



TGC Committee Chair

Job Descriptions

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Tennessee Garden Clubs (TGC)

Committee Chair Job Descriptions

About Job Descriptions

This document outlines the duties of each chair.

Additional information in the form of rules, guidelines, procedures, and forms come directly from the pertinent chair at the request of a TGC member.

Committee chairs may request a co-chair or chairs, as needed.

Abbreviations & Other Names

- Deep South Garden Clubs, Inc. (DSGC); also referred to as Deep South
- Endowment Trust Fund (ETF)
- Flower Show (FS)
- Flower Show Judges (FSJ)
- Ivan Racheff House and Gardens (IRH&G/Racheff)
- National Garden Clubs, Inc. (NGC)
- *NGC Handbook for Flower Shows (NGC Handbook)*
- Tennessee Council of Nationally Accredited Flower Show Judges (TGC Judges Council/TCNAFSJ)
- Tennessee Garden Clubs, Inc. (TGC)
- TGC Headquarters (TGC Headquarters/Racheff)
- *The National Gardener (TNG)*
- *The Volunteer Gardener (TVG)*
- Vision of Beauty (VOB) Calendars

Adopt-a-Park

The Adopt-a-Park chair promotes participation by encouraging clubs to establish new parks: state, city, pocket, mini, subdivision, or neighborhood. Duties include improving or developing areas in existing parks, such as adding a bird sanctuary or nature trails and encouraging Arbor Day and wildflower plantings.

Advertising Assistant

The Advertising Assistant chair works with *The Volunteer Gardener* editor by seeking advertisements and funds for publication for *TVG*. A rate sheet and a copy of the publication can be sent to prospective advertisers. Upon agreement, advertisers are responsible for camera-ready copy to be submitted as digital files to this chair to forward to the *TVG* editor. Members with advertising suggestions should send to this chair the following: company name, contact person, telephone number, address with a nine-digit ZIP code, and the product or service to be advertised. The name and address of this chair and the ad copy deadlines are listed in *TVG*. This chair may appoint a person in each district to work on advertising.

Air Quality

The Air Quality chair provides information to local garden club members about air pollution, its causes, and potential treatment to solve the problems. This chair is knowledgeable about the problems of air

pollution (such as auto emissions, tobacco smoke, energy efficient sealed buildings and homes, aerosol containers, cleaning products, and radon) and passes on information to combat these problems (such as planting trees, recycling, driving less, carpooling, support and use of renewable energy sources, consuming less, use of houseplants and education) to the districts and clubs. This chair actively seeks the involvement of other groups interested in safeguarding the air and gives advice to districts and clubs on ways they may help by supporting legislation.

Arboreta and Botanical Gardens

The Arboreta and Botanical Gardens chair maintains and updates lists of arboreta, botanical gardens, and open gardens, both public and private. Lists may include memorial gardens, house and garden tours, wildflower hikes, nature trails, historic sites, scenic routes, and state and national parks. Lists also include the name, address, when they may be visited, and the price of admission, if any. The chair distributes this information through the districts and encourages each club to visit one or more sites per year.

Appropriate displays should be set up at the TGC Convention and district meetings that promote interesting sites available for visitation. The chair coordinates the work of state committees whose work areas interrelate with those of directors of arboreta and botanical gardens. The chair also arranges for at least one meeting with this group during the two-year period of this position.

Archivist

The Archivist chair assists the historian in gathering materials about TGC and placing them in the IRH&G/Racheff Archives so that they will be available to the membership. The archivist secures hard bound covers of *The Volunteer Gardener* for files at TGC Headquarters/Racheff when enough volumes have been collected to warrant binding. This chair catalogs information for easy accessibility and submits a short Tennessee history to DSGC and NGC, when requested.

Awards

The Awards chair encourages clubs to apply for TGC, DSGC, and NGC awards. All judging is to take place between January 1–10, and this chair notifies members of the time and place. This chair is responsible for forwarding ALL applications to NGC and DSGC.

The Awards Committee consists of the following:

- TGC Awards chair
- Four District Awards chairs
- President Elect
- First Vice President
- Flower Show Schools chair
- FS Judges Credentials chair
- Immediate-past Awards chair
- Other TGC committee chairs (as necessary)

Plus, the TGC president signs the award forms. The BOE judges recommend where the BOE should be sent, either to NGC or DSGC.

1. The Awards chair obtains all current NGC, DSGC, and TGC application forms and distributes them to the four district directors and District Awards chairs. The chair obtains all current special awards information and distributes to each district. All forms and special awards information are online on the

NGC and TGC websites and is updated by this chair.

2. In 2019, the Awards chair placed the “TGC Award Rules” and “Flower Show Award Rules” in the *Awards Manual*, along with the NGC and DSGC Special Project information. Award manuals are given to the district directors and the awards list, rules, and applications are on the TGC website. The chair updates the manual, as well as special project information, before the first board meeting of a new administration. The *awards year* is January 1 through December 31. All applications must be received no later than January 1. There are exceptions, so note each awards deadline.
3. Any individual, group, or club who wishes to add a *new award* must apply in writing to the Awards Committee. Payment for the new award must be specifically established. After approval by the committee, the award is presented to the Executive Committee and then the Board of Directors for approval. The chair presents the specifications for NGC, DSGC, and TGC awards at the Post-Convention Board Meeting. Approved awards are then published in the *Awards Manual* and on the TGC website for distribution to the clubs no later than the president’s meeting.
4. **District Awards:** The District Awards chairs form a committee to evaluate club ratings, judge any District awards, and judge any Junior Standard awards. The chairs list the placings and send this list to the State Awards chair by February 1.
5. **Flower Shows:** ALL clubs having a flower show send a “Letter of Intent” to the TGC Awards chair and the TGC FS State Evaluations chair. After receiving the letter of intent, the Awards chair sends the club a *Flower Show Packet*, which includes all necessary forms and other important information. All clubs having flower shows and entering for the staging award must send the staging award form to the TGC Awards chair. The Awards chair and the Evaluations chair work closely together.
6. **Publicity Press Books:** The Awards chair is responsible for having the Publicity Press Books judged and mailed to the DSGC Publicity Press Book chair by the DSGC deadline. Press Book winners in all three categories are sent. This chair fills out the DSGC Awards applications with the DSGC award number on the applications. The rest of the Press Books are brought to the TGC Convention to be returned to the rightful district director.
7. If a club wants any *Press Book* or *Flower Show Book* returned, the club must include a self-addressed envelope and return postage.
8. The TGC treasurer forwards the names of any delinquent clubs that are ineligible for any awards to the Awards chair. Delinquent clubs have members owing dues as of June 1.

Backyard Wildlife Habitat

The Backyard Wildlife Habitat chair encourages the use of bluebird feeders, butterfly houses, and water sources in the backyards or gardens of garden club members and providing food sources for the animals in our surroundings to promote health and growth. This chair may provide information on these subjects, as well as resources for acquiring further information.

Bees

The Bees chair promotes knowledge, conservation, and appreciation of bees. The chair alerts garden club members and the public concerning the plight of bees and what may be done to help them. This chair also educates all on the importance of bees to our food and ornamental crops and strives to develop and promote programs and publicity that create interest and concern among garden club members.

Birds

The Birds chair promotes activities and projects related to the protection and welfare of ALL birds and their habitats throughout the state. Activities include establishing sanctuaries, furnishing food and homes, and promoting the passage and enforcement of laws concerned with bird welfare. This chair encourages the promotion of public education on the economic, biological, aesthetic, and recreational value of birds.

This chair also encourages cooperation with clubs, schools, Junior Garden Clubs, and Audubon Societies and submits an article to *The Volunteer Gardener* when requested.

Blue Star & Gold Star Families Memorial Markers

The Blue Star & Gold Star Families Memorial Markers chair is familiar with NGC and the Tennessee Department of Transportation (TDOT) concerning the placement of Blue Star & Gold Star Families Memorial Markers. Plans for placing markers and landscaping must be made with the cooperation of TDOT. This chair encourages clubs and districts to place these memorials as a tribute to those who have served, to those are serving, and to those who will serve in the Armed Forces of the United States.

Funds may be raised by one club or a group of clubs for an individual marker or by a group of clubs or a district for a district marker. Clubs or group of clubs purchasing a single marker may handle their own finances. Contributions for a district marker are paid to the clubs' district treasurer, to be retained until a sufficient amount has accumulated for a marker.

This chair reports the number and location of each memorial marker to the DSGC and NGC chairs. Along with the president and district director, this chair assists in the dedication of each new marker and provides a sample program and tips for a successful dedication. This chair also may prepare an article with photographs of new marker dedications to *TVG*. This chair updates all related forms and information.

Butterflies

The Butterflies chair promotes knowledge, conservation, and appreciation of butterflies. This chair alerts garden club members and the public about the plight of butterflies and the environmental dangers they face and encourages the planting of butterfly gardens, protection of habitat, and the availability of nectar and larval foods. This chair also strives to develop and promote programs and publicity that create interest and concern among garden club members.

Bylaws/Standing Rules/Duties

The Bylaws/Standing Rules/Duties chair recommends amendments to the Board of Directors that will facilitate the function of TGC. The recording secretary provides copies of proposed bylaw amendments, which have board approval, to each member club at least 30 days before the annual meeting or by printing these bylaws in *TVG* prior to the annual meeting. This chair updates the "Standing Rules" and "Duties of Officers and Chairs." The parliamentarian and president-elect are members of this committee.

Calendar of Events for TGC

The Calendar of Events chair ensures all dates related to TGC are included in the calendar. If not handled by the TGC president, this chair makes the information available to *The Volunteer Gardener* editor and the website administrator, as requested. Requests are emailed to the chair immediately when tentative dates are set. The president must approve state and district event dates.

