

**MANUAL
FOR THE GUIDANCE OF OFFICERS, DIRECTORS, AND COMMITTEES
OF THE
NATIONAL CHRYSANTHEMUM SOCIETY, INC., USA**

The purpose of this Manual is primarily to specify the duties of the Officers, Directors, and Committee Chairmen of the National Chrysanthemum Society, Inc., USA, and, secondarily, to acquaint Officers, Directors, and Committee Chairmen with the duties of other Officers, Directors, and Committees. The possession and understanding of the Bylaws of the Society is assumed.

This manual contains the guidelines adopted by the Board of Directors to govern the operations of the Society. It supersedes all previous Handbooks or Directives for the Guidance of Officers and Committees. The Bylaws of the Society supersede all provisions and instructions included in the Manual. Changes suggested for consideration at the next annual meeting of the Board of Directors should be made to the President and Secretary in such time as to allow the Secretary to notify the board 30 days prior to the annual meeting of the Board of Directors. A majority vote is needed to approve changes to the Manual.

GENERAL

The Board of Directors of the National Chrysanthemum Society, Inc., USA, hereafter called the Board, is elected and its authority is granted in accordance with the Bylaws of the Society. The Officers are chosen annually by the Board in accordance with the Bylaws. The actions of the Officers and Committees are subject to the approval of the Board. All officers and members of the Board of Directors shall attend all meetings of the Board of Directors and the Annual Meeting of NCS.

ACCOUNTING FOR NCS FUNDS AND PROPERTY

1. Definitions.
 - a. NCS means National Chrysanthemum Society, Inc., USA
 - b. Staff Member means officer, director, committee chairman, or other member who has been authorized to conduct NCS business with an approved budget or who has custody of NCS property.

2. Custody. The Treasurer is the designated custodian, under the NCS Bylaws, of all NCS funds. Staff members, except the Secretary, who receive NCS monies should transfer them to the Treasurer within ten days. Those paying bills to NCS should be instructed to do so with check, money orders payable to NCS in U.S. dollars, or electronic payment (for example, PayPal). The Secretary will transfer funds received within five days following the last day of the calendar month in which received.

3. Disbursement. The Treasurer pays all NCS bills. A staff member incurring a bill for NCS in accordance with his/her budget will initial and date the bill to establish its validity and will mail it to the Treasurer. This is especially important where there is a discount at risk. Small bills covering postage, telephone and other minor expenses may be paid directly by a staff member from his/her personal funds. Receipts may be accumulated and then an itemized request for reimbursement, accompanied by substantiating receipts, will be submitted to the Treasurer.

4. Budget. Staff members may incur NCS bills within the budgetary limitations for their activities. The Board of Directors must approve expenditures in excess of the budget. Requests for such expenditures will be sent to the Treasurer, who will transmit it to the President with an appropriate recommendation. The NCS fiscal year ends on December 31. The Treasurer must receive all bills for the current year prior to December 15 or they will be included in the next year's accounting. Budget requests must be made to the Chairman of the Finance and Budget Committee prior to the annual Board meeting.

NCS BOARD OF DIRECTORS' E-MAIL OR ELECTRONIC VOTING GUIDELINES

1. The following guidelines are to be observed when an e-mail or electronic vote is conducted by the NCS Board of Directors:
 - a. The NCS President or NCS Secretary (acting on behalf of the president) shall present action to be approved in the form of a motion and send this motion to each member of the voting body by electronic device. An explanation of the circumstances, including why the matter cannot wait for the next board of directors' meeting, must accompany the motion. The period of time allowed for voting is to be designated in the electronic communication. (This time period may vary from situation to situation depending on the urgency and shall be determined by the President and/or Secretary.). The NCS Parliamentarian, if not also a member of the Board, should be copied on all motions to be voted on electronically. A good practice would be to discuss the pending motion with the parliamentarian prior to the vote to ensure that it is worded properly.
 - b. Comments, either positive or negative, (discussion) may be made by any voting member or person entitled to be present at a board meeting and should be sent to all.
 - c. Votes on the motion are to be returned to the NCS Secretary within the stated time period. The President may vote on the motion with other board members.
 - d. A vote may be changed up until the time that the President declares that a motion has been adopted/defeated.
 - e. A majority vote of the entire board shall adopt a motion.
 - f. At the end of the voting period, the Secretary shall send a Tally Report to the President which will include:
 - Record of those sent the motion (including those copied)
 - Date and time motion was sent and the polls were open
 - Number of votes needed for approval
 - Number of votes cast
 - Number in favor
 - Number opposed
 A roll call of the voting will be available from the Secretary upon request by any board member.
 - g. The President and/or Secretary at the direction of the President will immediately declare the result of the vote to all members of the board by electronic device and will include the Tally Report.
 - h. The motion, Tally Report, and result of the vote shall be recorded in the minutes of the next meeting of the Board of Directors. The results will also be published in the next regularly scheduled issue of *The Chrysanthemum*.

