

# GENERAL GUIDELINES

The Policy & Procedures Committee has completed its job of updating the original recommendations from 2004 and therefore is now disbanded. Club members are reminded that these recommendations are just that—recommendations. The guidelines are a working document and as such we expect them to change. If you have suggestions, clarifications or recommendations for what you think is a better way to do things, please put them in writing and give them to the 1st vice president. She will review them as needed and share them with the board for appropriate action.

The complete *Policies & Procedures* are being placed on The Friendly Garden Club website. Just follow the directions on the website: [thefriendlygardenclub.org](http://thefriendlygardenclub.org). You can copy any of the descriptions, procedures or forms on your printer as needed. Contact Stephanie Nelsen if you have problems with the site.

This document is divided into three sections:

1. Officer duties and procedures
2. Committee chairman duties and procedures
3. Forms currently used by various officers and committees

General guidelines for all committee chairman are as follows:

1. Attend all board meetings or appoint a committee member to attend if you cannot. Each committee has one vote on the board.
2. If no action is needed by the board, please make all monthly reports in the newsletter.
3. Keep the publicity committee informed in writing about all activities that need publicizing in the newspaper or elsewhere.
4. If you wish to have a change in your yearly budget, turn in a written request to the finance committee by the end of August.
5. Use the designated forms in the *Guidelines*. If you or your committee has suggestions for improvements, please let the 1st vice president know in writing.
6. If the opportunity presents itself for you to speak on behalf of the club, please seek board approval first.
7. At the end of the year, turn in two copies of your yearly report to the president.

The committee wishes to thank everyone for their input. Special thanks is extended to Stephanie Nelsen for her untiring help with the website. It could not have been done without her!

Thanks you.

Cathy Hamilton, Chair  
Pat Jean  
Stephanie Nelsen  
Sue Soderberg  
Jean Spagnuolo

Terry Harding  
Maxine Meach  
Jane Weldon  
Jill Stiltner  
JoAnn Fitzmaurice, Emrts.