**BOXWOOD Membership Chairman**

**MONTHLY PLANNER – Job Duties**

**Updated February 2023**

The club “year” runs from Annual Meeting to Annual Meeting (May to May)

**June, July**

1. Nothing much to do in these months

**AUGUST**

1. Reminder email to Membership for new Member applications. Applications can be sent to members with candidates via email. Currently the Membership Chair is receiving applications year-round and does not need to remind the membership to file candidate applications.

Also currently, the Membership Chair is “working” the applications with members. The Chair should keep a list of suggested candidates year-round and establish a list in order of date candidate name is received.

1. Chair follows up on each application as soon as it’s received. Make sure all applications are complete, all questions answered and a photograph is included. Make sure the 3 sponsor members are valid active members. **Remember that a member may only sponsor one candidate in a calendar year and members of the membership committee and executive board are not allowed to propose candidates.** Email each lead sponsor to let her know the application is complete.
2. Chair scans all pages of each application including the photographs. Save these in your word processing program because you will need to email them out later. After, save each application to the Boxwood Google Drive, Membership section.

**SEPTEMBER**

1. Chair coordinates with President and Kent Valentine House to secure a January date for new member orientation (to hold at KVHouse). Hopefully this can be scheduled before the January membership meeting to which the new members are invited.
2. Chair announces this date to the membership at the September membership meeting.

Asks that the following committee chairmen save the date and attend:

1. President, VP1, VP2, Recording & Corresponding Secy, Treasurer
2. Artistic, Horticulture, Photography Exhibits Chairs
3. Garden Week Assignments Chair
4. Fundraising Chair
5. Membership Chair
6. Email membership reminding them that new member applications must be received by the Membership Chairman by 8pm the night before the September meeting. This is done if the Membership Chair does not already have enough applications for spaces.
7. Membership Committee meets to approve the applicants. This should be done in person.

Meet at a restaurant and make it a fun outing. Emailing the scanned applications to the membership committee prior to your meeting. Bring at least one copy of each application to the meeting. At the meeting determine who will complete the following tasks:

1. Print all pictures and affix them to a foam-core board for members to view at the October and November meetings.
2. Assign each committee member a candidate to present to the membership at the October meeting.

(September continued)

1. After the Membership Committee approves the applications, the Membership Chair Emails each full application to the President for Board approval.
2. Once they are approved by the Board, the Membership Chairman emails the sponsors to let them know that their applicant has been approved for vote into active membership. This can be a group email.
3. Membership Chair sends to the Recording Secretary a copy of each candidate application and photograph and the updated Voting Instructions (which the Chair updates annually following established format). These will all be sent to the membership ahead of the October meeting when we will present the candidates. See already established letter to the membership from the membership chairman. Be sure it includes:
4. The voting procedures
5. Request that all members read each application before the October meeting, copies will not be printed and distributed.
6. Note that we need ALL active members to either attend the November meeting in person to vote, or vote by proxy ballot. We must have a quorum for the votes to pass.
7. Information about obtaining a proxy ballot if a member can’t attend the November meeting. These can be requested via email to the Chair who keeps a list of the proxy’s sent out and received. These are added to the vote tally at the November meeting.
8. Chair updates and prints ballots and proxies. We use a blank ballot as a tally sheet.
9. TO PRINT:
	* 5 copies of proxies (proxies are mostly emailed, but keep 5 printed versions to hand out at meeting if needed)
	* 75 members x 2 = 150 + 10 extras ballots or 75 pages with 2 ballots on each 8 ½” x 11” page. Ballots are printed 2 to a page and cut in half. You duplicate the number of members for the ballots in case you have a second vote.
	* Use a blank ballot as a tabulation sheet for each vote- Use 2 sets per vote. Count votes twice for each vote for verification.
	* 8 x 10 photos of the applicants for the poster with names in alphabetical order and sponsors’ names below each picture.
		+ Note- Request an easel from the Programs Head for the October and November meetings. If no easel is available, prop the poster on a chair or ask a member to hold it up in front of the room during candidate discussion.

**OCTOBER Candidate Presentation**

1. Review the Voting procedures located under voting in the notebook so that you can answer

questions confidently at the meeting.

1. Presentation at the October Meeting – You will need
* Applications – your copy. Presenters should bring their own copy
* Proxies
* Poster & Easel if available

(October continued)

1. Membership Chair
* Introduces the applicants
* Explains the # of Active vacancies
* Explains the voting procedures
* Explains the number of votes for a majority. Election is by # active members divided by 2 + 1 = majority.
* A second ballot is necessary if an applicant has not received a majority vote on the first ballot. Today this is will not happen because we only put forth the number of candidates for the number of vacancies.
* If all vacancies are not filled on the 2nd vote, there will be no further voting.
1. Membership Committee members read aloud the applications. Members are encouraged to say a few words about the candidate.
* It is important to note and remind the members that we formally present the candidates to the full membership to give the non-voting members a chance to speak for/against a candidate so that everyone can hear the comments at the same time. Only active members vote on the candidates, but all members may speak about a candidate.

