



Gulf Coast Garden Club Position Description Form

Position Name

Yearbook

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Committee Name:

Yearbook

Position Overview:

- Establish a Committee to research and prepare contents of the annual Yearbook.
- Assign Committee members to be responsible for specific sections of the Yearbook and interface electronically with Yearbook Co-Chair to finalize Yearbook document.
- Interface with Yearbook Co-Chair to proof and approve final Yearbook document contents.
- Interface with Yearbook Co-Chair to ensure final document is sent to printer for copy.
- Ensure Yearbook is printed and copies ready for first GCGC meeting in October.

Skills/Abilities/Other Requirements:

Organization and proofreading skills
Computer skills
Internet and website knowledge

Essential Position Functions:

See attached.

Print Form

Rev. 12/15

Yearbook Position Description - Essential Position Functions

Interface with Board of Directors to ensure proposed Yearbook theme, color, format and general contents are approved.

Form Committee to assist in researching and providing contents for various sections of the Yearbook: NGC info, President's photo and mission, History and Mission, General Meeting Info and Schedule, Design and Horticulture Workshops, Meeting Agendas, Trips & Tours, FMLC Council Info, Membership Directory, Members' Credentials, Business Partners, Additional Ideas.

Determine if any creative Artwork (suggestions provided by members - 2016 Devon Foley) can be included in final copy.

Interface with Co-Chair to prepare electronic draft to begin process. Transmit electronic draft to Yearbook Committee members to begin to revise and update draft sections of Yearbook.

Use information gathered by Yearbook Committee to update sections:

- Research from various NGC websites to ensure affiliations, officers and missions and website addresses are up-to-date and confirmed for inclusion in Yearbook.
- Current President's photo and Mission Statement. Determine if History and Mission will be carried over.
- Determine if there are any changes to meeting format, resources, etc.
- Meeting and Meeting Agenda Info obtained Board of Directors and Committee Chairs.
- Final Program Content and Schedules obtained from 2nd VP.
- Design/Horticulture Program info obtained from Committee Chairs.
- Trips and Tours Info obtained from Chair-Trips & Tours.
- Updated Membership info and updated Member Credentials obtained from 3rd VP.
- Research FMLCGC dates and info. Research other Clubs' events/dates.
- Research Business Partners' current info.

Determine if FMLCGC Info will be included, requires updating.

Determine if dates of events from other clubs will be included.

Get feedback at all design phases from President and 1st VP. Request President and 1st VP to proofread final copy and provide final approval.

Supply press-ready booklet to printer by September 1st in order to have ready for first General Meeting in October.

Provide final version without member contact info to Webmaster for posting on GCGC Website.