

1. Avis Campbell Gardens and Grounds: Maintain the perennial gardens and shrub plantings, April through early November, regular Tuesday morning sessions with other days scheduled.
2. Civic Beautification: Assist Chair in planning and preparing for Montclair Blooms, an annual event held for the town merchants in Mid-May, and recommend businesses for annual civic beautification awards.
3. Communications & Publicity: Inform the greater community of monthly functions via the *Montclair Times* and other vehicles; circulate program information to other garden clubs and provide publicity for major functions such as fundraisers and flower shows. Assist with posting to social media and possibly help with website.
4. Environmental: Report on topics of environmental interest to club members through articles in *Potpourri*.
5. Facilities: Assist Chair in the very important maintenance of the Club's physical plant. The committee also purchases and replenishes cleaning supplies.
6. Flower Design: Attend committee meetings to help decide yearly theme, schedule, workshops etc. Assist Design Chair at monthly design competitions and workshops as well as assisting with other responsibilities associated with Flower Design
7. Garden Boutique: Assist Chair in maintaining store and keeping it stocked from closet. Help set up off-site Boutique events twice a year and perform other duties as needed.
8. Garden Therapy: Visit senior citizens at residential settings and assist them in playing Horticultural Bingo or any other planned activity; assist in bulb planting with Deron School students in the fall and with butterfly gardening in the spring.
9. Horticulture: Assist Chair with set up and break down at monthly competitions and with other duties as needed.
10. Hospitality: Each committee member will be responsible for the preparation and set up of a judges' luncheon and post-program tea for one month (Sept., Oct, Nov., Feb., March, or April.) Team leader will recruit other members to help in this task and they will insure that there are sufficient contributions of savories and sweets. Chair(s) will be responsible for the annual Holiday Tea.
11. Membership: Sponsor and track new Provisional members, meet and greet at Program Meetings and other events, and attend the annual Provisional Informational Coffee in February.
12. Potpourri: Assist Chair in the collection, writing, and editing of articles on Club activities and other matters of interest; publish seven issues annually.
13. Programs: Assist Chair(s) in selecting an annual schedule of interesting speakers. Check in guests at program meetings, sell raffle tickets, tend to guest speaker(s) needs, and count attendees. Assist Chairs at the Annual Luncheon in May.
14. Properties: Set-up and prep of Garden Club room (at United Way Building) for meetings and events (most often on Monday mornings.)
15. Triangle Mall Gardens: Plant and maintain the raised beds in the downtown Montclair Church Street area. The fall and spring workdays (8:30 am - 12:30 pm) are scheduled on Mondays in late October and May.
16. Ways & Means: Plan and implement fundraising activities and field trips. (Note that there will be a major fundraiser in 2019 with planning to begin in 2018.)
17. Workshops: Plan monthly workshops for club members, the greater community, and others. Workshops are hands-on activities, demonstrations, or talks.
18. Yearbook: Assist editor in updating information, collect materials and reports, edit copy, proof-read, and mail the yearbook. Additionally, a cover must be designed. Work begins in late May and continues through August.
19. Youth: Help develop learning programs for young people with a focus on gardening projects.

**Please refer to the website, <http://gardenclubofmontclair.com> for more detailed descriptions.** (Rev. 1/18)