

Duties and Responsibilities

External Events Liaison

The External Events Liaison two-year position is usually given to the Former President to inform the members about special events and activities that take place outside our local garden club. It is usually only for events held by NGC, FFGC, Deep South and District X. General email correspondence sent directly to garden club presidents from the District X Director should be forwarded to the members by the club president as the liaison does not receive these emails.

The External Events Liaison can inform the members about the events in various ways. They can be posted in the club newsletter and announced at member's meetings approximately 2-3 months prior to the event. Copies of the events with registration forms and flyers can be placed at the member's sign up table at member's meetings. She should be available to answer questions should there be any from the member about these special events and give reference to her contact details for further questions.

Some examples of special events to notify the members about are: District X Fall and Spring Meetings, FFGC/District X Tropical Short Course, FFGC Annual Convention, NGC National Garden Week and Schools available. The members should also be informed about any additional events that should arise for these groups.

KSiena

8/20/18