 5. Distribute proxies as requested. Keep a list of who requests them.

6. Submit membership report to Recording Secretary.

**NOVEMBER Candidate VOTE**

1. Chair emails membership reminding them that:
* The proxies are due before the meeting and must be filled out in entirety to be counted.
* The number for a majority vote

\*\*\*This can be added to the November meeting announcement. Coordinate with Recording Secretary\*\*\*

1. At the meeting, you will need:
* Poster of candidate photographs & Names
* Easel for poster to sit upon (if no easel, it can be put on a chair or held by a member during the voting period)
* Pencils
* Sharpie markers for 2nd ballot if needed
* Copies of applications, Chair’s copies
* Ballots
1. No more discussion about candidates is allowed.
2. Ballots are distributed to ACTVE members only. Committee members distribute ballots and collect them. They then remove themselves from the meeting room to count the votes. Election by majority of active membership.
3. The Chairman announce the new members and
* asks that the sponsors contact their applicant with the good news.
* announces orientation date.
1. Membership Chair emails the new Members to:
* Congratulate them on membership
* Inform them of the orientation date and other important dates (Membership meeting dates). Ask them to RSVP for the Orientation meeting.

(November continued)

 6. Chairman emails appropriate officers to remind them about Orientation and asks for an RSVP. For those not attending she will need to find a replacement.

 8. Submit membership report to Recording Secretary.

**NOVEMBER/DECEMBER-Orientation**

1. After vote – Chair creates new member contact list and mails it to Recording Secretary, President, 2nd VP (Green-Book Chair), and webmaster to be included in update to on-line roster.
2. Chair contacts Ann Heller at KVHouse (mail to: communications@gcvirginia.org ) for GCV “goodies” for our new member “goodie-bags”. See list of contents below.
3. Chair Plans orientation meeting- See already established AGENDA and update
4. Membership Chair will set up date with the President as soon as possible after Annual Meeting in May. Meeting to be held at KVHouse.
5. Before the meeting, email committee chairs asking them to attend the meeting and to let you know if they, or a substitute will be attending. Request that they bring any handouts/gifts/goodies/helpful hints available.
* President, VP1, VP2, Recording & Corresponding Secy, Treasurer
* Artistic, Horticulture, Photography Exhibits Chairs
* Garden Week Assignments Chair
* Fundraising Chair
* Membership Chair
1. Need copies of the following for each new member:
* Green book – supplied by 2nd VP
* Dues notice for new members – supplied by Treasurer
* Boxwood note cards packet – supplied by Corresponding Secretary
* GCV journal – Chairman should always take 5 extra copies (every other year when they are distributed) to keep with membership info for new members. (any time Molly was at KVHouse she picked up many copies of GCV printed materials to include in goodie packet)
* Any information from Committees i.e. Horticulture, Greens Sale etc.
* Any “goody bag” items from GCV
1. Send reminder email to attendees one week before the meeting.
2. Bring new member contact list. Get new members to update at the orientation meeting.
* Email any updates of member contact info to:
* President
* Green book editor- 2nd vice President
* Webmaster
1. Email thank you to new members for attending with list of important dates to remember.
2. Email committee members thank you for attending.

**JANUARY/FEBRUARY BOXWOOD MEETING**

1. Introduce new Members.

**MARCH**

1. Chairman reviews her files to determine members who are eligible for status changes to Associate and Life.
2. Chairman receives and saves all requests for membership changes all year. She keeps a list by date received and keep names in her que.
3. At the March Membership Meeting:

Chairman announces to members:

* That change of status requests are due to the Membership Chairman by 5 pm on May first.
* Spaces for Associate status are filled on a 1st come 1st serve basis when spaces come available.
* This announcement should be placed in the minutes from the March meeting:

**“Any member wishing to change their membership status should email their request to the Membership Chair by 5pm on May first. It is the responsibility of each member to know the membership rules and to act accordingly.”**

**April**

 There is no Membership Meeting in April due to Historic Garden Week.

**MAY**

1. Chairman determines the number of available spaces in Active, Associate and Life categories

1. Chairman presents the member requests to the Membership Committee. This can be done by email.
2. **Chairman updates her active, associate, life member, and members by year charts indicating the suggested changes.** She sends these charts to the President with the requested membership changes for approval by the Board.
3. After Board approval the Chair notifies each member who requested a status change if her request was approved.
4. Chair writes her annual report. Follow established format for chart and report.
5. At the Annual Meeting:
* Chair celebrates those members transitioning to Life Membership by printing the Life Member Certificate and letter. These are handed out to the new Life Members at the Annual Meeting or snail-mailed to them afterwards.
* Chair announces the number of spaces available for new candidates. Applications can be sent to the lead sponsors upon request via email. Currently, this announcement will tell the members how many application she currently has in hand and that we will not know how many spaces are available till next year.
1. Chair changes the due date and dates on all pages of the prospective new member packet:

Letter, page 1, 2 and 3 of the form. Actually, double checking that the dates are correct on the pages of the application should be done before sending out each application packet via email.

New Member Welcome Goodie-bag contents:

From GCV From Boxwood

-GCV sticker -Green Book

-KVHouse brochure -pack of 6 Boxwood notecards

-any GCV HGW advertising -copy of Boxwood 75th anniversary history

-other flower show advertising -print out of GCV Website Artistic/Hort/Photography guidelines

-Restored Historic Gardens brochure -dues & initiation invoice fm Treasurer

-GCV current Year in Review

-any additional current advertising fm GCV

-if available – *1930 Garden Club Pilgrimage to Virginia*

-Biannual GCV Directory & Handbook

GCV contents differ from year to year depending on product