

Thinking about running for office of Rakes and Blades, or just interested in what we do? Here is a rundown of the offices and duties:

President – The President calls and leads our meetings, board meetings, and is the last word on club activities. He is the club liaison and coordinator for special events. He delegates authority to committees for specific projects, assigns tasks to the other board members and is the arbitrator of any dissension in the ranks. He supports his team members and encourages others to lend a hand. He is the ambassador of goodwill wherever he goes, talking up the club to others.

Vice-President – The Vice-president is the right hand of the president. He should be prepared to fill in whenever there is a need, either for the president or any other board member. He is automatically on most committees, and is always willing to lend a hand.

Treasurer – The Treasurer takes in the membership dues and donations and reimburses for club expenditures. He maintains the club checking account and Paypal account, keeping accurate records of all monetary transactions. He pays the fees for special events, such as Pride. He should maintain a current treasury report and be ready to share at all meetings.

Secretary – The Secretary of the club attends the meetings and takes notes documenting the discussions and events, to assist the newsletter editor compile the monthly report. He should also handle the club correspondence and email.

Photographer – The Photographer attends the meetings and takes numerous photographs to be displayed in the monthly newsletter and in the website galleries. He also attends club sponsored events to photograph the events. Each month the photos should be downloaded to the newsletter editor and webmaster for their use.

Membership Director – maintains the membership roster and updates the mailing and email addresses of all members. He should be prepared to submit the list monthly to the webmaster to update the members-only information pages. He works with the webmaster for all new member access ensures they are added to the mailing list. He keeps name cards organized and hands them to members as they arrive at monthly meetings, checking their names off on the membership roster, then collects the name cards at the end of the meeting.

Newsletter Editor – The newsletter editor attends the meetings and works with the photographer to assemble an interesting newsletter that talks about the previous meeting highlights and gives information about the upcoming meeting. He also works with the other board members to keep the club informed. In addition he should look for items of interest for club members. He should be knowledgeable in MS Word and some photo editing program. The newsletter is mailed to those members without computer access and emailed to the webmaster at least 7 days before the next meeting so it can be converted to html for the website.

Social Director – The Social Director meets and greets new and prospective members. He should have welcome bags for each to help keep the club roster growing. He should work with the Membership Director to see who has not been attending to touch base with them. He should be in contact with members who have left the club (choosing not to renew) to find out if we were lacking to help us improve as a club.

Program Coordinator – The Program Coordinator matches guest presentations and speakers to the host garden. Since we meet in Pinellas, Hillsborough and Manatee counties, it is important to build a network of speakers through the extension services, gardening centers and club members.

Webmaster – The Webmaster maintains the website by updating information, and attempting to improve the site on a continuous basis. He converts the monthly newsletter from Word to html for the website and adds to the club archives, member garden pages and provides news to all club-members. He should be versed in NVu and Filezilla.

Host Coordinator – It is the job of the Host Coordinator to find locations for our meetings. You should be prepared to visit new locations to be sure they will suit our needs (Can they hold 60 people comfortably? 45? Is there parking for 25 cars?) You must maintain a calendar of host gardens and share them with the board. This is probably the easiest of the positions since everyone seems eager to volunteer their homes.

Potluck Committee – These hardworking folk contact the host to see what is needed for the meeting, and then they transport all of the necessary items for the meeting to each host location. They get ice and drinks for each meeting. They set up the tables and coordinate the food items as they arrive. They clean-up afterwards, helping everyone find their property, and then transport everything back home, to be washed (flatware and linens) and put away for the next meeting.