Calendars—NGC Vision of Beauty (VOB)

The NGC VOB chair contacts District Calendar chairs each year and gives instructions on how to place orders and promote sales. Refer to the NGC or TGC websites for the VOB calendar form. In the year of changing the administration, VOB calendar information comes from NGC after the NGC Convention. The price of the calendars is determined by the NGC cost (100 and up quantities) plus \$2 equals the TGC price. The District Calendar chairs take orders from clubs and secure the payments. The orders and one combined total check from each district treasurer are sent to the TGC Calendar chair. This chair submits district orders and checks to the TGC treasurer who places one combined order shipped with standard freight with NGC Member Services.

If NGC agrees, this chair requests the calendars be sent to the District Calendar chairs in the quantities ordered and the bill for payment sent to the TGC treasurer. Additional orders may be placed as long as supplies last, and orders placed are in quantities of 100 for the NGC price break. All profits from the sale of calendars are retained by TGC for use in the scholarship fund.

This chair develops plans to increase the sales of calendars and encourages entries in the NGC calendar contest. Contest entry information is available in the back of the calendar. This chair submits articles promoting sales to *TVG* and instructs District Calendar chairs to promote sales in district newsletters. Reports are sent to the NGC chair, the DSGC chair, and the TGC president when sales are finalized.

Civic Roadside Beautification/Scenic Tennessee/Keep America Beautiful (KAB)/Keep Tennessee Beautiful (KTB)

This chair encourages clubs to plan programs and projects that improve the environment. Projects should have a broad base of community involvement and participation with other groups in the area. The chair works toward roadside beautification, including cooperation with other committees and groups working for the control of billboards, removal of litter, junk yards, and auto graveyards. Through the district chairs, this chair cooperates with local authorities in searching for more scenic conditions in our towns and cities.

Club Programs and Illustrated Lectures

The Club Programs and Illustrated Lectures chair promotes dynamic, informative, and fun programs for individual garden clubs. The chair is familiar with the available material within TGC and from NGC and updates this information as needed. The chair also lists materials helpful in planning programs for clubs, compiles materials for distribution to inquiring clubs, and encourages well-planned, interesting, and varied subjects that are garden-related and of general interest.

Sources of program materials include local county extension offices. A program could consist of various study courses spread over a series of meetings, field trips, or cleanup days. This chair makes material available to local clubs through the district chairs. This chair also encourages illustration of special program projects and helps make these programs.

This chair is the custodian of program-related slides and videos belonging to TGC. Through district chairs, this chair maintains a list of available speakers and encourages clubs to use their own members as speakers for better education within the club.

The chair submits at least one article each year, suitable for a garden club program, to *The Volunteer Gardener* editor.

Conservation Camp (established in 1954)

The Conservation Camp chair serves as General chair of the TGC Conservation Camp. Working with the president, Conservation Camp Committee, and with the supervisor of the State Department of Conservation Education in planning the program, this chair endeavors to include information on conservation-related topics that are given special emphasis by DSGC or NGC. This chair submits program plans and formats to the president for approval before invitations, printing, or contracts are made in accordance with the detailed procedures set forth in the *TGC Events Manual*. This manual is available on the TGC website.

Using the *TGC Events Manual*, this chair makes reservations for the camp facilities and employs a caterer, if necessary. The chair also prepares notices and registration forms for publication in the summer issue of *TVG*, observing the deadlines.

This chair appoints a registrar to account for registration and finances for the camp and other committee chairs, as needed, for exhibits, material distribution. After all the camp expenses are paid, the chair mails excess funds, if any, to the TGC treasurer within sixty days. (Refer to “TGC Standing Rules, Section XIII, Conventions, Conservation Camp and Other Meetings.”) The chair reports the activity and achievements of the camp in the winter issue of *TVG*.

The chair distributes conservation materials to garden clubs and encourages them to have one or more programs on conservation each year. This chair encourages clubs to work for TGC and NGC Conservation awards and, when requested, prepares TGC applications for these awards.

The chair works closely with the University of Tennessee in promoting the yearly conservation workshop for teachers, co-sponsored by the TGC, which is held during summer months.

Conservation Education

The Conservation Education Fund (CEF) was created by a motion at the 2010 Conservation Camp (BOD 2/16/2012) to set up a fund to help preserve Mack (*Mr. Conservation*) Prichard’s slide collection and other information. When Mr. Prichard retired from the Tennessee Department of Natural Resources in 2010, the state lacked storage space for his extensive collection on the natural resources of Tennessee. Mr. Prichard was the founder of the Cumberland Trail and a Conservation Camp spokesperson and program presenter for many years. After Mack passed away on April 29, 2020, Tennessee Governor Bill Lee declared March 31 as Mack Prichard Day in 2021.

The Conservation Education chair requests donations to support preservation of the Prichard slide collection about conservation camps, state park histories, wildflowers, and wildlife information, and recordings from Mr. Prichard’s speeches at past conservation camps, hikes, and tours.

This chair works with the TGC treasurer and curators for the Mack Prichard Legacy Project (MPLP)—Friends of the South Cumberland State Park, Inc., PO Box 816, Sewanee TN 37375—with the CEF supporting their employee for the MPLP (*BOD 1/31/19*). To view the curators’ progress, visit www.MackPrichard.org. This chair requests information and assistance from other conservation groups that have worked with Mack. Future subjects pertaining to conservation education could qualify for this fund.

Convention

The Convention chair for each annual meeting serves as a member of the Board of Directors for two years. This chair, with the approval of the board, is responsible for planning the annual meeting in accordance with the detailed procedures set forth in the *TGC Events Manual*. As soon as the date is

confirmed and approved by the president, the chair submits it to the *TVG* editor for inclusion in the *Date Book* or *Calendar*. Other publicity must comply with the *TGC Events Manual* available on the TGC website.

The district director of the host district is the official hostess for the convention. The TGC president, after consultation with the convention chairs, appoints the Program, Hospitality, and Registration chair for each convention. The Convention chair may have approval of the TGC president to make these appointments.

This chair coordinates the duties of all convention chairs and follows up with all convention assignments in accordance with the *TGC Events Manual*.

After all the convention expenses are paid, the chair or the appointed Convention treasurer mails excess funds, if any, to the TGC treasurer within sixty days. (Refer to “TGC Standing Rules, Section XIII, Conventions, Conservation Camp and Other Meetings.”) A complete convention financial report must be submitted to the TGC Board of Directors at the fall board meeting following the convention. The chair reports the activity and achievements of the convention in the winter issue of *TVG*.

Endowment Trust Fund (ETF)

The Endowment Trust Fund chair promotes contributions and grant applications from TGC garden clubs to the TGC Endowment Trust Fund. This chair reports to the TGC Endowment Trust Fund trustees and the TGC Board of Directors.

A minimum of 10 percent of the annual net earnings of the fund is added to the corpus of the funds (*Agreement and Declaration of Trust, TGC 1996, Item V-A, Investment Authority*).

Requests for distribution of income (grant applications) is made to the ETF Board of Trustees (*Amendment to Agreement and Declaration of Trust, TGC, 1996, Item IX-Distribution of Income—BOD 10/8/14*). Applications are sent to the four ETF trustees representing each district. These trustees send copies of received grant applications to all seven members of the ETF Board of Trustees members for review. The decision on awarding is made by the complete board at the ETF fall meeting prior to Conservation Camp.

This chair receives the trustees’ votes and announces the grant winners at Conservation Camp. The [ETF rules and information](#), [ETF Contribution Form](#), and [Matching Grant Application form](#) are updated by the ETF trustees and are available on the TGC website.

Energy Conservation

The Energy Conservation chair encourages each district to seek ways that result in conserving energy and improving the environment. The chair sends or presents information about this topic to the district directors at the TGC Board of Directors meetings for general distribution to the membership. The chair researches unusual and challenging methods of energy conservation and devises means of enticing member participation.

This chair promotes awareness with general information about “hydroelectric power,” including the location of these power stations in the United States; main usages; advantages and disadvantages; and effects on recreational areas, wildlife protection, agriculture land, and products. The chair submits energy filler tips and an article on energy conservation when requested by the *TVG* editor.

Environmental Schools: Refer to Trillium Consultants Council of TGC

Finance/Budget/Internal Audit Committee (Finance/Budget)

The Finance/Budget chair, the TGC treasurer, assistant treasurer, and three members appointed by the TGC president prepares a dated, two-year budget to be presented for approval in June of the odd-numbered years. The president and parliamentarian serve as ex officio members of this committee. A budget review is presented by the Finance/Budget Committee chair in October of the even-numbered years at the Fall Board of Directors Meeting. The Budget Report is submitted for publication in *The Volunteer Gardener*. This chair advises the president on financial matters, as requested.

Finance/Budget (Internal Audit)

The Finance/Budget Committee represents the Internal Audit Committee and conducts an internal reconciliation of the TGC treasurer's records in the second year of the treasurer's term to review the internal control processes. This committee meeting occurs prior to the annual business meeting. The Internal Audit Committee report is presented the second day of the TGC annual meeting and submitted for publication in *TVG*.

Floral Design

The Floral Design chair seeks to expand the knowledge, practice, and enjoyment of the art of Floral Design in Tennessee. Since Flower Show School courses serve primarily those members who compete and/or judge in NGC standard flower shows, there is a need to attract and reach more garden club members who wish to learn floral design—to beautify their homes, for recreation, therapy, and to encourage our youth to enjoy floral design. Approaches to reach this objective may include this chair's efforts to:

- Cite resources of educational information, especially new publications.
- Promote club projects involving youth floral designs and joint projects with other nonprofit youth groups, awarding them with certificates.
- Promote district floral design demonstrations and/or workshops with a focus on everyday use of floral design. These demonstrations and workshops are open to the public and staffed by volunteer flower show judges.

