshop in cooperation with the Host District;
 - b. Research requirements and apply for NGC Operation Wildflower funding;
 - c. Promote beauty and safety of highways;
 - d. Stimulate interest in application for awards;
 - e. Receive award applications and with committee judge entries as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline.
 - **YOUTH ACTIVITIES:** This Chairman shall:
 - a. Encourage and aid in the establishment and registration of youth garden clubs;
 - b. Provide program suggestions to Districts for youth club use;
 - c. Promote entries for the National Poster, Essay and Poetry contests; judge entries with committee and forward to appropriate Chairman by deadline;
 - d. Receive entries for other youth awards and with committee judge as outlined in *State Awards Manual* and report winners to State Awards Chairman by deadline.