

Responsibilities of Committee Chairmen

Attend all GCD Board Meetings, the first Monday of each month or send a vice chairman or an alternate.

Attend Membership Meetings

Attend Zone II Rep Meeting:

September 17, 2018;

Connecticut Agricultural Experiment Station

123 Huntington Street

New Haven, CT

9:30am

Coffee

10:00 -12:00

Meetings

This meeting is mandatory.

Keep a committee notebook to include minutes of your meetings; timeline of your committee, schedules, etc.

Prepare a Program for the year and submit it to the website and your committee.

Hold a welcome meeting for your committee explaining the yearly expectations.

Enter and Prepare for entry in your discipline in the Zone II Show.

Submit articles to Publicity and Newsletter.

Conduct meetings when necessary.

Send scheduled activities to committee members.

Prepare a budget with your successor by April 1; stay within your budget.

Keep your Vice-Chairmen updated and informed.

Keep in touch with your committee; *gentle reminders are always appreciated.*

Write an annual report to include the following:

- Overviews / Timeline
- Budget critique
- Your program critique
- Suggestions
- Successes of the year
- Least successful part of your year
- Name, Committee, Year, and Date

***All meetings should be scheduled, if possible, by July 1 to be included in the Yearbook**