Flower Show Judges Council

The Flower Show Judges Council chair rotates numerically through the TGC districts with the chair elected by the judges in the district where the chair resides. This chair works with the president and Convention chair when holding the annual meeting in conjunction with the TGC Convention.

At convention, the chair presides over the annual meeting of the Tennessee Council of Nationally Accredited Flower Show Judges (TCNAFSJ) and holds a memorial service for TGC judges who have died each year.

The chair instructs the council treasurer to provide \$400 (*approved April 14, 2016, Council Meeting, Murfreesboro*) to the convention to help defray expenses for the design program. All district judges councils pay dues annually to the TCNFSJ, currently \$6 per member before April 1 each year (*approved April 25, 2019, Council Meeting, Memphis*).

This chair may also serve as the Flower Show State Evaluations chair or may appoint someone (see job

description) and encourages clubs to have standard flower shows, offer assistance to clubs in planning and staging, as well as furnish lists of qualified judges upon request. The chair is familiar with the standard flower shows forms and is informed of all changes in TGC and NGC rulings. The chair reports any changes regarding judges to the Membership Database chair or the subject of judging to the TVG editor for publication.

District Judges Councils and Flower Show Judges (FSJ) Clubs are recorded with this chair and updated annually. The list states the judges' contact information (address, phone, email, judge's status, and good standing year). The council, along with the FSJ Credentials chair and the Flower Show Evaluations chair, requests and maintains lists of FSJs in the four districts in order to conform to their job description. FSJ lists may be requested from this chair or the evaluations or credentials chairs.

Beginning with the 2017–2019 administration, the Tennessee Council of Nationally Accredited Flower Show Judges (TNCNAFSJ) recommends candidates to the TGC president for appointment of chairs for the Flower Show Credentials chair, Flower Show Schools chair, Flower Show Symposium chair, Flower Show Symposium co-chair, Flower Show State Evaluations chair, and Flower Show Schedule Review chair (*approved April 23, 2015, Post Convention BOD Meeting, Jackson*).

Flower Show State Evaluations

This chair refers to the NGC *Handbook for Flower Shows*, latest revision, as needed. The chair of the Tennessee Council of Nationally Accredited Flower Show Judges (TCNAFSJ) acts as this chair or appoints someone for this position. The FS State Evaluations chair (*approved at BOD, April 28, 2011*) receives a completed list of all flower show judges prior to judging a standard flower show when the club staging the show is planning to apply for an NGC Flower Show Achievement award. From this list, the chair certifies that the judges' credentials are in good standing to judge and selects a panel of three NGC Accredited Flower Show judges in good standing to evaluate the flower show. The local flower show chairs never select the judges to evaluate their flower shows.

Upon request, this chair provides a list of NGC FS judges who may be available to judge a flower show. District Judges Councils and Flower Show Judges (FSJ) Clubs are to be recorded with this chair. The council, along with the FSJ Credentials chair and the Flower Show Evaluations chair, requests and maintains lists of FSJ in the four districts in order to conform to their job description. The list states the judges' contact information (address, phone, email, judge's status, and good standing year). The chair reports any changes regarding judges to the Membership Database chair. FSJ lists may be requested from this chair, the council, or credentials chairs. This chair works with the Awards chair and the Flower Show Judges Credentials chair in completing this position.

Flower Show Schedule Review

The Flower Show Schedule Review chair reviews flower show schedules in draft format prior to the process of printing for a flower show. The chair makes suggestions to the schedule writer to correct or improve the schedule based on the current [*NGC Handbook for Flower Shows*](#). This chair endeavors to stimulate interest in the educational phases of shows, originality in schedules, and higher quality in all flower shows. All FS schedules remain the property of the schedule chair for that specific flower show.

Flower Show (FS) Schools Committee

There are three members of this committee:

1. Flower Show Judges Credentials
2. Flower Show Schools
3. Flower Show Symposiums

Flower Show Judges Credentials

This chair is bound by the duties as listed on the NGC website in the FSS checklist for forms and directions. This chair refers to the NGC *Handbook for Flower Shows*, latest revisions, as needed.

This chair keeps accurate and confidential records on all Tennessee Council of Nationally Accredited Flower Show Judges and is responsible for issuing permission to take an FS school or symposium for credit or audit toward advancement according to the NGC requirements.

This chair notifies FS judges of their level and date of good standing as they work through the processes to achieve master level and keeps track of judges who refresh beyond master level. If a judge wishes to take a symposium other than in Tennessee, the judge must get written permission from this chair showing they are eligible.

FS judges send this chair \$5 to cover envelopes, paper, and postage (*approved April 29, 2017, FSJ Council Meeting, Gatlinburg*). This chair communicates with Credential chairs in other states. This chair submits required forms for judges, along with the card identifying the judge level.

This chair receives symposium information from the FS Symposium chair regarding attendance and grades, and makes any necessary entries in the individual judge's records.

The chair maintains a current list of *accredited judges* whose records are in Tennessee and updated annually. A list of *emeritus judges* is maintained also. District Judges Councils and Flower Show Judges (FSJ) Clubs are recorded with this chair. The council, along with the FSJ Credentials chair and the Flower Show Evaluations chair, requests and maintains lists of FS judges in the four districts. The list states the judges' contact information (address, phone, email, judge's status, and good standing year). The chair reports any changes regarding judges to the Membership Database chair. FSJ lists may be requested from this chair, the council, or the evaluations chairs.

The chair assists the FS State Evaluations chair in completing the evaluation form. This chair is appointed by the TGC president, may be reappointed, and serves as a member of the Awards committee.

Flower Show Schools (FSS)

A Flower Show School series may be sponsored by a local garden club, council, district, judges' council, judges' study club, or the state club with surplus funds being retained by the sponsor.

The Flower Show Schools chair is bound by the duties as listed on the NGC website in the FSS checklist for forms and directions. The chair provides the [27H Evaluation of Course/Symposium & Instructor form](#) to all attendees and emphasizes that evaluations are necessary to keep abreast of what is happening in the classroom.

This chair promotes Flower Show Schools (FSS) in Tennessee, keep all records of FSS, and works closely with the chairs of FSS. Each chair of an FSS works through this chair concerning all forms, tests, and any NGC communication. This chair encourages the school chair to send publicity on speakers and topics for publication and requests the details of an FSS for publication in the TVG Calendar. The NGC chair

approving the school advises the *TVG* editor about publication. This chair forwards all required forms to the proper NGC chair and checks and signs all applications conforming to all requirements for approval of schools.

At the close of an FSS, this chair files all necessary forms for the final certification of the school and keeps these records as a permanent part of TGC records. The chair handles the *NGC Handbook for Flower Shows* exam (given twice a year) for TGC and is responsible for all the paperwork for the exams.

The chair notifies the TGC FS judges and the Credentials chair of the status of student judges and the date of their accreditation. This chair is appointed by the TGC president, may be reappointed, and serves as a member of the Awards committee.

Flower Show Symposium

This chair is bound by the duties as listed on the NGC website in the FSS checklist for forms and directions. This chair refers to the *NGC Handbook for Flower Shows*, latest revision, as needed.

An FS symposium may be sponsored by a local garden club, council, district, judges' council, judges' study club, or the state club with surplus funds being retained by the sponsor.

This chair provides the NGC 27H form, [*Evaluation of Course/Symposium & Instructor*](#), to all attendees and emphasizes that evaluations are necessary to keep abreast of what is happening in the classroom. The chair attends TGC symposiums when invited by the district hosting the symposium, and the host district pays all expenses for this chair (e.g., hotel, travel round-trip, meals).

This chair is responsible for all symposiums held within Tennessee and is the liaison between NGC, TGC, and each district. The chair requests approval from the TGC Executive Committee or Tennessee Council of Nationally Accredited Flower Show Judges to sponsor a symposium at least one year before the symposium. The chair plans and organizes all FS symposiums within the state. This chair may supervise all details or may appoint, or have appointed, a local/district FS symposium chair. Each TGC district can have an FS symposium chair who communicates, works, and is guided by this chair. All forms to the NGC FS symposium chair, instructors, or headquarters, relative to all symposiums, must be approved or mailed by this chair.

The chair refers to the NGC website to save or copy required FSS forms. The chair provides the duties and forms to the local FS symposium chair or refers them to the NGC website.

When the FS symposium has been accredited, this chair receives signed and/or dated copies of all papers submitted. NGC headquarters receives copies of forms and the check from the NGC symposium chair. Then this chair notifies the local symposium chair that the symposium has been accredited with NGC. Examination papers are never returned to judges until the symposium has been accredited.

All mailings and postage by the sponsoring local/district FS symposium chair are paid out of the local/district symposium budget (TGC and NGC FS symposium chairs do not pay for any mailings. NGC does not pay for mailing papers back to the state, and the state chair does not pay for mailings back to the local chair). The mailings are sent via certified mail with a return receipt requested or priority mail with a delivery confirmation sent to this chair.

The local/district FS symposium chair must include postage for all the items going to the TGC level and NGC level. After this chair signs all the forms, the forms are sent to the NGC FS symposium chair for a signature and to get the symposium accredited with NGC.

The NGC FS symposium chair forwards judges' advancements after attending a symposium to the FS Judges Credentials chair. This chair is appointed by the TGC president and may be reappointed.

Gardens for Children

The Gardens for Children chair encourages the creation of gardens planned specifically with children in mind. These gardens can be developed at schools, churches, libraries, and at public parks. This chair works closely with the Deep South Garden Clubs Children’s Garden chair and passes on information to the districts.

Gardening—Community

The Gardening—Community chair encourages clubs to establish small gardens in various areas of their communities, such as public grounds or vacant lots. The chair emphasizes development and planting for easy maintenance, as well as improvement by other groups, such as youth, civic organizations, and Boy and Girl Scouts.

