Boxwood Garden Club

**Second Vice President**

It is the responsibility of the 2nd Vice President to keep all member contact information updated in the following places:

 Boxwood Website
 GCV Website
 Membership Database/Chairman

 Recording Secretary/Board

The 2nd Vice President is also responsible for the editing, printing and distributing the annual Green Book.

Attend all Board Meetings

Attend New Member Orientation

Attend any GCV meetings to represent club at president’s request

**Boxwood Website**

When given any updated contact information, you need to send it to the website manager so that information can be updated online.

**GCV Website**

The 2nd Vice President is responsible for keeping all member information up to date by editing it on the GCV website.

**How to access member profiles:**

• Log into GCV website: [www.gcvirginia.org](http://www.gcvirginia.org)

• Go to Member Login: password is greenarrow

• Scroll down to bottom of page and click on gcvirginia.org/clubadmins link



• Database Login

 • Username: 35

 • Password: topiary

 • Search for member you need to edit (last name only works best)

 • Click on edit pencil icon on right by member’s name

 • Make changes and be sure to hit update at bottom of page to save

• New Members

• You will need to create new profiles for each new member



• Click on +Add New button and fill in information

• Be sure to save/submit

• You can get the images of the new members off the Boxwood website, or from Membership Chair. If you have trouble downloading the image, you can email it to the GCV web manager.

**Membership Database**

The membership chair maintains a spreadsheet for each member according to status. Be sure to email any membership updates to her.

**Recording Secretary**

The recording secretary sends minutes and announcements to all members by email. You may receive updated emails from her as she or the president are usually the first to know. Best to email both with email updates.

**Annual Green Book**

The 2nd Vice President is also responsible for the editing, printing and distributing the annual Green Book.

• This process usually takes up to 2 months to complete. It is better to start in June for August printing. The check list below will help ID who and when each section should be completed.

• Set deadlines for all contributors (president, 1st VP, membership, treasurer, endowment, artistic, horticulture, etc.).
• Have copies printed for all current members and new members coming on board each Fall.

 • Membership should have total number of active, associate, life, guest, and non-resident members for your base number. Anticipate 5 new members each year.
• Print copies for historian to include in GCV archives.

 • Historian needs 1 copy to give to GCV.

• Print 2-3 extra copies for damaged or lost books.
• Send digital copy for website manager to include on Boxwood site.

 • The printer will provide a final PDF of the book. Forward a copy to the webmaster as soon as you get it.

**Checklist:**

🗆 Secure **President’s letter** for new year

🗆 **Dates on Cover Page**
🗆 **Table of Contents** – after all edits done, verify that pages match up
🗆 Website Information
🗆 **Past Projects** – Note all donations made by club during past year. Information from Treasurer.
🗆 **Past Presidents** – put Asterix beside any past president who may have passed away during year, and verify that current president information is correct.

🗆 **Board of Directors** – update first year, verify second year.

🗆 **Committees** – president will assign committees and give you the information to add/edit.

 • Kent Valentine Flowers information will change each year. President will have information.

 🗆 Verify Garden Week changes.
 • Fine Arts & Flowers every two years.

🗆 **Boxwood Members serving on GCV Committees**

 • President should verify and provide this information.

🗆 **GCV Calendar**

 • You can go online to gcvirginia.org and get dates off their calendar.

🗆 **Elected Representatives** – verify information

🗆 **Programs** – 1st VP should give you this information as it is to appear in the book without you having to edit or confirm information. 1st VP gets horticulture and artistic information from chairs and compiles for you to put in.

 🗆 Bold or underline unusual dates/days of week. Example: Four Club meeting is held on a Wednesday, December meeting date is usually not the 3rd week, etc.

🗆 **Historic Garden Week** – you can get the specific information off the GCV website, i.e. dates, Richmond areas.

🗆 **Competition Rules**

 • These don’t change unless the Board votes to modify.

🗆 **Prizes**

 • These don’t change unless the Board votes to modify.

🗆 **Exhibit Definitions**

 • These don’t change unless the Board votes to modify.

🗆 **Artistic & Horticulture Awards**

 🗆 Get information from Artistic & Horticulture Chairs

 • For space saving, keep only past 10 years’ worth of winners

🗆 **GCV Awards**

 🗆 Verify with president any new awards given

🗆 **Members**

 🗆 Ask recording secretary to send out email requesting updates on address, phone, email, etc. to all members with response deadline. When you give book to board to check proof, there will likely be many more updates in this information.

 🗆 Correct Name

 • If spouse died in past year, change name to only Mrs.

 • If member married or divorced , change to Mr. & Mrs. Or Ms., etc.

 🗆 Correct Address

 🗆 Correct Phone

 🗆 Correct email

 🗆 Membership Status

 • Membership Director should give you an update on the status changes each year. The Board votes to verify these changes, so you can take notes during that board meeting and not have to bother with contacting membership.

 🗆 Donations

 🗆 Contact Endowment Chair for all donations made to Boxwood Endowment Fund and list here, with correct designation for In Memory, In Honor, etc.

 🗆 Endowment Fund Donation Form

 🗆 Make sure correct contact and mailing address are listed.

 **New Members**

 🗆 Normally a group shop of new members, but you can take individual images from website if needed.

 **Distribution**

🗆 Purchase manila envelopes

🗆 Stuff and label envelopes for mailing or handing out

🗆 Organize for handing out at first meeting

🗆 Mail all out of town and left-overs after first meeting

🗆 Give one copy to Historian

 🗆 Assemble green books for new members orientation

 **Green Books (physical book)**

🗆 Extra green books cost $10 each. New members do not pay for book.

**Miscellaneous:**

🗆 Reimbursement for printing/mailing costs: present receipts to treasurer for reimbursement