**Boxwood Garden Club**

**First Vice President (Meetings & Hostesses)                                                                     February 2023**

**Timeline of Job Responsibilities**

**May**

* After The Boxwood and Garden Club of Virginia annual meetings in May, meet with the President to set dates for monthly membership meetings and Board meetings for the coming year. This most likely will happen at the first Board Meeting which should be held in early June.
* Make sure dates of Boxwood meetings do not conflict with holidays or Garden Club of Virginia events such as the symposium which is held in September every other year. Often the November meeting date is changed so there is no conflict with Thanksgiving week.

* In preparation for the May Annual Meeting, evaluate the updated hospitality excel spread sheet and create an incoming hostess roster. Hostesses serve every three years. If there are holdovers from the previous year, put them on the new list.
* Send list to President for review – she may know of some extenuating circumstance that would keep someone off list and to avoid embarrassment, that person should not be listed. Also do not include active members on a leave-of-absence.

* Announce meeting dates at the Annual Meeting in May.
* Present the list and ask for sign-ups for meeting dates.

Sometimes this is done with a poster – ask people to sign up or you will assign them.

* Two hostesses per membership meeting,
* 3 hostesses for the 4 club meeting held in January of even years
* 6-10 hostesses for the Annual Meeting.
* 6-8 hostesses for the Cocktail Party held every other year.

**August**

Yearbook deadline is generally August 1.

* Following the already established format, create a page with meeting information for each meeting/event of the year..
* September: is a business meeting.
* October : (candidates are presented) speaker meeting
* November : (candidates are voted on) speaker meeting
* December: pop up greens workshop
* January-  The 4 club meeting held every other year- The Richmond GCV clubs take turns organizing it and we provide three hostesses for the meeting. The meeting is always held at Lewis Ginter Botanical Gardens.
* February- speaker meeting

(hint-during winter months- keep weather concerns in the back of your mind)

* March – speaker meeting
* April-no meeting –Garden Week!

-----Every other year in April is the Cocktail Party.

* 6-8 Hostesses
* This might be tricky, because the member who graciously offers her home may want certain friends to help with flowers.  See notes from the last cocktail party for additional information.
* Pick a head hostess experienced in holding parties who can manage the others.
* May- annual meeting and luncheon- 6-10hostesses.
* Every other or third year take a field trip or be in an interesting new spot.
* Per our Bylaws we must have a business meeting during the Annual Meeting where the President gives her annual report, Life Members are recognized, Memorials are given for deceased members, the silver awards are announced and lunch.

**Note:** The Garden Club of Virginia President is invited to speak to the 4-club once during her two-year term. We are supposed to invite the GCV President to a Boxwood Meeting once during her two-year term.

Determine if her invitation to the 4-club meeting fills that requirement as traditions may change/evolve.

The program will determine the location.

* Determine space requirements -we generally have at least 50 people, so a space for 40 will not work. Generally, we set chairs for 50 and arrange refreshments for the same.
* Identify and provide for a space for the horticulture, artistic and photography display tables (each will need two tables) that is “removed” from the meeting action.
* Also determine equipment requirements of each speaker/program. Need audio visual equipment such as screen, projector, demonstration table, and refreshment table?
* Is there a kitchen? Do they provide beverage service and what is the cost? Does the cost include coffee, tea, water napkins, cups, glasses? Do you provide sugar, real cream, sugar substitutes? Does the rental fee include tip for the sexton at a church or the attendant at other locations? These are all questions to ask of each location -- ask to save so many phone calls.
* Get the name, phone numbers, and email addresses of your contact person. Determine how and when payment will be made and what time you can access the space/how to get in.

We now have a small quantity of refreshments at monthly membership meetings.

* We have limited the cost per hostess to $70.00 for each monthly membership meeting, the annual meeting and the cocktail party.
* Some locations provide refreshments included in price of the room, others require you use their services only and pay for them (Lewis Ginter), and in some places the hostesses must provide the refreshments.
* By July 1, you need to have the year planned.
* Give the format to the horticulture, artistic and photography chairs.
* One month prior to each meeting, reconfirm with the speaker (get their cell phone number!) and the location. Perhaps—the Secretary will have a head count for you. Advise location about set up requirements. Tell each hostess what you require of them ----table cloth and flowers for refreshment table, early arrival to help speaker set up. Help clean up and pack up speaker, etc.---- Decide who will introduce speaker, get a bio from the speaker for introduction. Alert treasurer to bring check for speaker, venue, anything else.
* Write a thank you note to the speaker, and anyone else who was particularly helpful, including your contact at the venue.