Indianapolis Garden Club
Chair & Committee Descriptions 2026-2027

SECTION A
IGC Committees – The committees in Section A are open to ALL members, there is no limit on the number of these committees that a member may join. Active members MUST join at least one of these committees. The chairs of these committees are appointed by the President.

CONSERVATION COMMITTEE

The Conservation Chairs and committee develop interest in and educate club members about the importance of conservation and environmental awareness. Activities include planning at least one general meeting focusing on a conservation topic each year; organizing field trips; planning volunteer opportunities in the local community; and preparing a conservation entry when IGC sponsors a flower show. The committee informs members about legislative efforts affecting conservation and environmental awareness and may ask for action on these matters. To support this, IGC sends one member (usually a co-chair) each year to the GCA National Affairs and Legislation (NAL) Conference in Washington, D.C. The Conservation Committee also writes informational articles for the IGC newsletter. Committee meetings are as needed with a social kick-off in the fall.

FLORAL DESIGN "PETAL PUSHERS" COMMITTEE

The Floral Design Chairs and committee plan and implement workshops throughout the year with opportunities to learn and create floral arrangements. These floral arrangements are sometimes shared with the membership at meetings. Members are encouraged to become more knowledgeable about floral design. In addition, this committee encourages all members to participate in the Floral Design Division of an IGC Flower Show.

FLOWER SHOW COMMITTEE

An Indianapolis Garden Club Flower Show is a club project in which all members come together in various capacities and participate in the creation of a Garden Club of America sanctioned flower show. The chairs and committee manage and execute all aspects of the flower show including the theme, working with outside vendors, flower show schedule printing, facility and staging arrangements, judging, awards, sponsorship, and the Preview Party. The purpose of a flower show is threefold: to set standards of artistic and horticultural excellence; to broaden knowledge of horticulture, floral design, and photography; and to share the beauty of a show with fellow members and the public.

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GARDEN HISTORY & DESIGN COMMITTEE

The Garden History & Design Chair and committee provide programs and information for the club on garden design and historical gardens. The committee also may select and research, document, and photograph an Indiana garden for submission to The Garden Club of America Collection at the Smithsonian Institution Archives of American Gardens (AAG). The archive preserves and highlights a meaningful compilation of gardening characteristics in the United States for the benefit of researchers and the public today and in the future.

GARDEN WALK COMMITTEE

The Garden Walk Chairs and committee plan and execute all aspects of the club's annual fundraiser for Community Projects grants. These duties include: locating fabulous gardens and establishing relationships with the owners; securing sponsors; managing the printing of the invitations, tickets, and program booklet; establishing parking and travel routes for the day of the Garden Walk, soliciting and managing the Garden Captains and IGC volunteers needed at the gardens, and planning the day-end celebration. All club members are asked to volunteer to work on the day of the Garden Walk.

HORTICULTURE COMMITTEE

The purpose of the Horticulture Committee is to encourage the love and growth of plants for food, comfort, beauty, and the environment. The chairs and committee support this by the annual fall bulb sale and active participation in the Horticulture Division of a flower show. There are occasional plant challenges and workshops along with monthly tips, book reviews, and plant information published in the IGC newsletter. During flower shows, the committee needs many volunteers in the Horticulture Division to pass specimens, aid entrants, and set up the exhibit, as well as submit entries along with all club members. The IGC sends one member each year (usually a co-chair) to the GCA Shirley Meneice Horticulture Conference, which is held in the fall. This involves collecting seeds for the National Seed Share.

PHOTOGRAPHY COMMITTEE

The Photography Chair and committee meet periodically to learn more about photography and improve camera skills. Committee members may be asked to take photos at meetings, field trips, and events for the IGC newsletter. All levels of experience and types of cameras, including smart phone cameras, are welcome. The Photography Committee may also plan and execute club photography shows and encourage participation in the Photography Division of the IGC Flower Show.

VISITING GARDENS COMMITTEE

The Visiting Gardens Chair and committee facilitate visits to lovely gardens for the club members. They also help plan garden visits for IGC members going out of town, as well as GCA members visiting Indianapolis. They coordinate at least one trip per year for club members. They may also work with other IGC committees to help facilitate garden trips. Those attending the trips may range in size from four to forty, depending on the interest.

SECTION B
Appointed Committees & Chair Positions – The committees and positions in Section B are appointed by the President, by the Nominating Committee, or membership is established by the IGC Bylaws.

ADMISSIONS COMMITTEE

Chaired by the Second Vice President, the eight additional members, and two alternates, of the Admissions Committee are appointed by the Nominating Committee on an annual basis. The Admissions Committee shall elect new members to the club and present their names to the Board for approval.

AWARDS CHAIR

The Awards Chair, appointed by the President, works with the President to identify candidates for club, zone, and national awards. The chair submits the proposals and follows through until the award is presented. For a major submission, a committee may be formed at the discretion of the chair and President.