DUTIES OF OFFICERS

PRESIDENT: The President shall be the chief administrative and operating officer of the Society under the general direction of the Board, and shall be responsible for the business of the Society until a successor is elected and assumes the office. The President should keep informed of the work of the Society and report to the Board and/or members of the Society annually or as frequently as may be deemed wise or as requested by the Board. The President shall preside at all meetings of the Board and at the meetings of the Society. The President shall appoint committee chairmen, except the Advisory, Finance and Budget, Nominating Committee, and Social Media Committee, as well as the Director of Management Services (see page 4 for exceptions), by the first of January following his/her election, and shall appoint new chairmen to fill vacancies as they occur or as new committees are established, and forward the names of chairmen to the Editor for publication in *The Chrysanthemum*. The President shall inform the chapter approved to be the host chapter for the Annual Meeting and Show of its duties and obligations, such as providing meeting rooms and accommodations for the President and Secretary.

VICE PRESIDENTS: The Vice Presidents shall be responsible for those tasks assigned by the Board and shall assume the duties of the President as prescribed by the Bylaws.

SECRETARY: The Secretary shall perform the duties specified in the Bylaws and as assigned by the Board and President. The Secretary shall keep the minutes and records of all meetings of the Society, conduct the general business of the Society as requested by the Board and President, and carry out applicable policies and recommendations of the Board. The Secretary shall receive and keep records of all memberships in the Society. The Secretary shall account for and forward all monies received to the Treasurer within five days following the last day of the calendar month in which received. The Secretary shall prepare membership address data for the distribution of *The Chrysanthemum* as requested by the Editor.

The Secretary shall be custodian of the bulk quantity of copies of *The Chrysanthemum* after distribution, mailing copies to new members, members who have moved, and to others as necessary, charging for copies as appropriate. The Secretary shall maintain the mailing list and circulation/distribution information for the journal and provide such information to the Editor as needed for reports to the Postal Service.

TREASURER: The Treasurer shall receive and account for all monies of the Society and shall disburse the monies under the direction of the Board. The Treasurer shall deposit or invest all monies in the name of the National Chrysanthemum Society, Inc., USA, as directed by the Board and shall submit an accounting as the Board may require. The Treasurer shall keep the books open at all times for inspection by the Directors or Officers of the Society and shall submit the books annually for examination by such person(s) as may be designated by the Board. If the Board has not designated an examiner, the President shall do so and such review shall be submitted to the Board. The Treasurer shall be responsible for reports to the Internal Revenue Service. The Treasurer shall submit an annual statement of finances to the editor for publication in *The Chrysanthemum* and shall provide quarterly reports to the officers and chairman of the Finance and Budget Committee.

DUTIES OF THE DIRECTOR OF MANAGEMENT SERVICES

The Director of Management Services shall serve a term of one year to run concurrently with the term of the elected Officers. This Director may serve an unlimited number of terms. The term of office begins immediately upon appointment by the Board of Directors.

The major duties of the Director of Management Services are enumerated below. Other activities should be performed as appropriate for the proper and efficient functioning of the office. The actions of the office are subject to the authority and approval of the Board. The Director of Management Services is expected to attend the Board of Directors meeting and Annual Meeting of NCS for the presentation of a report and is encouraged to make recommendations to the Board on subjects related to the office's responsibilities. The Director of Management Services will provide copies of all correspondence pertinent to NCS activities to the President of NCS. Other duties may be assigned by the President and/or the Board of Directors.

