



Mountain Garden Club Position Description Form

Position Name

Scrapbook Chair

Date Created: Jan 26, 2010

Form Creator Name: Mary Handley

Home Phone: _____

E-Mail Address: _____

Committee Name: Scrapbook

Position Overview:

The Scrapbook is a book documenting all the club's activities and information for a specific year. The scrapbook contains photographs of monthly meetings and workshops, along with photographs of other activities occurring throughout the year. All awards presented to the club, and Thank-you notes received are also documented in the Scrapbook. Fundraising activities are also documented through both photographs and newspaper articles.

The Scrapbook Chair is responsible for purchasing all supplies necessary for compiling the scrapbook and for coordinating all materials to be included in the scrapbook. The Scrapbook Chair is also responsible to ensure that the book is completed by the agreed deadline, currently April 1st.

The Scrapbook Chair works with Photography Chair to obtain photos, Membership Chair to obtain club statistics, and other Chair members for any other related info to be included in the Scrapbook.

Skills/Abilities/Other Requirements:

- 1) Must be computer literate and have good computer skills.
- 2) Must have some type of publication software that is capable of producing a document such as Microsoft Publisher or Adobe InDesign.
- 3) Ability to receive files electronically such as thru email and/or by electronic media such as a disk.

Essential Position Functions:

- 1) Purchase Scrapbook Album and all associated materials and submit receipts to treasurer.
- 2) Determine and print photos to be included in scrapbook.
- 3) Compile relevant newspaper/journal articles for inclusion.
- 4) Ensure that the NHFGC guidelines for the Scrapbook format are adhered to.



Mountain Garden Club Time line Template

Event/Publication

Scrapbook Time Line

Date Created: Apr 18, 2010 Form Creator Name: Mary Handley

Event/Pub Date: (appx) April Form Creator Tel.: _____

Date to Begin By: Januray Form Creator Email: _____

Committee Name: (If Applicable)

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Time Category	Actions Necessary	Tips & Best Practices
12 Mos. ahead	<ol style="list-style-type: none"> 1. Review previous scrapbooks for inspiration. 2. Determine a "theme" for the scrapbook, for example a color theme or theme such as "nature". This will help in choosing scrapbook and associated materials. 3. Become familiar with NHFGC standards for scrapbook 4. Purchase Scrapbook and associated papers, embellishments and hardware. 5. Determine software needed, install software and become familiar with the software. 6. Copy over all heading templates from previous scrapbook documents. 7. Gather any newspaper articles regarding MGC. Make sure they include paper name and date. 8. Gather any Thank-you notes that may have been sent to the MGC 9. Gather any materials that monthly speakers may have brought with them during their presentation. 	<p>It may be difficult to locally find materials for the scrapbook, so additional time may be needed to purchase on-line. Scrapbook spacers and hardware screw extenders are difficult to find. Order extra spacers and screws.</p> <p>Although time category is for 12 Mos. ahead, it can vary by individual when they want to start. We found that 2 people for about 3 months was an adequate amount of time for preparing the scrapbook. One person was the photo and news article cropper, while the second person worked with the photo editing and documentation software printing headers and photos. Also helpful to jot done some thoughts about each monthly program that may helpful when putting together the pages in the scrapbook. Even comments about the weather that day, what the theme for hospitality was, door prizes and winners.</p>
6 Mos. ahead	<ol style="list-style-type: none"> 1. Obtain photos from club photographer halfway through the year to start the selction process for inclusion into scrapbook. Photos need to include members names, and can be inserted with photo editting software. Also obtain any monthly meeting information from webmaster. 	<p>Identifying peoples names proved to be one of the longest tasks for us. Try to do this as soon as possible. Check with membership list/photos fro additional help.</p> <p>Check with other chairs regarding any events in which photos may have been taken, for example the bulb fundraiser, to see if there is any photo/documentation that may be helpful.</p> <p>Remind CIP coordinators to take photos of their gardens, both during the initial planting phases and when the gardens are in bloom.</p> <p>Also remind any Habitat for humanity helpers to take photos when the opportunity arises.</p>



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Event/Publication

Scrapbook Time Line

Click to Add a
Time Category

Time Category	Actions Necessary	Tips & Best Practices
3 Mos. ahead	<p>1. Determine your layout for the scrapbook. Certain regulations from the NHFGC must be met, but the scrapbook chair(s) need to determine how many pages are needed for Lilac letters, newsletters, Thank-you letters, awards, and events. There is a maximum of 100 pages for the scrapbook.</p> <p>There are several scrapbook pages required listing key NGC and NHFGC garden club members. Verify names and titles for inclusion.</p> <p>Obtain any "In Memoriam" photos to include in acknowledgement section.</p>	<p>Thank-you letters are great for fill-ins. CIP photos can also be good fill-ins.</p> <p>Lilac letters must be printed from the NHFGC website as they are no longer mailed to members homes.</p>
1 Mo. ahead	<p>Assemble scrapbook, add section dividers, page numbers, and glue hardware into place.</p>	<p>Have a few people go through the scrapbook proof-reading and verifying page numbers.</p>
2 Wks. ahead	<p>Determine who from the NHFGC is responsible for Judging scrapbooks and determine delivery method for scrapbook.</p>	

Rev. TL11/09-05

Print Form