CIVIC IMPROVEMENT CHAIR (*formally known as Founder's Fund*)

The Civic Improvement Chair, appointed by the President, serves as a liaison between our club and the GCA's Civic Improvement Committee. The chair facilitates the club voting process for the three GCA selected award finalists and reports the club results to the membership. The chair also solicits ideas and encourages application for the various GCA grants that are available each year.

COMMUNICATIONS / SOCIAL MEDIA CHAIR

The Communications Chair, appointed by the President, facilitates communication between IGC and GCA's *Bulletin* and Zone X. She may be asked to write newsworthy articles for the GCA *Bulletin* once or twice a year. She also provides public relations by promoting special events such as the Garden Walk and Flower Show. The chair writes press releases, continually expands the media contact list, works with the Website Chair-Tech to put content on the IGC website, and coordinates an email and social media campaign to increase opportunities and exposure for IGC events.

COMMUNITY PROJECTS COMMITTEE

Chaired by the First Vice President, the eight members of the Community Projects Committee are appointed by the First Vice President for a two-year term to annually review and recommend Community Project grants for funding by the IGC through proceeds raised by the Garden Walk. The committee meets after the grant applications have been submitted to review the applications and makes a final recommendation to the Board and the club members. The committee members are asked to individually research and review project proposals prior to the committee meeting.

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DIRECTORY CHAIR

The Directory Chair, appointed by the President, updates and proofs all online directory related items – members contact information and picture, bylaws, history, awards, and meeting & program information. This job requires work over the summer months.

EDUCATIONAL ENDOWMENT COMMITTEES

The Educational Endowment Chair is appointed by the President. The Educational Endowment Fund Committee consists of: the President, the Treasurer, the Educational Endowment Chair, and the Meeting Arrangements/Program Chair(s). The Educational Endowment Chair is responsible for maintaining the financial records of the Endowment Fund, including donations and gifts made to and from the endowment, coordinating with the Treasurer on all financial records, including investments, tax letters, and notification of family members of memorial gifts. The chair sends thank you letters to donors. The chair may appoint a subcommittee (Educational Endowment Event Committee) to assist her in the preparation for and execution of an Educational Endowment event. Additional responsibilities may include arranging special educational speakers, coordinating the endowment luncheon/dinner, managing all aspects of the speaker's visit, and soliciting member donations.

FINANCE COMMITTEE

Chaired by the Treasurer, the Executive Board of the IGC serves as the Finance Committee. The Finance Committee reviews and approves the club's dues collection, revenue forecasts, and the administrative, Flower Show, Garden Walk, and Educational Endowment budgets prepared by the Treasurer. The committee also reviews the club's checking, savings, and investment accounts managed by the Treasurer.

HISTORIAN (*aka Website-Content*)

The Historian, appointed by the President, gathers photos, documents, and memorabilia from the club's activities for the year and incorporates them into the website. A committee may be appointed by the Historian if the need arises.

MEETING ARRANGEMENTS / PROGRAM CHAIR

The Meeting Arrangements Chair(s), appointed by the President, works closely with the President to find locations and make logistical arrangements for membership meetings and luncheons throughout the year. She also works with the President to make contacts as needed with speakers to finalize their AV/PA and other needs. The chair works with the meeting location sites to arrange setup, AV/PA, security, and refreshment details. She arranges and coordinates the calendar of membership and board meetings for the Directory. Other responsibilities include planning arrangements for Board of Directors' meetings and organizing three to four hostesses for each general meeting.

MEMBER ENGAGEMENT / PLACEMENT CHAIR

The Member Engagement/Placement Chair, appointed by the President, helps members find areas of interest within the club such as joining a committee or involvement in specialized pursuits. The chair prepares a communication to members each year which includes a form for members to complete and "'Chair and Committee Descriptions" document. She records all responses and shares the relevant information with the chairs of committees for which each member has expressed interest. This chair position was created to help all members become involved and engaged in club activities.

NEWSLETTER CHAIR

The Newsletter Chair, appointed by the President, receives articles and information from committee chairs, officers, and members to be organized and published in a monthly newsletter that is emailed to the membership generally prior to the monthly general meeting, December and June are exceptions as the newsletter is published after the monthly general meeting. She reviews the articles for content and accuracy. The chair sets deadlines for submissions and maintains the newsletter calendar.

NOMINATING COMMITTEE

The Nominating Committee shall consist of three (3) members: The immediate Past President, who shall be chair, and two (2) other members appointed by the current President and the chair. The committee selects an executive slate each year and appoints the Admissions Committee.

SCHOLARSHIP CHAIR

The Scholarship Chair, appointed by the President, promotes application by Indiana-based university students for the over $600,000 of GCA scholarships which are nationally awarded each year. The chair annually updates the university contact list and sends posters and information to roughly thirty professors and administrators for them to encourage applications from their students for the myriad of GCA scholarship opportunities. The chair will assist in securing a scholarship speaker for a monthly general meeting (often one by zoom) when asked by the President or Program Chair(s).

WEBSITE CHAIR–TECH

The Website Chair, appointed by the President, manages, updates, and posts all pages, events, newsletters, and meetings both public and private, on the website IndianapolisGardenClub.org.