Gardening—Food/Herbs

The Gardening—Food/Herbs chair encourages garden club members to participate in:

- Promoting the growing of all types of plants for food and educating members on growing methods for food plants
- Informing others of the methods of disease and pest control to keep food safe for human consumption
- Evaluating cultivars that have more genetic resistance to pests and diseases
- Supplying methods of growing food plants, such as container-grown and hydroponics
- Encouraging the use of food plants for landscaping
- Encouraging the growing of herbs and their use
- Informing others of the services available to them through The University of Tennessee Agricultural Extension Service and other reliable sources of information

Gardens—Healing/Sensory

The Gardens—Healing/Sensory chair encourages garden club members to create healing/sensory gardens as a project in their communities or districts. These gardens can be developed at schools, churches, libraries, and at public parks. The chair emphasizes development and planting for easy maintenance, as well as improvement by other groups, such as youth, civic organizations, and Boy and Girl Scouts. The chair may create a list of these gardens in Tennessee and have the list printed in *TVG*.

Gardens—Historic

The Gardens—Historic chair promotes the creation of appropriate gardens at historic sites where no garden exists or the restoration and preservation of existing gardens at such sites. This chair keeps the National Project chair and the DSGC Project chair informed of historic garden activities around the state and compiles materials to be used in NGC and DSGC projects’ books of evidence. The chair encourages interest in the historic sites of Tennessee, promotes publicity concerning garden club work in these fields, and submits reports and photographs to *TVG* for publication.

Gardening—Indoor

The Gardening—Indoor chair encourages TGC garden club members to grow container-grown plants in their homes and for exhibition in flower shows. Container-grown plants can consist of plants grown for bloom, grown for foliage, dish gardens, or a group of plants in planters and terrariums. Goals of this chair

are to promote correct plant identification and nomenclature; knowledge of proper light, water, and fertilization requirements; and the use of more diverse plant materials. Matching the site to plant requirements is of utmost importance.

Gardening—Organic

Organic gardening pertains to the use of compost, manure, peat moss, and other natural fertilizers in the cultivation of gardens.

The Gardening—Organic chair encourages TGC garden club members to learn about garden problems through organic gardening. This chair supplies information about the use of rain barrels, no chemicals in the garden, and creating nature-inspired gifts from the organic gardens.

Gardens—Memorial

The Gardens—Memorial chair encourages the owners of private gardens to permit garden club members to visit their memorial gardens, tries to locate all Tennessee memorial gardens sponsored by TGC garden clubs, and encourages the establishment of new memorial gardens, along with the continued maintenance of those memorial gardens in existence.

Gardening Schools: *Refer to Trillium Consultants Council of TGC*

Garden Therapy

Garden Therapy is the use of garden-related activities as an aid to the recovery and rehabilitation of the physically and mentally challenged.

The Garden Therapy chair outlines and distributes information on types of garden therapy, as set forth in the *Garden Therapy Manual* of NGC and stresses education and rehabilitation in hospitals and institutions. This chair's duties include:

- Maintaining a list of institution types that could benefit from garden therapy projects and a list of suitable programs of work
- Encouraging clubs to work with patients, according to their capabilities, in the growing or caring of plants
- Stressing the importance of obtaining permission of management before any work is begun.

The experience of clubs with successful therapy programs can benefit others who wish to do similar work and can be shared through garden therapy reports and appropriate articles in *TVG*.

Habitat for Humanity (HFH)

This activity, funded with district donations, was discontinued (*approved at the June 13, 2019, BOD meeting*). Habitat no longer encourages garden clubs to landscape HFH properties. All district funds were previously sent to Habitat. Garden clubs and members can make personal donations or work for HFH.

Headquarters of TGC

The headquarters of the Tennessee Garden Clubs is located at the historic Ivan Racheff House and Gardens (IRH&G/Racheff) and is the property of TGC.

Mailing Address: PO Box 50185, Knoxville, TN 37950-0185 (all mail to the PO Box only)

Location Address: 1943 Tennessee Ave. NW, Knoxville, TN 37921-2686

Phone Number: 865-522-6210

Website: www.tngardenclubs.org

Friends of Racheff

“Friends of Racheff—SCOOP—Special Cleanup of Our Place”

The TGC Friends of Racheff (Friends) chair promotes and encourages participation in this project throughout TGC. Each district should have a Racheff representative and/or District Friends chair actively pursuing this project and supporting the TGC Friends chair.

The purpose of the project is to raise awareness of the historic Ivan Racheff House and Gardens (IRH&G/Racheff), our TGC headquarters located in Knoxville, and to raise funds to help the Racheff Board of Governors maintain the facility. The TGC Friends chair, with the assistance of district Racheff representatives and district Friends chairs, promotes the project through exhibits at garden club meetings, district events, TGC conventions, and community fairs.

[Registration forms to become a Friend](#) are available on the TGC website and are available along with the exhibits. This chair updates the forms and promotes the project by submitting articles and reminders to *The Volunteer Gardener (TVG)* and the [TGC website](#).

Donated funds received for this project are sent to district directors who record the information and forward to the TGC treasurer with appropriate documentation (name and address of the contributor, name of Friend to be honored, amount contributed, the TGC district, and the garden club of the contributor).

This chair sends an acknowledgement letter to each donor and/or person honored. This project is a great opportunity to honor garden clubs, special persons in the clubs, and others outside the garden club community who deserve special recognition by becoming a Friend and by contributing \$76 to the project. A donation of \$76 to become a Friend represents the amount of money Ivan Racheff spent on the first phase of his gardens. This chair ensures that contributors have their name or name of the designated Friend placed on a plaque of honor at Racheff. The chair submits all names of Friends to *The Volunteer Gardener* editor.

Racheff

The Racheff chair resides in the area where headquarters is located, supervises the work of the TGC headquarters/Racheff office, helps out if needed, and also works with the president and president-elect to enable them to be familiar with the workings of the office.

This chair is aware of the exact location of any deactivated committee records placed in headquarters until the applicable committee is reactivated. This chair is responsible to TGC for the administration of Racheff in accordance with the “TGC Headquarters/Racheff Plan of Operation” presented to the Board of Directors on November 8, 1977, and unanimously adopted at that meeting with subsequent revisions.

This chair serves as liaison to the TGC and reports at each meeting of the TGC Board. This chair is elected

by the Ivan Racheff House and Gardens Board of Governors.

Racheff bylaws were developed and adopted Sept. 14, 2015, at the Board of Governors meeting held at Racheff, Knoxville. Updated Racheff standing rules were adopted Sept. 14, 2015, with subsequent revisions.

Racheff Treasurer

The duties of the TGC Headquarters/Racheff treasurer include:

1. Updating the signature cards for all accounts upon taking office.
2. Receiving all monies for Racheff and being responsible for payment of all expenditures made on behalf of the property, excepting those listed as duties of the assistant treasurer.
3. Obtaining the approval from the Racheff chair for the payments of any unbudgeted items over \$200.
4. Presenting a financial report at each Racheff board meeting and the TGC board meeting.
5. The Assistant Treasurer and Gardens chair report to the treasurer by the first Monday of each month for inclusion in the treasurer's monthly report. A copy of the monthly treasurer's report is forwarded to the TGC president and TGC treasurer.
6. Gathering and delivering all financial documents of Racheff and those designated to the Racheff treasurer annually to the appointed CPA firm by May 31. TGC pays for the TGC and Racheff CPA invoice annually.
7. Only the Racheff chair and the Racheff treasurer each hold a key to the safety deposit box in Knoxville (address in the *Treasurer's Manual*). The Racheff treasurer updates the signature cards for the keys and keeps a list of all items in the safety deposit box, along with a form stating who has been in the box and/or removed items from the box. Items may be copied only. No one except the TGC president may remove items from the box. This list and form are sent to the TGC president and TGC treasurer on an as-needed basis to communicate with TGC.
8. The PO box keys are held by the Racheff chair and Racheff treasurer. They deliver mail from the PO box pertaining to and for TGC to the appropriate person. [Form A2—Funds Collected Transmittal Sheet](#) can be used to transfer mail, document the mail, and request return signatures.
9. The treasurer and chair are aware of maturity dates on Certificates of Deposit and dates of renewal and policies of Racheff Investment Accounts. Any investment action taken must have the approval of the Board of Governors.
10. They also prepare and collect all Racheff financial documents for the TGC audit at the end of the year after March 31 and deliver these documents to appointed CPAs before May 31. After completion of the CPA reports, they are responsible for storing the Racheff records in the TGC archives.
11. They register yearly (before September 30 — six months after the books are closed) as a Charitable Organization with the Tennessee Secretary of State, Department of Charitable Solicitations & Gaming, using TGC account C027838. Filing is done by both the TGC treasurer and the Racheff treasurer, respectively. Forms are available from the Division of Charitable Solicitations & Gaming; phone: 615-741-2555; website: <https://sos.tn.gov/charitable>; email: charitable.solicitations@tn.gov (*approved BOD Oct. 3, 2017*). As of 2019, the CPA firm completes the forms for the TGC treasurer to mail.

Racheff Assistant Treasurer

The duties of TGC Headquarters/Racheff assistant treasurer include:

1. Updating the signature card for the payroll account.
2. Serving as chair of the Finance Committee and reporting to the Racheff treasurer.
3. Preparing a report for the board of each fundraising event that includes the budget, expenses, and event income.
4. Being responsible for the payroll account for Racheff employees and TGC employees (if any).
5. Filing the 941 Quarterly Payroll reports by April 30, July 31, October 31, and January 31, and providing copies to the Racheff treasurer for delivery to the CPA firm by May 31.
6. Submitting a payroll accounting report at the Racheff Board meetings and each TGC Board meeting.

Historic Preservation

The Historic Preservation chair provides information to assist garden clubs in initiating projects to identify and preserve historic sites, trails, buildings, landmarks, and markers. This chair also encourages clubs to work with local historical societies and other civic groups for the preservation of beauty and history of these areas.

