

LYNN VALLEY GARDEN CLUB

MEMBERS AT LARGE – four positions

Constitutional Definition:

Members at Large shall assist other executive by carrying out projects and duties as assigned.

Description of Duties

1. Plan, organize, promote, and run the Plant Sale in May.
2. Divide the Plant Sale tasks among the MALs.
3. Organize the delivery of soil, along with the supply of plant pots and labels in March. Coordinate with the organizer of the pig poo delivery in March, if that event is held.
4. Provide updates for the monthly LEAF newsletter and the LVGC website. Keep the President updated.
5. Attend executive and monthly meetings to represent the membership.
6. Participate in discussions and voting on proposed motions at executive meetings (one vote each).
7. Keep a binder and Google Drive space full of information on how to run the Plant Sale. Refer regularly to the documentation when planning the Plant Sale. After each Plant Sale, update the binder and Google Drive space.
8. Maintain the Plant Sale materials, including signs of various sorts and boxes of supplies.
9. Consider hosting one Executive Meeting a year.
10. Ideally, stagger the MAL positions so that there are two experienced and two new MALs for each Plant Sale.

D.M. 2003
AMD, JM 2019
AM 2022