

VILLAGERS COMMITTEES / PROJECTS

Each Active Member is expected to participate in the activities of a committee and/or project. Members get the most out of the organization by being involved.

Listed below are the committees / projects you may choose from. *(s) denotes a standing committee*

By-Laws (s) Considers revision suggestions presented by the membership, then prepares and presents proposed amendments to the by-laws at the March Board and General meetings, for voting by the Board initially, and subsequently the membership.

Communications (s) Maintains email lists of members, as well as the subscription mailing list for the public; prepares and/or distributes approved email communications to inform members and the public of all events.

Friends of The Villagers Fundraising (s) Coordinates and maintains a donor program designed to extend The Villagers' fundraising outreach for those who wish to support our mission but are unable to volunteer, offering donation levels that include certain benefits.

Garden Tour (s) 2-3 co-chairs with a committee, plan and organize the annual garden tour which includes locating gardens, liaising with homeowners, staffing at the homes during the tour, ticket sales, brochure design, underwriting, etc.

Grants (s) Chair and committee notify potential applicants that the grant process is open; review grant applications and make recommendations for funding to be approved by the Board initially, and subsequently the membership.

History/Archives Provides an ongoing record of the history of the Villagers.

Historic Hunt/Trivia Night, Dinner, Auction (s) 2-3 co-chairs with a committee, plan and organize the historic hunt/trivia night which includes writing clues, planning dinner including locating a venue & caterer, taking member & guest reservations, securing auction items and conducting auction during event.

Holiday Ornaments A Chair and committee make holiday ornaments to be sold at the house and garden tours boutiques and general meetings. We encourage all new members to join this committee, no crafting experience necessary. This is a great way to get to know other members in a casual setting.

Hospitality (s) Coordinates a group of members to provide refreshments for each meeting and other functions as required by the Board and general membership.

House Tour (s) 2-3 co-chairs with a committee, plan and organize the annual house tour which includes locating houses, liaising with homeowners, staffing at the homes during the tour, ticket sales, brochure design, underwriting, etc.

Inventory/Warehouse (s) Keeps a record of all items owned by the Villagers and where they are being stored. Ensures that important archival items and records are appropriately stored to provide a unique testimony to the achievements of the organization, documenting and preserving the Villagers' history.

Mango Confections A Chair and committee prepare mango jam, chutney, etc., sold at the house and garden tours boutiques and general meetings.

Marketing/Sales (s) A Chair and committee solicit vendors and organize the boutique at the house and garden tours. The committee may also decide to create, develop, and obtain estimates to produce items suitable for sale to members and the general public. The committee shall offer such items for sale at general meetings, the house and garden tour boutiques, and at any other venue approved by the Board.

Media/Publicity (s) Responsible for keeping the community informed of the goals and activities of the Villagers through media articles, exposure and social media.

Member Activities (s) Organizes activities such as theater, tours, trips, etc., for member enjoyment.

Member Appreciation Party Plans and organizes the annual member party including locating a venue and caterer, taking member reservations, etc.

Membership Assists the Membership Chair(s) with membership applications, the New Member Orientation and other get togethers, prospective new member outreach as well as introducing and welcoming New Members into the organization. Per the bylaws this committee is selected by the nominating committee.

Parliamentarian (s) A qualified member shall be appointed to serve as parliamentarian and will attend Board and General meetings.

Photography Provides photographic support to make timely and appropriate photos available for Media/Publicity, the website and communications.

Programs (s) Responsible for all arrangements of meetings and programs based on the Calendar of Events. For general meetings, this includes identifying a theme, finding the historic venue and a guest speaker. The committee should also prepare the program content to be published in the yearbook for the current year.

Quilt Makes or provides a quilt to be raffled off at the house tour, including distribution of raffle tickets and collection of payment.

Saving Places/Legislative (s) Chair and committee identify and research significant buildings, sites & districts and present them to corresponding departments or preservation boards for historic designation. Also informs the membership of any local, state, or federal government legislation that pertains to historic preservation.

Scholarships (s) Chair and committee maintain Scholarship Application Forms and make forms available to targeted schools; accept and review applications to recommend who will receive scholarships each year in a report to the membership at the March General Meeting.

Technology (s) Supports the technology needs of the Villagers organization most specifically website maintenance/updates; may include creation of brochures (House & Garden Tour), ad hoc creation of PDF files, image editing, assistance in creation of spreadsheets and/or other documents.

Yearbook (s) Prepares and publishes a yearbook containing the By-laws, names & addresses of all members and other information deemed necessary be distributed to members at the September general meeting.

OTHER IMPORTANT INFORMATION FOR YOUR PERUSAL:

Directory

As a new member you will be receiving a copy of the member directory. The directory includes contact information for our members, as well as a list of Officers and Board Members, a Calendar of Events, and Villagers Bylaws.

The directory is strictly for Villagers-related purposes and is not intended for personal use outside of the Villagers.

Website We hope you become familiar with our [website](http://thevillagersinc.org) (thevillagersinc.org), which has information for members as well as non-members. Member Login takes you to a “members only” page with information including documents, past meeting minutes, copies of previous tour brochures, etc. The id and password to login will be made available to you when you receive your directory.

Membership Level Currently, all new members sign up at the Active membership level. A member has the option to renew at the Sustainer level after 5 years of Active membership. Long standing members who have been Villagers for 15 years with 10 years at the Active level, may be designated as Life members. All membership levels include dues, but the participation expectations vary.

News Updates Members are included on an email list to receive important updates from The Villagers every Tuesday via "**Tuesday News & Views**" We encourage you to read this every week. There is a lot of important information pertaining to our activities.