Atherton Garden Guild
Yearbook/Roster Chairman
2021-2022 JOB DESCRIPTION

May - June: circulate current year Roster at meetings and request members to update information or check as correct.

June - July: request information from various chairs on dates, locations, hospitality coordinators, etc. for the upcoming year:

      Content:
- Board of Directors: names and phone numbers
- Committee Chairs: names and phone numbers
- Add outgoing President to Past Presidents List
- Get the Library Flowers Schedule from Chairperson
- Get Meeting Schedule from Program VP and Hospitality Chair (Dates, Times, Locations, Hospitality Volunteers, Program/Presenter information, including a short bio and description of presentation program content).
- Get current, updated member lists (Active and Associate) from outgoing 2nd VP (Membership)
- Add current, updated Bylaws to yearbook
- Design cover

July - mid-August: recruit/contact proof readers
- As each section is formatted and completed, send PDF to corresponding officer or chair for proofreading.
- Recruit one or two volunteers to proofread completed document (to look for omissions, spelling and formatting errors) just prior to printing.

August: research and schedule printing; order 10 more copies than total membership

August - September: deliver programs
- label each yearbook with member's name;
- provide yearbooks at the September meeting and request members to check off their names;
- ask members present to deliver yearbooks to neighbors/friends who are not present and initial box beside that friend's/neighbor's name;
- deliver balance of "unclaimed" yearbooks to member's via mail, personally or friendly member volunteer(s).
- deliver "extra" yearbooks to 2nd VP-Membership

June: write year-end report