

WAYS & MEANS

Budget _____

Members: 10

The responsibilities of this committee include:

1. Generating funds to supplement the operating budget of the club
2. Raising money for designated special projects

PROCEDURES:

1. The committee should have a chair and a co-chair with eight additional members. Based on the scope of the project, the committee may request additional member's help. They should meet soon after the new committee has formed. The committee should discuss and determine projects for the coming year. Projects picked should have something to do with gardening, conservation or meet other objectives of our club. Purchase of large items for resale should have the approval of the Board.
2. Any expenses incurred by committee members should be turned into the chairman with attached receipts. If approved by the chairman, she will submit the voucher and attached receipts to the treasurer for reimbursement.
3. An end of the year report will be turned in to the president at the close of the current year detailing income and expenses.
4. The committee may pursue different projects, and each project will dictate different procedures to accomplish the goal. The committee would be responsible for collection of orders and or funds and the distribution of products.