The chair promotes publicity concerning garden club work in these fields and may submit appropriate copy and photographs to *TVG* for publication.

Horticulture/Improved Cultivars

The Horticulture/Improved Cultivars chair encourages the study of plants (their culture and use) by all clubs. The chair works with organized plant societies for better horticulture standards and promotes their membership in TGC by referring the societies to the National Affiliates/Plant Societies Liaison chair.

This chair encourages club members to participate in exhibiting horticulture at flower shows and strive for distinction and horticulture perfection in exhibits and promotes the growing and showing of houseplants and greenhouse culture.

The chair endeavors to make gardeners aware of the improved varieties of ornamental and edible plants available and encourages districts to list trial and show gardens. This chair will ask garden club members who specialize in various types of plants to write brief informative articles appropriate to the season.

The chair prepares a brief report of informative program ideas to be forwarded to District Horticulture chairs in April, August, and January of each year and also cooperates and works closely with TGC and District Wildflower chairs.

Hospitality

The Hospitality chair, with the approval of the president, selects a place for the board meetings when TGC Board Meetings are slated for a particular district.

Working with the second vice president, this chair makes arrangements for the luncheon and sees that an American flag, a lectern, and a microphone are present, and that sufficient seating is provided.

This chair is designated in the call letter to board meetings to receive luncheon reservations and payments and to submit the payment to the TGC treasurer and request a check from the treasurer for the total amount of the luncheon.

Invasive Plants

Governmental and volunteer organizations are working on the problem of invasive plants, developing material and holding seminars and workshops. The Invasive Plants chair acts as a pipeline between the many groups by displaying and handing out material at TGC meetings and events.

This chair may send materials to members who are either giving a program or making a display for flower shows, state fairs, and other events. The chair may share lists of websites where the latest materials can be found for invasive plants and/or write an article for *TVG*.

Landscape Design Schools: *Refer to Trillium Consultants Council of TGC*

Land Trust/Nature Conservancy—Justin P. Wilson Cumberland Trail State Park (or “The Cumberland Trail”—TCT)

NOTE: The TGC Land Trust Project was chosen in 2009–2011 as a TGC Continuing Project in 2019.

This chair prepares information on this project for distribution to clubs in all districts and encourages clubs and individuals to donate to the Land Trust Project. This chair encourages clubs to have programs, to participate, and to apply for awards in this field and receives records of donations from the TGC treasurer for a report to the TGC Board and NGC and DSGC chairs.

The Tennessee Parks and Greenways Foundation is dedicated to preserving the beauty of Tennessee. The goal is to preserve Tennessee’s scenic beauty and rich wildlife by creating an interconnected network of state parks, greenways, and wild areas from the Mississippi River to the Great Smoky Mountains.

A Land Trust Mission Statement, 2009-2011, was written by Park Manager Bobby Fulcher and approved by Superintendent Mark Woods of Cumberland Gap National Historical Park and TGC for the TCT. It states: “TGC will support the Cumberland Trail in the acquisition of the most scenic, the most ecologically significant, and the most historically important features along the eastern edge of Tennessee’s Cumberland Mountains, through eleven counties, from Cumberland Gap National Historical Park to the Signal Mountain unit of the Chickamauga and Chattanooga National Military Park. TGC will partner with the Cumberland Trail and the National Park Service to support TCT in trail development, land acquisition, native landscaping and ecological restoration, ecological and cultural education, and environmental protection projects.

“To acquire a long-distance hiking trail of 300 miles and a state park of 30,000 acres focused on outdoor recreation, ecological and cultural education, protection of natural features and ecological integrity, the Cumberland Trail requires cooperative management with state, federal, private, and community partnerships. The TCT currently manages 180 miles of trail and 23,000 acres and intersects or manages seven state natural areas, three state parks, six National Park Service units, five Wildlife Management areas, one state forest, and two National Historic districts. TCT trailhead is within 35 miles of a population of 2.3 million and directly affects 80 neighboring Tennessee communities along its corridor.

“The trail will be constructed and maintained to the highest standards employed in America. The state park areas will invite a diversity of outdoor recreational and cultural uses, consistent with the protection of the outstanding natural resources within its management. TCT will recognize the cultural history and diversity that has shaped the landscape within its management and that has contributed to the history and culture of the communities adjoining the trail corridor.

“TCT will serve the adjoining communities, the state, and the nation as a resource management area, a recreation area, a cultural institution, and an educational institution. The Cumberland Trail may become Tennessee’s largest and most visited state park.”

Legislation/Government Action Liaison

The Legislation/Government Action Liaison chair promotes responsible legislative action in areas that best parallel the NGC objectives. This chair informs garden clubs of pertinent legislation, which is to be considered by our state legislature and urges promotion of legislation endorsed by NGC. The chair drafts resolutions covering proposed legislation to submit to the TGC Board of Directors for consideration and urges all members to become familiar with state and national laws affecting the objectives of garden clubs.

The chair arranges for the introduction of TGC-sponsored bills in both the Senate and the House, keeps alert to the status of the bills, and keeps chairs informed so they can persuade club members to contact their Senators and Representatives to obtain their support on the bills. Articles concerning legislation are presented to the *TVG* Editor for publication, and copies are sent to the TGC president, and DSGC and NGC Legislation chairs.

Life Membership

NGC/DSGC/TGC

This chair promotes Life Memberships to the members and clubs in TGC. These memberships can be a gift to a member or purchased by a member for themselves. All life memberships (NGC, DSGC, and TGC) are reported to district directors, the TGC treasurer, and the TGC Membership Database chair. This chair uses [Form E: Member Change Notification](#) to inform the Membership Database chair of any changes to the life members. Application forms for the NGC/DSGC/TGC Life Membership are on the TGC website and are updated by this chair.

National Garden Club Life Membership (NGCLM)

This chair promotes Life Memberships in National Garden Clubs, Inc. Requests for applications and forms are sent to this chair to be forwarded to the NGC Life Membership chair. The cost for an NGC Life Membership is \$200. This chair presents the recipient with an NGC membership certificate and a card signed by the NGC president and the NGC Life Membership chair. Names of deceased NGC life members should be sent to the NGC Life Membership chair, the TGC Membership Database chair, and the editors of *TVG* and *TNG*.

Deep South Garden Clubs Life Membership (DSGCLM)

This chair promotes Life Memberships in the Deep South Garden Clubs, Inc. Applications and requests for forms are sent to this chair to be forwarded to the DSGC Life Membership chair. The cost for a DSGC Life Membership is \$50.

TGC Life Membership (TGCLM)

Applications are sent first to the District Life Membership chair who records the request for their district information. Then the application is forwarded to this chair with a remittance of \$75 per membership. TGC life memberships are for the duration of a TGC garden club member’s life.

A TGC life membership applies only to the club of record as shown on the application. When an LM (life

member) wants to change her club of record, the member must write to this chair and provide the information for the change. When an LM belongs to more than one club, the member must inform the other clubs of the club of record for that LM. The other clubs can record their LMs but must also make note of the club of record in order for their treasurer to claim only the LMs of their club and not LMs of other clubs. The club of record does not pay dues on a TGC life member.

The chair keeps completed forms for each TGC LM in a card file of members by districts. The card file contains the following information: name, address, date membership was issued, by whom given, name of applicant's garden club, and the district. The card file is created by this chair. New TGC life membership names and addresses are sent to the TGC treasurer, and the same information is forwarded to the TGC Membership Database chair. The recipient is presented with a TGC Life Membership certificate signed by the Life Membership chair and the District Life Membership chair. This chair may use Form D for New Life Membership names and Form E for names of deceased TGC life members sending the information regularly to the TGC membership chair and *TVG* editor.

Litter/Recycling/Reclamation/Waste Management

This chair works in cooperation with the Legislation, Civic Development, and other committees to see that laws are passed and enforced to prevent litter blight. The chair reports reclamation centers in the state. Recycling helps industry obtain essential materials to develop energy independence and to conserve natural resources, and this chair encourages clubs to participate in these programs.

Waste management includes concerns of solid waste reduction and management, including litter control and Adopt-A-Highway, recycling, reuse, reduction in commercial packaging, hazardous waste, and nuclear waste reduction and management.

This chair provides related educational materials and programs that stimulates appropriate community action in the field of litter prevention, reclamation, and waste management.

Membership Database

The TGC Membership Database chair reports to the TGC president and TGC Board as required. This position requires computer experience in working with spreadsheets that require full participation of the chair. This chair maintains a current spreadsheet (by club) of all active TGC club members' names and addresses, as well as life members, drops, deaths, inactive members, garden club councils, national affiliates, and plant societies. District Judges' Councils are recorded with the TCNAFSJ chair. TGC presidential information is supplied to NGC by this chair.

The spreadsheet includes notation of all individual club presidents and any other pertinent information deemed necessary, such as members of more than one club. The complete spreadsheet is shared with the TGC president and treasurer. Refer to the "*TVG* Editor" job description in this document. A report may be submitted to the *TVG* editor for purposes of maintaining a current mailing list.

This chair processes the change of address information received from the US Postal Service and the address of this chair is listed within the *TVG* for this procedure. The mailing company advises the membership chair of updated addresses and questionable delivery copies to update the TGC database.

Individual district spreadsheets are to be shared only with their respective District Directors and District Membership Chairs. Spreadsheets are not shared with the general public or any other organization.

Each individual club sends membership lists and dues on [Form C: Annual Membership/Dues](#) to their respective district director by the yearly due date of April 1. The list reflects all necessary updates

regarding individual member status, including receipt of the *TVG* by paper or website. If no preference for paper or website marked on *Form C*, the default preference is the website until this chair is notified by a member.

