

The Landings Garden Club Membership
Activity Descriptions to choose from:

Awards: CHAIR: Be conversant with the District and State award programs. Inform the LGC Board of awards the Club qualifies for. Act as LGC's liaison for the District and State Awards Chairs. Submit completed applications for District and State awards. COMMITTEE MEMBER: Gather information (updated narrative, photos, etc.) from LGC committee chairs that award applications will be submitted for. Assemble award applications, narratives, and photos as prescribed by the District or State. Basic computer skills necessary.

Bethesda Gardening: CHAIR: Plan and coordinate occasional gardening projects on the historic Bethesda campus as suggested by the LGC liaison who is in contact with Bethesda. Schedule work sessions for committee members. COMMITTEE MEMBER: Perform gardening projects at the Bethesda site.

Birds and Conservation: CHAIR: Responsible for relaying pertinent information and programs regarding the conservation of plants, wildlife, birds, and environmental concerns to the Club. Writes relevant articles for the Petal Pusher and/or for meeting presentation as directed by the President. Works with Programs Chair to organize at least one special event during the year relating to birds and/or conservation. COMMITTEE MEMBER: Assist Chair in gathering relevant information for presentations at meetings and for the Petal Pusher and assist with annual special event.

Blooming with Art: CHAIR: Plan, promote, and run bi-annual (odd years) February event at The Landings Palmetto Club in coordination with The Landings Art Association "Color by Twelve" group of artists. COMMITTEE MEMBER: Support the committee in specific areas such as publicity, floral arrangements, etc.

Communications/Graphics: CHAIR: Responsible for LGC electronic communication needs such as formatting and sending out e-blasts to members, formatting monthly PowerPoint presentations, formatting/designing posters and banners. COMMITTEE MEMBER: Assist Chair with committee responsibilities in area of member's computer skill(s) expertise.

Community Service: CHAIR: Responsible for community service projects, e.g., collecting clothing, non-perishable food items, pull-tabs, etc. COMMITTEE MEMBER: Assist Chair with collections and distribution.

Container Gardens/"Urn Angels": CHAIR: Oversee planning, planting, and maintenance of container gardens at the Oakridge, Marshwood, Deer Creek clubhouses and the Franklin Creek Tennis Center. Coordinate leaders for each location and keep volunteer lists updated. COMMITTEE MEMBER: Plant and maintain container gardens at designated location.

Done in a Day Projects: CHAIR: Format, organize, and publicize at least four projects during the year that involve new members as well as members of the Done in a Day Committee. Responsible for inviting new Club members to at least one project workday. Projects may include outdoor garden work, educational workshops and indoor floral making projects. COMMITTEE MEMBER: Perform work at Done in a Day projects.

Floral Design: CHAIR: Responsible for scheduling designers for one floral arrangement at each monthly meeting using budgeted funds. Arrangement will be raffled off during the meeting. Coordinate the table centerpieces for the annual luncheon with a team of designers (committee members). Responsible for floral design projects as requested by the BOD. COMMITTEE MEMBER: Design floral arrangement for a monthly meeting. Arrange table centerpieces for the annual luncheon. Participate in floral design projects as requested by the BOD.

Fundraising Production (Previously Bow Making): CHAIR: Responsible for selecting supplies with Fundraising Sales Chair, ordering supplies, staffing, scheduling production sessions, storage of finished product, and coordinating with Fundraising Sales. COMMITTEE MEMBER: Production of fundraising items (e.g., holiday bows). Assist Chair with other duties, if requested.

Fundraising Sales (Previously) Bow Sales: CHAIR: Responsible for selecting supplies with Fundraising Productions Chair, pricing products, promoting sales events (with Publicity Chair), scheduling sales events, staffing, managing inventory and intake of funds throughout sale days, and providing report of sales to President and Treasurer. COMMITTEE MEMBER: Selling fundraising items during scheduled sales event(s).

Holiday Gate Decorations: CHAIR: Responsible for planning, staffing, installing, taking down, and storing seasonal decorations at the community's Main gate, Oak Ridge gate, Deer Creek gates, North gate, and Moon River gate. COMMITTEE MEMBER: Assist with installing, taking down, and storage of seasonal decorations at assigned community gate.

Horticulture: CHAIR: Promote knowledge of indigenous plants and horticulture topics by presenting a brief topic at monthly member meetings, submitting at least five (5) horticulture articles for publication in the newsletter, and organizing horticulture events throughout the year that members can attend outside of Club meeting times. COMMITTEE MEMBER: Assist Chair with all Horticulture Committee tasks throughout the year.

