



Gulf Coast Garden Club Position Description Form

Position Name

Yearbook Co-Chair

Date Created: 1/12/16

Form Creator Name: Jenie Sandler

Home Phone: 239-949-1976

E-Mail Address: jsandler@ymail.com

Committee Name: Yearbook

Position Overview:

Gather information from club officers and members, as well as affiliated clubs and councils, and format into an easy-to-use booklet delineating club affiliations, officers, committees, history & mission, meeting agendas, workshops, trips, community outreach, online resources, event calendar and member directory. Coordinate with printer to have booklet ready for October meeting.

Skills/Abilities/Other Requirements:

1. Facility with computer design software.
2. Knowledge of printing processes and ability to communicate with printer.
3. Patience.

Essential Position Functions:

1. Gather information from President, 2nd Vice President (Programs), 3rd Vice President (Members) and Trips and Tours Committee Chair on content listed above. Query members for accuracy of listings and credentials. Use internet sources to find important dates for affiliated organizations. All information should be in hand by August 1.
2. Layout information in a visually pleasing way to create a valuable asset for members - following, when feasible, the requirements set out by National Garden Clubs, Inc.
3. Design attractive cover including required information.
4. Get feedback at all design phases from President and 3rd VP. Have President and 3rd VP proofread final copy.
5. Supply press-ready booklet to printer by September 1, in order to have ready for club meeting in October.

Print Form