1. To purchase and obtain annual engraving for the NCS Gold Medal Award.
2. To maintain continuity with Mr. James Bowersox and his attorney for purposes of the Trust established by Mr. Bowersox for the benefit of NCS.
3. To maintain contact with insurance agent for NCS General Liability and Officers and Directors Liability Insurance Policies.
 - a. To solicit chapters each year for inclusion in coverage.
4. To coordinate any legal and/or copyright issues with attorneys.
5. To manage printing/copying for:
 - a. NCS membership brochure
 - b. Beginner's Handbook
 - c. Advanced Grower's Handbook
 - d. Show and Judges Handbook
6. To maintain contact with outside consultants for hotel searches, when needed, for annual convention/show.
 - a. To provide list of NCS requirements prior to the hotel search.
 - b. To review contract to ensure NCS requirements are met.
 - c. To sign contract on behalf of NCS with the approval of the NCS President.
7. To maintain contact with Network Solutions for NCS' domain name (mums.org).

DUTIES OF COMMITTEES

The term of any chairman is from appointment until the close of the annual meeting of NCS (NCS Bylaws, Article X, Section 3). The major duties of the committee chairmen are enumerated below. Other activities should be performed as appropriate for the proper and efficient functioning of each committee. The actions of all committees are subject to the authority and approval of the Board. Committee chairmen are expected to attend the Board of Directors meeting and Annual Meeting of NCS for the presentation of their committee reports and are encouraged to

make motions to the Board on subjects related to their committee responsibilities. Committee chairmen are to provide copies of all correspondence pertinent to NCS activities and a list of committee members to the President of NCS.

ADVISORY: The Advisory Committee shall consist of all past Presidents still active members of NCS who wish to serve. The chairman of this committee shall be its member who has most recently served as President of NCS and is willing to serve as chairman. He/she shall not serve concurrently as director. If the number of such Past Presidents does not equal at least five (5), the Board shall appoint an appropriate number of NCS members, excluding the President, to bring the membership of the committee to five. This committee, in addition to providing advice and counsel to the President or the Board, shall at the final Board meeting each year present a slate of names of NCS members to be considered by the Board for election as Officers of NCS.

FINANCE AND BUDGET: Before the close of the annual Board meeting each year, the Board shall establish a finance and budget committee for the ensuing year. The Board shall appoint a chairman and one other member, who shall be the NCS Treasurer. The chairman will select a third member. The committee shall draft a budget and present it to the Board for approval. The Secretary shall distribute copies of the approved budget to all Officers, Directors, and Committee Chairmen within a reasonable time.

NOMINATING: The committee shall consist of three members of NCS, none of whom shall be Officers or Directors. At least one new member and one alternate shall be added to the committee each year. The senior member shall be the chairman and the next outgoing member. Any committee member who is being considered or whose spouse is being considered for nomination as a Director must resign his/her position on the committee. The alternate member shall fill the resulting vacancy, or a vacancy caused by any other reason. In such case, the alternate member shall assume the position of the newest member of the committee. If there is no vacancy, the alternate member shall not serve, but shall be considered as the next new member of the committee at the next annual meeting. If for some reason more than one member of the committee cannot serve, then the remainder of the members will perform the nominating function.

1. The Nominating Committee Chairman shall prepare an article to be published in the December issue of *The Chrysanthemum* calling for nominations from chapters and members desiring to make nominations for the Board. The article should include the name and address of the chairman, the date by when the nominations must be received, and should request such background and service information as may be available on each nominee.
2. The chairman shall notify the presidents of chapters that have a Director whose term will expire in the current year, to prevent the overlooking of the opportunity to renominate the Director or a replacement.
3. The chairman will submit the nominations in the order and manner received to the members of the committee for study of the competence and for a vote in order of preference. Each committee member will select five nominees, indicating order of preference. First choice will receive 5 points, second choice 4 points, third choice 3 points, fourth choice 2 points, and fifth choice 1 point. In tabulating the results of the voting, the chairman is authorized to break any tie count for the fifth position.
4. The chairman of the Nominating Committee shall make every effort to submit a slate of three Directors.
5. Pursuant to the Bylaws, a Director may serve only for three consecutive terms, but may be re-elected after a one-term absence. Two persons who are members of the same NCS Chapter may serve concurrently as directors, provided that the number of chapters with multiple directors does not exceed three.
6. The chairman shall notify candidates selected so they can plan to attend the national meeting. The chairman shall also notify all candidates not selected or renominated.
7. The chairman shall prepare in alphabetical order a final slate of names selected on the basis of preferences by the committee and forward it by April 15 to the Editor for publication in the June issue of *The Chrysanthemum*. The chairman shall present the slate at the Annual Meeting or mail such report to the President and Secretary to be read by the Secretary at the meeting.