Hospitality: CHAIR: Arrange for hostesses for all meetings, coordinate the food, set-up, and clean-up operations. Responsible for providing the Hostess schedule to the Yearbook Chair by July 31st for publication in the yearbook. Help organize the Spring luncheon. Assist as needed with New Member Socials. COMMITTEE MEMBER: Supply food and beverages, help set-up at Club meetings. Assist Chair with Spring luncheon and New Member Socials, if requested.

Media Management (Electronic): CHAIR: Responsible for updating LGC's website (thelandingsgardenclub.com) and "The Landings Garden Club" Facebook page on a regular basis and posting/organizing photos on LGC's Image Library (Google Photos site). Computer skills necessary. COMMITTEE MEMBER: Assist Chair with Committee responsibilities in area of member's computer skill(s) expertise.

Membership: CHAIR: Keep attendance at all general member meetings; maintain the membership database including all contact information and payment details; provide a copy of such lists to the President, Yearbook Chair, and Treasurer; actively communicate with prospective members; accept applications for membership; collect all membership dues; introduce new members to the general membership; follow-up with members whose dues are in arrears, and remit all dues to the Treasurer for deposit. Collect short bio from all new members to be published in monthly newsletter. Alert committee chairs when a new or returning member signs up for their committee. COMMITTEE MEMBER: Assist Chair with above duties as requested.

Newsletter: CHAIR: Responsible for collecting articles for Committee Chairs, editing/arranging articles and publishing the monthly Pedal Pusher newsletter. Coordinate with Awards Committee Chair to be aware of content necessary to qualify for annual Newsletter award. COMMITTEE MEMBER: Assist Chair with above duties as requested.

Programs: CHAIR: Responsible for planning programs for the year. Chair an initial meeting to discuss and plan program goals for the year that must include President, Vice President, Horticulture Chair & Birds, and Conservation Chair. Assists Chairs with details for booking monthly speakers. Forward a program schedule by July 31st to the Yearbook Chair for publication in the yearbook. COMMITTEE MEMBER: Assist Chair with above duties as requested.

Publicity: CHAIR: Handle all Club publicity releases including social media. Coordinate with Committee Chairs and the BOD in advance of publication submissions. Have an understanding of publicity deadlines for the TWATL, Skinnie, The Landings Association Newsletter, Garden Gateways, etc. Write articles in advance of deadlines and submit for publication. Coordinate PR for special events (Blooming with Art, Fundraising Sales, etc. COMMITTEE MEMBER: Assist Chair with above duties as requested.

Serenity Garden (LIMITED TO 30): CHAIR: Plan, design, implement, and schedule committee members to perform maintenance at the Serenity Garden at the Anderson Cancer Institute on the Memorial Hospital campus. COMMITTEE MEMBER: This committee is limited to thirty members. Maintain (trim, pull weeds, sweep, water if needed) on assigned month. Occasionally plant and mulch.

Skidaway Audubon Sparrow Field Pollinator Garden: CHAIR: Oversee planting and maintenance of the garden located within The Landings. Coordinate work schedule for Committee Members. COMMITTEE MEMBER: Planting and maintaining the garden is done for one to two hours on Friday mornings from March through November. The motto for committee members is “Come when you can. Leave when you must.”

Skidaway Audubon Garden Gnomes Pollinator Garden: CHAIR: Oversee planting, maintenance of these gardens located throughout The Landings. Coordinate work schedule for Committee Members. COMMITTEE MEMBER: Assist with planting and maintenance of assigned garden for one to two hours per week from March through November.

Skidaway Farm Project: CHAIR: Plan, design, and implement a vegetable garden at Skidaway Farms. Coordinate work schedule for Committee Members, interface with the Charitable organizations where the vegetables are donated. COMMITTEE MEMBER: Assist with planting, maintaining, and harvesting at the garden as needed.

Village Library: CHAIR: Responsible for planting and maintaining two containers at the Village Library throughout the year, occasionally working on the front garden beds and coordinating the work schedule for Committee Members. COMMITTEE MEMBER: Planting and maintaining two containers at the Village Library throughout the year as scheduled and occasionally working on the front garden beds.

Yearbook: CHAIR: Responsible for compiling, publishing, having copies printed for Club members, and having the Club’s Media Management Chair post the yearbook to the LGC website. Computer skills with Microsoft Word is necessary. COMMITTEE CHAIR: Assist Chair with above duties as requested. Basic computer skills with Microsoft Word would be a plus.