Each district director coordinates with their respective membership chair and treasurer to ensure list accuracy. Any discrepancies found on the submitted list is corrected through contact by the district with their individual clubs. The TGC treasurer forwards copies of *Form C* and [Form D: New Member Notification](#) to this chair. [Form E: Member Change Notification](#) is sent to this chair for purposes of updating the database and submitting to the *TVG* editor. *Form E* is updated/changed by this chair.

Membership Development

This chair coordinates activities with district directors and district membership chairs to bring existing Tennessee clubs into TGC, to form new clubs in TGC, to recruit new individual members, to encourage small clubs to form garden club councils, and to provide any pertinent information relative to club membership.

This chair also supplies districts with any necessary printed material, training aids, and ideas that helps recruit new club members. This chair reviews [Form NC: New Club Application](#) for all required information before the form is presented for signatures and brought before the board. Upon completion of the application form, the district director submits a motion form to the TGC Board of Directors at the next available board meeting for final approval of the new club. *Form NC* is updated by this chair.

NGC Member Services

The Member Services chair's theme is "One-Stop Shopping for Every Garden Club." This chair promotes the vast array of items listed on the NGC website. The National Garden Club headquarters, which houses NGC Member Services, stocks NGC publications, basic information kits for club presidents, program materials, bylaws and standing rules, approved flower show supplies, convention ribbons and badges, Vision of Beauty Calendars, slide programs, videos, and loan materials.

Refer to the [NGC website](#) to browse items to purchase, or download applicable documents and forms.

To directly order:

- Phone: 1-800-550-6007
- Email: headquarters@gardenclub.org

NGC Permanent Home

The National Garden Clubs, Inc. (NGC) headquarters is called "Permanent Home" and is in St. Louis, Missouri. Income from the Permanent Home Endowment Fund is used to support the building, grounds, furnishings, equipment, and maintenance. This fund has been built from dedicated garden club members.

In the Spring of 1971, Tennessee became 100-percent in donating \$1 per member to our permanent home. To retain the 100-percent status, clubs use [Form D: New Member Notification](#) and send \$1 for each new member added since the past membership dues payment. Using the *New Member Notification* form, the garden club treasurer includes a list of the new members, a check payable to TGC for each new member, and sends all to the TGC treasurer. The names of 100-percent clubs are submitted regularly to editors of *TVG* and *TNG*. All clubs are urged to contribute to our permanent home, regardless of the 100-percent status. All donations are forwarded by the TGC treasurer to NGC headquarters to honor our TGC presidents.

National Affiliates/Plant Societies Liaison

This chair maintains and updates lists of National Affiliates and Plant Societies memberships and forwards to all district directors for dissemination on a quarterly basis. This chair prepares and updates lists based on membership applications received from district directors and referrals from the Horticulture/Improved Cultivars chair.

Membership of plant societies are based on the *TGC Bylaws, Article III, Membership and Dues, Section I*, which states: "Affiliate membership may be held by Audubon, plant, and ornithological societies, and garden departments of other clubs. Membership is not based on nor refused to anyone for reasons of race, religion, color, national origin, disability, gender, or age. Section 5 states that Audubon, plant and ornithological societies and garden departments of other clubs may become affiliates of Tennessee Garden Clubs, Inc., without the privilege of voting or holding office."

A National Affiliate/Plant Society meets the following criteria by:

- Being a member of a permanent statewide or national plant society
- Being entitled to representation at the annual meeting by their president or alternate
- Paying annual dues according to *Article III, Section 5, of the TGC Bylaws*
- Not belonging to a district

Plant societies are invited to state meetings/conventions, receive the state magazine (one copy for society president), may receive advertisements in *TVG*, work with garden clubs for programs and speakers, receive garden club members as members in their societies, enter flower shows or garden clubs, sponsor a plant society flower show, and receive the benefits of all other information.

This chair reminds affiliates and plant societies that dues are payable April 1. An application fee of \$5 and membership dues for one year of \$20 is payable to Tennessee Garden Clubs, Inc., and is sent to the District Director chair who processes the application.

Refer to the TGC website for [Form G: Affiliate Membership Application and Renewal](#). Applications are reviewed and confirmed by the district prior to submission to TGC. District directors forward the application and check to the TGC treasurer who records the information and sends this same information to the Membership Database chair and this chair.

National Garden Week

In 1987, the Senate and House of Representatives in the Tennessee designated the week of the first Sunday in June in each year as the Garden Week. A proclamation was signed in perpetuity by the governor. The chair of National Garden Week encourages all garden club members to observe the week with educational activities and projects that focus on the benefits of gardening.

A series of programs, such as the planting of trees by school children, memorial plantings, garden programs on radio and TV, garden tours, and a series of proclamations can be planned. The chair encourages gardeners to share food, flowers, and plants with nursing homes, the sick, shut-ins, and friends. The chair develops ideas for garden clubs, councils, and districts to use and to bring the National Garden Week to the attention of communities and local governments.

National/Tennessee Natural Disasters

The term *natural disasters* refers to devastation created by floods, tornadoes, hurricanes, earthquakes, ice storms, fires (nationally or within Tennessee). This chair encourages contributions to the National or

Tennessee Natural Disasters Funds.

Club contributions designate either *National* or *Tennessee* and are submitted ([Receipts Transmittal Sheet: Form A2](#)) to the TGC treasurer. Donations not designated are split 50/50 between National and Tennessee. The Tennessee Natural Disaster Funds remain in the TGC treasury.

NOTE: International Disasters was removed by NGC on October 1, 2019.

Native Plants

The Native Plants chair encourages the protection, planting, growing, and identification of native plants in Tennessee. TGC published a plant book, *Native Plants of Tennessee: A Book of Lists*, in 2019–2020.

Penny Pines

The Penny Pines chair educates, promotes, and raises funds for this conservation program in which NGC partners with the USDA Forest Service to replant replacement trees indigenous to a damaged area of a national forest.

This chair works with the TGC treasurer for accumulating the donations and sends the donations, which must be made in \$68 increments, using the NGC Penny Pines form to NGC headquarters. Donors use [Form J: Penny Pines Donations](#) and may designate a specific national forest where the donation may be used.

In addition, donors can make the donation in honor of an individual or group. NGC issues a certificate acknowledging the donation. The chair files the NGC form with the donated funds and distributes the certificates to the club, individual, or whoever made the donation. The chair also keeps a donation record.

Personnel

Any TGC member who wishes their names to be submitted, or when requested, to NGC and DSGC for potential committee jobs, is handled by the TGC president, according to the NGC and DSGC timelines.

Plant It Pink

This is an NGC continuing project, which recognizes that virtually all of us have been touched in some way by breast cancer. This chair encourages garden clubs to plant pink gardens at hospitals, cancer centers, and memorial gardens; participate in garden therapy activities; offer pink flower show classes; and participate in other activities to promote awareness of the fight against breast cancer. Projects may be carried out by garden clubs working alone or by partnering with appropriate groups of their choice.

Protocol

According to *Webster's Dictionary*, "protocol" means the code of ceremonial forms and courtesies, of precedence, accepted as proper and correct official dealings. This chair is available for consultation any time there is a state or annual meeting involving district, TGC, NGC, and DSGC officers. [A Protocol Handbook](#) is used as a guide in all matters concerning protocol and can be found on the NGC website.

Public Relations/Media

The Public Relations/Media chair promotes and publicizes objectives and special projects of TGC, NGC, and DSGC. New programs and projects are forwarded to the district chairs with adequate information to

enable them to promote the same with club members. This chair periodically reemphasizes the importance of interaction and relationships between the board members, clubs, judges, and individual members and is a goodwill ambassador for TGC.

Publicity

The Publicity chair creates newsworthy articles to email or send hard copies to TGC members for special events before the event. This chair prepares press releases in advance of events (e.g., conventions, conservation camp, and district meetings) for TGC officers to insert their information for publication in newspapers, magazines, or *TVG*. District Publicity chairs send their information to this chair for TGC publication.

Recognition and Remembrance Book

In the late 1980s, the Book of Recognition and Remembrance was started as a way to recognize people who have been important to TGC and Racheff House and Gardens. The book recognizes former or active presidents (in Honor), and it records and remembers people who have been instrumental in the life of a club or a district (in Remembrance). It also serves as a memorial to friends, gardeners, spouses, and children of members. The Recognition and Remembrance Book chair enters the contributions in the book. Donors are recognized, and recipients or family members are notified by letter about this honor or remembrance.

The book is placed on a stand at Racheff House and Gardens and may be viewed by visitors and members alike. There is no set amount for money donated. Write the check to TGC and on the bottom left corner of the check, enter the initials "R and R" so that the TGC treasurer knows where to direct the donation. In the past, money was split between TGC and Racheff. The proceeds are restricted funds and, as of 2011, given solely to Racheff House and Gardens.

Reforestation

The Reforestation chair provides information on Tennessee forests, such as protecting our forests, investing in our forests, and the infestation of our forests. This chair encourages garden clubs to work with local forest departments and to have club programs about reforestation.

Resolutions

The Resolutions chair draws or accepts resolutions, apart from those involving legislation, for presentation to the board. This chair presents the Courtesy Resolutions for the annual convention, provided a convention resolutions chair has not been appointed.

Resolutions may express gratitude for exceptional work in areas of service, such as beautification and preservation, or may concern such subjects as protesting destruction by builders or contractors, or damage to historical areas. With a committee of two additional members appointed by the president, this chair signs all such resolutions after approval by the board of directors.

Scholarships

The Scholarships chair works with the Department of Horticulture at the University of Tennessee and its branches, as well as other Tennessee universities and colleges, to recommend recipients for scholarships in horticulture, floriculture, or related fields.

Applications for these scholarships are presented to the board of directors for approval. This chair urges

university officials to have a student prepared to apply for the NGC scholarship before December 1. This chair updates all scholarship forms. For these forms, see “Scholarships” under [Projects & Programs](#).

