



Mountain Garden Club Position Description Form

Position Name

Yearbook Chair

Date Created: Aug 5, 2016

Form Creator Name: DD Warren

Home Phone: _____

E-Mail Address: _____

Committee Name: _____

Yearbook

Position Overview:

The Yearbook is a book that contains a compendium of information about the club's program year. It contains a roster of all club members (along with their photos), state and national officers, committees and club projects. It also contains a listing of upcoming programs (complete with description, date, time and location), the theme for the club fiscal year, Mission Statement and By-Laws.

The Yearbook Chair works closely with: 1) the Executive Board (for Theme, budgeted funding and project descriptions); 2) The Program Chair (for accurate program information and photos of presenters); 3) the Club Photographer (for member photos); and 4) the Membership Chair (for accurate membership information and distribution).

The Yearbook Chair is responsible for the compiling the necessary information and the production of the book. It is the responsibility of the Chair to ensure that the book is edited and delivered to the Printer in camera ready form. The book must be ready for distribution to the club before the first Program meeting of the fiscal year which is in September. As a by product of the compilation of the Yearbook, a member ID card is also created for each member which contains their photo and identifies them as a valid member.

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 booklet such as Adobe InDesign or Microsoft Publisher.
- 3) Must be versed in using that software for the production of a book (i.e. an understanding and use of cataloging and/or merging of data).
- 4) Must be good with follow up.

Essential Position Functions:

- 1) Maintain the master database for the membership of the club.
- 2) Ensure that the Program information is timely and complete.
- 3) Ensure that the NHFGC guidelines for Yearbook format is adhered to.
- 4) Estimate the number of books to be printed.
- 5) Ensure that monies are budgeted and allocated for printing.
- 4) Contact Printer (in advance of the book being printed) to obtain quote, print sample and plan schedule



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for printing.

5) Ensure Printer gets deliverables within proper timeframe.

6) Responsible to receive books back from Printer in ample time before first meeting in order to organize with the Membership Chair for distribution.

Print Form

Rev. 2017



Mountain Garden Club Publications Form and Checklist

Publications Name: **Yearbook**

Date Created:	<u>Aug 5, 2016</u>	Form Creator Name:	<u>DD Warren</u>
Pub. Date: (appx)	<u>August</u>	Form Creator Tel.:	_____
Date to Begin By:	<u>March</u>	Form Creator Email:	_____
Committee Name:	<u>Yearbook</u>	Expense Budget	<input type="text" value="\$1000 - \$1199"/>
		Revenue Budget	<input type="text" value="\$0 - \$199"/>

Objectives/Purpose of Publication:

The Yearbook is actually a membership handbook. It contains information about the club's program year and a roster of all members, club, state and national officers, committees and club projects. The book also contains pertinent information on the New Hampshire Federation of Garden Clubs and National Garden Clubs.

The Mountain Garden Club Yearbook contains photos of members as well as program presenters. A full description of projects and programs (ie subject, date, time, location, Hospitality committee) and price, if applicable, is included as well as the By-Laws. It is a very helpful and useful reference document for members to track club activities and membership information. It is a publication that is eligible and submitted for publication awards to the NHFGC and NGC.

Description Of How The Publication is Created (Who, What, When, Where and How):

The book is created by the Yearbook Chair. It is important that they communicate with various factions within the club to gather all the pertinent information (such as Programs, Membership, Executive BOD, Scholarship, contacts at NHFGC, etc.) The book is created to the standards provided by the NGC and NHFGC. It must be a convenient size, durable and neat.

The book is usually created over the summer months for distribution at the first program meeting of our fiscal year which is in September. All materials and information must be obtained before this time to be able to facilitate compiling it into a finished publication. The Chair needs to solicit other members of the club who are good at proof reading and editing to review the publication at this time. The book is then delivered (camera ready in digital form along with a hard copy sample) to the Printer. It is important to obtain a quote and proof copy from the Printer prior to authorizing the actual printing. When the books are received back from the Printer, they must be labeled with each members name on the back for ease of distribution and ownership identification. A photo member ID card is created at the same time (looks like a business card) and distributed with the books.

Materials, Equipment Or Supplies Needed To Create The Publication:

A digital camera, color printer, computer and appropriate software are required to create the Publication. Currently, Adobe InDesign is the tool of choice as that is what the Printer has requested.

The book includes photos - so photo editing software is most important. A good source for high resolution photos for the covers and color internal pages is extremely useful for a high quality print document.

The Printer requires a camera ready digital file - Adobe InDesign will package the file, fonts and link files. However, it is always good to supply all of those files as well in case of incompatibility or link file errors.



Mountain Garden Club Publications Form and Checklist

Publications Name:

Yearbook

Publications General Checklist (Checked Items Are Needed For This Publication)

Requirements For This Event	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Are There Federation Standards For This Publication?	<input checked="" type="checkbox"/>
Requires Items Collected in Advance?	<input checked="" type="checkbox"/>
Requires Someone To Edit Final Text?	<input checked="" type="checkbox"/>
Requires Printing In Quantity?	<input checked="" type="checkbox"/>
Requires Distribution?	<input checked="" type="checkbox"/>
Requires Photos?	<input checked="" type="checkbox"/>
Requires Purchase of Materials and Supplies?	<input checked="" type="checkbox"/>
Requires Location To Assemble Publication?	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Requires How Many Volunteers (Enter Number)	2

Summarize The Distribution of The Publication:

After the books are labeled with the name of the member, they are given to the Membership Committee who will organize them with the ID cards and name tags for distribution at the September meeting. Those who are not in attendance will have their book delivered to them by someone in the club (we ask for volunteers at the Sept. meeting) or they are mailed to them. Members who join after September are given a book by the



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Membership Committee when they turn in their membership application. If the application was received by mail, it is the responsibility of the Membership Committee to ensure that they receive a book either at the next meeting they attend or by mail.

The club gives a book to every Program presenter - this would be the responsibility of the Program Committee.

It is also required that we give a book to certain members of NHFGC - primarily, the officers listed in the front of the book and one to each club within our District (District 1) and the District Directors.

Two books are to be set aside for the Scrapbook Committee.

Two books are also to be set aside for submission to NGC and NHFGC awards.

Print Form

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