



October 1, 2022

Dear Manteca Garden Club Members,

Moving into 2023, we will continue to ask for members to raise their hands for the VP and President positions. Linda, Alene and I have one more year term. Please let me know if you are interested or if you know someone who may be interested in our club! We need everyone to take a turn to make it easier on all of us.

Here are the job duties.

Presidential Duties – 2022 This position can be one or two members.

- Lead seven garden club meetings using pre pre-made agenda (examples available) or ask the board or other members to do it.
- Have our club represented at the Valley Lode District meetings 3X a year. Anyone from the club may attend representing our club. If no one can attend, we don't attend. The club pays the cost for two members to attend. During the meeting, a short three minute read out is needed of club activities from the time of the last VLD meeting. Examples are always available. You may be invited to VLD board meetings, it's up to you to attend.
- The entire Board works together to support each other and committees. Ask club members to hold positions. If no one volunteers, we will not have the position.
- If contacted by anyone regarding the club, refer them to the appropriate person in the club.

Vice President Duties – 2022 This position can be one or two members.

- Schedule speakers for meetings, Sept, Oct, Nov, Jan, Feb, Mar, May.
- Notify newspaper of monthly meetings. Examples and contacts will be provided.
- Plan December holiday lunch at Chez Shari, menu, centerpieces, and dessert. Board will help.
- Plan June installation lunch at location of choice.
- Plan two field trips, fall and spring, at a local nursery or garden and option of lunch where members order and pay for their own meal.
- Carpooling (due to insurance) can be arranged through members themselves.
- Luncheon sign ups and payments taken in advance at meetings.
- Work to confirm plans by the September meeting for the yearbook (if being produced). If not, TBD is used.

---

Thank you for your support of our club. Please consider serving as a board member. You are wanted, needed and appreciated.

Paula