

SGC Provisional Chair Job Description

The Provisional Chair acts as a support person for the Provisional Members and as a liaison between them and the SGC Board. She hosts monthly one-hour Provisional Meetings for the first- and second- year Provisional Members prior to each Horticulture meeting. The meetings are meant to provide information about the Club as well as provide an opportunity for the new members to bond and support one another. She often invites Committee Chairs to attend the meetings in order to educate the Provisionals. Reservations for the meeting room are coordinated in the summer with the SGC Meeting Arrangements Chair.

The Provisional Chair acts as a Standing Committee member of the Seattle Garden Club Governing Board, attends monthly Seattle Garden Club boards meetings, and votes at those meetings. Prior to each meeting, a Provisional Report is submitted. The Provisional Chair is also a participant in the Membership Committee and expected to attend and vote at those meetings.

The Provisional Chair is expected to educate the provisional members of the Club expectations and encourage their participation. Provisional Members are expected to support and participate in all activities as best as possible:

- Attend Horticulture meetings, monthly General Meetings and all Provisional meetings.
- Attend a one-day provisional orientation/retreat during the first provisional year.
- Participate in SGC classes, workshops, community projects and field trips when offered.
- Participate in SGC events such as the Holiday Luncheon, Public Speakers (Green and Wagner) Lectures and Flower Shows, etc.
- Attend and create a table decoration for the Holiday Luncheon under the guidance of the Floral Design Committee.
- Make a presentation to the general membership on a horticultural topic provided by the Horticulture Committee.
- Serve on Committees which are of interest
 - First-year: Attend one meeting of four different “Standing Committees.”
 - Second-year: Select two committees on which to serve.

Other activities of the Provisional Chair include organizing a workshop on flower arranging with the Floral Design Committee Chair (for their arrangements at the Holiday Luncheon), provide how-to access to the SGC and GCA website, help them prepare for their Provisional talk and help them understand the SGC bylaws and standing rules. Also, provide corsages for new Provisional Members at Annual Meeting.

In the summer, the Provisional Chair communicates with sponsors/co-sponsor when Provisional presentations will be made so that they both can attend. A month before a presentation an email reminder is sent to the sponsor/cosponsor in order to ascertain who will be making the introduction of the Provisional member before the presentation.

Also, the Provisional Chair will work with sponsors in all activities which the Provisional Members are involved in order to help them integrate into the Seattle Garden Club. She will also include the Technology Chair on all emails pertaining to the Provisional presentations.

The Provisional Chair provides ongoing information about different Seattle Garden Club events so that Provisional Members know when and where to attend. She encourages socializing among the new members through different social activities, and by reserving a specific table for Provisional Members at all of the big Seattle Garden Club events such as the Holiday Luncheon and the Annual Meeting. She works with the Meeting Arrangements Chair regarding seating arrangements. In the summer, she provides the Provisional Members with a copy of the Seattle Garden Club calendar showing upcoming events. This is helpful to the Provisional Members as they can plan ahead to ensure attendance. This list of events can be obtained from the Yearbook Chair as she is preparing the Yearbook.

The Provisional Members are responsible for bringing the nametags to and from each meeting. The Provisional Chair prepares a yearlong schedule for this job and reminds the Provisional Members. For the last year we kept the nametags in the Seattle Garden Club office. In 2019-2020 we encouraged all of our Provisional Members to help with nametags at each meeting and did not maintain a list.

The Provisional Members must collaborate and submit one auction experience for the annual Holiday Luncheon.

Submitted by Marnie Roozen and Sandy Hanower. June 2020