Stationery and Printing

As of 2019, TGC has a surplus of stationery at IRH&G/Racheff and with the TGC president. An order for stationery or printing can be designated to an officer or chair by the TGC president.

Tennessee Executive Residence Project (TNERP)

This project is a TGC-statewide program designed to raise funds from member contributions across the state to provide fresh flowers and floral designs for specific projects at the TN Executive Residence at the invitation of the First Lady of Tennessee. The chair of the committee acts as liaisons between TGC and the office of the first lady to plan design opportunities and secure design participants from the four districts and garden clubs across the state on a rotating basis whenever possible.

Project funds are derived from voluntary donations. Garden clubs are encouraged to contribute at a minimum level of \$1 per member, although historically, many garden clubs have contributed annually at a level greater than this. The treasurer of each club sends all donated funds to the TGC treasurer. The committee and participants of the TNERP send their receipts to the TGC treasurer for reimbursement.

The budget for each event is to be determined by the TNERP chair and is based upon the available funds. Generally, design opportunities center around a holiday or special event and may include gate decorations, as well as arrangements throughout the residence and/or Conservation Hall and large tents on the grounds. An activity and status report are distributed at the quarterly state board meetings and the annual convention. Articles describing recent projects are submitted to *TVG* editor.

The National Gardener (TNG)

[The National Gardener](#), the official magazine of NGC, is published four times a year. In April 2021, the *TNG* is available only on the NGC website. Subscriptions are no longer be required after April 2021. *TNG* is dedicated to keeping the membership informed on organizational matters, promotion of objectives, projects, and programs.

The Volunteer Gardener (TVG) Editor

TGC members who pay dues receive [The Volunteer Gardener](#). Nonpaying members may subscribe to *TVG* for \$7.50 per year. The editor plans and publishes the official publication of the TGC *TVG*, and:

- Compiles and publishes four issues annually, consisting of Spring, Summer, Fall, and Winter issues by referring to the *TVG* Editor timeline, revised July 2019. The timeline is available from the *TVG* editor or the TGC president.
- Adheres to deadlines for submitting information that are stated on the back cover of each issue. Material received after those dates are considered for publication in a subsequent issue. Deadlines are strictly adhered to.
- Solicits electronic or written material and photographs for special articles that the TGC president suggests or agrees should be published.
- Works with the TGC president to print an updated copy of the [TGC Bylaws](#) in *TVG* once during each two-year administration (*Spring BOD Meeting, April 18, 2017*).
- Assembles materials as they come in, selects and transmits articles by email to the associate editor (at the editor’s discretion) for editing and proofing. A final pdf of *TVG* is sent to the

associate editor for a final proofing as time permits. Articles are modified at the discretion of the *TVG* editor and the *TVG* associate editor.

- Ensures that copy is ready for the printer fourteen days in advance of the publication month and consults the TGC president for a final check before approval is given.
- Completes electronic files in a format acceptable to the printer, such as portable document format (PDF) or Adobe InDesign and transfers electronic files to the printer. The printer provides a PDF of the print-ready copy for approval prior to printing. The printer does not charge for extra or overage of *TVGs*.

The printing company engages a mailing service. The membership database is provided to the editor who, in turn, transmits the list to the printer for use by the mailing service. The updated mailing list includes addresses with TGC members and life members in good standing and a list of advertisers (if any), NGC officers, DSGC state presidents, who receive complimentary copies of *TVG*. The printing and mailing service companies bill the TGC treasurer directly, who then submits the payments to the companies. The editor advises the TGC president of the release date to the website and possible mailing date to members.

TVG is mailed as a nonprofit, presorted standard rate of postage by the mail service company. The company advises the Membership Database chair of updated addresses and questionable delivery copies to update the TGC database.

As of 2020, [Form C: Annual Membership/Dues](#) records each member to either receive the *TVG* by paper or view on the website (*BOD October 15, 2019*).

Copy to be included in *The Volunteer Gardener* is submitted to the editor by the deadline and in the following manner:

- Articles are sent using Microsoft Word and emailed to the editor. All articles are single spaced, size 12 font maximum for all articles. District directors can delegate a member to convert hard copy articles into Microsoft Word and forward them to the editor.
- Photographs are submitted electronically as JPG files of sufficiently high resolution.

NOTE: Large-format smart phone photos or the equivalent are best) via email, with all pertinent people identified and a suggested caption. Otherwise, original photographs can be mailed to the *TVG* editor.

Extra copies of each *TVG* issue are stored in the Archives vault at the TGC headquarters/Racheff.

The Volunteer Gardener (TVG) Associate Editor

The associate editor communicates and works with the *TVG* editor to edit materials for correctness, spelling, punctuation, and clarity. The associate editor has the authority to rewrite articles that are incomplete or unclear; rewrite and reorganize for readability and clarity, as well as to accommodate the article in the space allowed as, directed by the editor. The *TVG* editor and associate editor communicate by email for all materials sent for publication in the *TVG* issues.

Trees

The Tree chair aims to inspire each district to gain a better understanding of the importance of trees and their impact on our lives and the world we live in. This chair encourages the planting of memorial trees to mark special occasions, to honor a club member for special service rendered, or to memorialize deceased members. This chair keeps up-to-date information on the effects of problems such as acid rain, pine

beetles, and tent worms on trees throughout the state. The chair works with the Tennessee Department of Transportation and local governments to promote tree plantings and beautification and works with the Legislation chair to have laws causing the unnecessary cutting of trees on state highways repealed or amended.

Trillium Consultants' Council (TCC) of TGC

This council represents consultants who have received their status from any one or all three of the NGC schools (Environmental, Gardening, and Landscape Design), and selected the name of the three-level Trillium at the preconvention meeting of the joint schools on June 19, 2018.

The presiding officer, known as Council President, of TCC is a consultant in either of the three schools and be a consultant in good standing. The officer is elected as council president of the Trillium Consultants' Council of TGC.

The council gives assistance to the three NGC schools and refreshers. The council president appreciates beauty and its creation through the continued and advanced study of the three schools. This president encourages clubs to consider improvements of home grounds and public areas in our communities, and supports all areas of our environment, gardening, and landscape design. This council encourages consultants to participate in the NGC guidelines for a state council (*NGC Article X*, page 31).

The NGC schools may be sponsored by a local garden club, council, district, judge's council, judges' study club, or the state club with surplus funds being retained by the sponsor.

1. Environmental Schools

The mission of the NGC four-course accredited school is to teach environmental literacy, to cherish, protect, and conserve the living earth. The study is an approach to understanding the environment and the interdependence of plants, animals, and humankind. Qualified and knowledgeable speakers are engaged for each eleven-hour seminar, including a two-hour field trip.

The required textbook, *Living in the Environment* by G. Tyler Miller, is available through NGC. Courses include *Course 1: Ecology and Environmental overview*; *Course 2: Land*; *Course 3: Air and Course 4: Water*. A written examination is given for each course after all units of study and the field trip are completed. Upon successful completion of all four courses, the student becomes an accredited Environmental Consultant.

The chair acquires TGC board approval for an Environmental School in Tennessee and registers each course three months in advance with the NGC ES Accrediting chair and NGC Headquarters.

2. Gardening Schools

Gardening schools were established in 1977 by NGC to stimulate interest in all phases of gardening and horticulture. The program consists of four courses, followed by an examination. Areas of study include basic botany, soils, annuals, perennials, trees and shrubs, pests, diseases of plants, pruning, and many other selected topics.

Any club, group of clubs, or district or state organization affiliated with NGC may sponsor a series of courses. Courses need not be taken sequentially. Completion of a series of four courses and the exams gains the garden club member a Gardening Consultant certificate. The certificates are renewed in accordance with NGC procedures and become invalid if not renewed within five years. Master status is granted upon renewing the certificate for the fourth time. The Certificate of Good Standing records are kept by this chair.

This chair is also responsible for the gardening program throughout the state, ensures that all courses meet NGC requirements, keeps records of all courses held within the state, and maintains files on all accredited gardening consultants in Tennessee.

3. Landscape Design Schools

The chair is a Landscape Design consultant in good standing and is appointed by the TGC president. This chair is in contact with NGC regarding Landscape Design schools, refresher courses, and credentials of each consultant. This chair is chair of a school or appoints a school chair to conduct a Landscape Design school, including all aspects related to the school. This chair either keeps or appoints a Landscape Design accrediting consultant to keep credentials for all Landscape Design consultants in the state. The Landscape Design chair conducts all necessary refreshers and tours or appoints another person to conduct.

Water/Wetlands Conservation

The Water/Wetlands Conservation chair develops and implements programs focusing on water conservation and water quality, providing information to each garden club with an emphasis on the problems and specific issues within their area. This chair publicizes through *TVG* the seriousness of groundwater depletion, groundwater quality, water supply, surface water quality, and wetlands protection. The chair is aware of the development and implementation of the Clean Water Act, Safe Drinking Water Act, and other related laws and government programs in Tennessee. The chair encourages clubs to have programs that educate and alert members to all water problems, promotes workshops, submits relevant articles to *TVG*, and cooperates with the Conservation Camp and Legislation chair for follow-up activities relating to groundwater.

Ways & Means

The Ways & Means chair researches and develops fundraising projects and ideas for garden club projects to benefit TGC, districts, or clubs. The chair and the committee endeavor to complete any fundraising projects that may have been carried over from previous administrations.

Ways & Means funds are received by the Racheff treasurer for the Amazon Smiles program for TGC/Racheff. The Kroger account funds are received from Wanda Copley (cell: 615-890-4458; email: wanny1mommy@gmail.com), who sends the funds to the TGC treasurer.

Wildflowers

The Wildflowers chair encourages the protection, planting, growing, and identification of wildflowers (native and naturalized) in Tennessee.

Wildlife/Endangered Species

The Wildlife/Endangered Species chair promotes knowledge, conservation, and appreciation of plants and animals that are affected by the environment and are in danger of becoming extinct. The chair publicizes updated lists of endangered species and makes them available for garden clubs and youth groups to use, and cooperates with related committees in promoting and planning constructive preservation action.

Website Committee

Website Administrator

The Website Administrator chair maintains and optimizes the Tennessee Garden Clubs (TGC) website. This chair serves as the committee lead and works with all website committee chairs to ensure the TGC website contains up to date and useful information for all TGC club members, officers, directors, and committee chairs.

The chair and co-chair work closely with the TGC president to ensure all content and links are updated and accurate. Tasks include replacing old content with new content, communicating with content providers and club officers if there are typos or other issues, and using WordPress, the TGC website management tool.

These chairs upload content received from the president, officers, chairs, and others. The Website Committee checks all submissions for spelling, grammar, accuracy, and overall readability.

Administrators also assign and update login permissions for directors, officers, board members, and website committee members who need to access the site.

Forms Manager

The Forms Manager chair posts all TGC forms to the website. This chair works closely with the TGC president and other garden club representatives to ensure that TGC forms are correct, up to date, and easy to use. Tasks include meeting with committee representatives who require certain forms for club business, deleting old content and replacing it with new content, ensuring that the online form is dynamic and usable, and ensuring that the latest PDF version of the form is available for those club members who would rather print and fill out forms manually rather than online within the TGC website. In creating and updating forms, this chair also liaises with the website administrator.

Events Manager

The Events Manager chair gathers and edits all calendar special events for the Tennessee Garden Clubs' website. This chair serves as the central contact for calendar events and works closely with the TGC president and other garden club representatives to ensure events are correct, up to date, and contain all data relevant to the calendar (e.g., event name, date, time, location, topic, organizer, contact). Tasks include communicating with officers, board members, and district and committee representatives who require publication of their events on the TGC calendar. Other tasks are deleting old event content and replacing it with new content, as well as advising event representatives of any calendar conflicts to avoid training overlaps. In creating, updating, and posting events, this chair also liaises with the website administrator.

Social Media—Facebook Manager

The Facebook Manager chair gathers and edits all content, photos, announcements, and links for the Tennessee Garden Clubs' Facebook site. The Facebook site can be accessed via a link in the TGC website footer. This chair serves as the central contact for all Facebook posts and works closely with the TGC president and other garden club representatives to ensure Facebook posts are up to date and contain only relevant content. Tasks include adding and deleting TGC Facebook site members, as well as communicating with officers, board members, and district and committee representatives who need Facebook posts. Other tasks are deleting old content and adding new content, as well as advising contributors of any site standard conflicts. This chair also liaises with the website administrator to ensure that posts do not conflict with TGC website content.

Social Media—Instagram Manager

The Instagram Manager chair gathers, formats, and edits all photos, announcements, and links for the Tennessee Garden Clubs' Instagram site. The Instagram site can be accessed via a link in the TGC website footer. This chair is the central contact for all Instagram posts and works closely with the TGC president and other garden club representatives to ensure Instagram posts are up to date and contain only relevant content. Tasks include communicating with officers, board members, and district and committee representatives who need Instagram posts. Other tasks are deleting old content and adding new content, as well as advising contributors of any site standard conflicts. This chair also liaises with the website administrator to ensure that posts do not conflict with TGC website content.

Key Websites

Tennessee Garden Clubs—www.tngardenclubs.org

National Garden Clubs—www.gardenclub.org

Deep South Garden Clubs—www.dsgardenclubs.com

TGC Youth

High School Distinguished Service Project Award

This is a new 2018 NGC award to be awarded to a high school student, grades 9-12, for an outstanding civic project making a significant improvement for public benefit, e.g., environment, conservation, landscape, horticulture, recycling, horticulture therapy. A single member club, group of member clubs, districts, or a state garden club must sponsor the contest. Garden clubs are encouraged to reach out to youth groups already formed or to school classes.

High School Essay Contest

The High School Essay Contest chair reports to the Awards chair and is responsible for promoting and receiving all high school essay entries and for having the entries judged. The TGC deadline is before December 1. The Deep South deadline is before January 1. This contest is open to all students attending senior high school with the national winner awarded a \$1,000 scholarship. Rules, themes, scale of points, and deadlines are published in TNG in odd-numbered years or can be found on the NGC website.

NGC Youth Gardening (Youth Garden Clubs)

The NGC Youth Gardening chair reports to the Awards chair and encourages the formation of Youth Garden Clubs in the following categories:

- Juniors: Pre-K – Grade 6
- Intermediates: Grades 7–8
- High School: Grades 9–12

Youth clubs may be established with neighborhood children, school classes, 4-H groups, Boy/Girl Scouts, or church groups. Programs are tailored to the interest of the membership and to the grade level. NGC offers “Youth Floral Design Lesson Plans” on its online store to assist with the formation of youth clubs and program ideas. Youth clubs must be sponsored by an adult garden club that belongs to NGC (if your club is a member of TGC, you are a member of NGC), have a minimum membership of four for juniors and intermediates and five for high school clubs, and meet a minimum of four times during the club or school year.

All youth clubs register with this chair. By filling out [Form H: Youth Garden Club Registration](#), the sponsoring garden club registers the youth club each year by December 1 to qualify for youth awards. The first-time application fee is \$7, and the annual registration fee is \$10 dues for each youth garden club. This chair registers youth clubs with the Awards chair when TGC dues are paid and requirements are met. The youth club dues are sent through district directors to the TGC treasurer. Form H is updated by this chair.

Another membership category is *Special Youth Clubs*, which may be organized to meet the requirements of children with special needs or those in crisis (hospitals, drug treatment centers, battered women's shelters, and juvenile detention homes). These clubs differ from the regular youth category in that they are not required to have a minimum number of members, regular meetings, and members' names need not be recorded in a yearbook. NGC asks that Special Youth Clubs send a short annual report to this chair with the following information: sponsoring club, age range of children, meeting place, types of activities, and times and dates of meetings.

School Grounds/Outdoor Classrooms

The School Grounds/Outdoor Classrooms chair reports to the Awards chair and encourages clubs, councils, and districts to participate in school grounds improvement projects, such as establishment of butterfly gardens, native gardens, wildflower trails, and wildlife habitats. Creating outdoor classrooms, planning cleanup days, landscaping the school's entrance, providing nature programs for youth in an outdoor setting, and assisting students in planting vegetable gardens are all projects worthy of state and national awards.

The chair helps maintain the existing outdoor classroom located at IRH&G/Racheff and encourages clubs to use this outdoor classroom.

Smokey Bear/Woodsy Owl

In cooperation with the USDA Forest Service, state foresters, and NGC, the Smokey Bear/Woodsy Owl (SB/WO) poster contest is a creative program to educate children about the importance of fire prevention and basic environmental conservation principles.

The contest is open to students in grades 1–5.

This chair reports to the Awards chair and publicizes and promotes this contest among youth and furnishes contest details and procedures to all districts. Garden clubs' winning posters are submitted to this chair by the TGC deadline, January 22. This chair is responsible for judging and forwarding garden club winners to the DSGC chair by the February 15 deadline.

Garden clubs can present "Certificates of Appreciation" (available from the NGC website) to all children who enter the contest whether they win or not. Refer to the [NGC website for detailed information](#), and refer to NGC and DSGC Smokey Bear/Woodsy Owl Contest awards printed in *TVG*.

Youth Poetry Contest

The Youth Poetry Contest chair reports to the Awards chair and promotes, receives, and arranges for the judging of poetry contest entries. Kindergarten through ninth grade and special education students are eligible to enter the youth poetry contest. The TGC contest deadline is December 1. The Deep South Poetry contest deadline is January 1. Refer to this chair for themes, rules, and entry procedures.

Youth Sculpture Contest

The Youth Sculpture Contest chair reports to the Awards chair and promotes, receives, and arranges for judging of sculpture contest entries. The chair encourages youth to keep our planet green and get involved with saving the environment. This contest is open to children in grades four through eight. Applications with photos are submitted to this chair before January 1. This chair submits TGC winners to the DSGC youth sculpture contest chair by January 15. The DSGC chair submits winners to the NGC chair by February 15.

Tennessee Garden Clubs, Inc.

TGC Special Projects

This chair (or chairs) promotes the TGC Special Project for the administration term to achieve the goals of TGC by notifying all districts of the project and compiles the book of evidence to apply for any awards offered.

Deep South Garden Clubs, Inc.

DSGC Project

The DSGC Project chair serves for two years for the six southeastern states in the Deep South Garden Clubs, Inc. A conservation project is selected for each administration. The six states compete for first place in carrying out the goals and objectives of the project.

This chair informs the districts with printed information regarding ways that they can participate in this project. The chair also keeps each district abreast of all incoming information from the DSGC Project chairs. The chair encourages participation.

The four districts collect information and photographs on projects pertaining to the DSGC Project and compile a book of evidence (BOE) for their respective districts. Having a DSGC project chair appointed in each district is beneficial. These BOEs may be entered as district projects in the DSGC project. Copies are sent to the TGC DSGC project chair who compiles the four BOEs into one BOE to enter for state competition in the DSGC Project Start Award. Refer to DSGC project information printed in *TVG* and on the DSGC website.

National Garden Clubs, Inc.

NGC Special Projects

The NGC Special Projects chair promotes and provides all materials from NGC to the TGC districts and garden clubs interested in achieving these projects. NGC special projects information for awards and books of evidence are also provided by this chair.

NOTE: Each administration may add additional chairs or change chairs as needed.

This document revised: 2010, 2013, 2015, 2017, 2019, 2020, 2021.