OTHER COMMITTEES: All committees, other than the Advisory, Finance and Budget, Nominating, and Social Media, have in common the following:

1. The chairman is appointed for a term of one year by the President and is empowered to appoint committee members for the same term. The chairman shall be prepared to relinquish the chairman, unless notified to the contrary by the President following each election of officers.
2. The chairman shall present a report of activities and accomplishments at the Annual Meeting or submit by mail or electronic means such report to the Secretary to be read by the Secretary at that meeting.
3. The chairman is encouraged to submit material concerning committee activities to the Editor. The chairman may also submit an article about committee members at least annually to the Editor. The article should include a short biographical sketch of each member in order to familiarize the general membership with the committee's members. It should also describe the purpose and responsibilities of the committee.
4. The chairman should cooperate with the Secretary in answering correspondence from members pertaining to his/her committee.
5. The chairman should keep copies of annual reports and other pertinent records to be provided to subsequent chairmen, particularly information on all open questions and unresolved problems.

ARCHIVIST:

1. To collect, assemble, and catalog important records and information that pertain to NCS.
2. To identify written information that should be placed in NCS archives.
3. To issue and maintain a retention manual for staff member use.

AWARDS:

1. To devise and maintain a system of awards for recognition of outstanding service to the Society.
2. To devise and maintain a system of certificate awards for national and chapter shows.
3. To devise a system of trophy awards at national shows.
4. To coordinate the nominations for honorary membership in the Society, and to provide a resume with the name of each candidate for action by the Board at its annual meeting.
5. To promote maximum publicity in *The Chrysanthemum* with respect to awards available to chapters for shows.
6. To present a record of the past year's expense and an estimated budget for the ensuing year to the Finance and Budget Committee chairman at the annual meeting.
7. To supervise the presentation of the Society's awards at the annual meeting and show.

**CRITERIA FOR SPONSORING AND NAMING AWARDS
FOR THE NCS NATIONAL SHOW**

1. Any individual (NCS member or non-member) or chapter can sponsor an award by donating/paying the designated amount of money to NCS. The cost of awards is set by the NCS Board of Directors.
2. A person does not need to be a member of NCS, USA to be recognized with an award. However, the person recognized must have (or have had) some relationship to chrysanthemums, as determined by the Awards Committee.

3. The word “Memorial” will be added to the name of the award if the named person(s) is deceased and if the donor/sponsor/chapter want that word included in the name of the award.
4. If an individual donates money on his/her own behalf and wants his/her name on the award, the listing will be just his/her name. The award will not be named for the donor/sponsor but the sponsorship by the donor/sponsor will be noted. For example, John Smith donates for an award for himself. The sponsor will be listed as “John Smith.”
5. If an individual donates money to honor someone else, the name of the person will be listed with the word “Award.” For example, if John Smith donates for an award to honor Harry Jones, the listing will be shown as the “Harry Jones Award.”
6. If a chapter donates money to sponsor an award and does not specify a person to honor, the listing will be listed with just the chapter name. The award will not be named for the chapter but the sponsorship by the chapter will be noted.
7. If a chapter donates money for an award and wants to honor a person, the listing will be shown as the “Jane Smith Award sponsored by the XYZ Chapter.”
8. All awards that are not being sponsored will be listed as “NCS.”
9. The Chairman of the NCS Awards Committee, in consultation with the NCS President, has the final determination on the wording of an award or sponsor title.

BYLAWS:

1. To review the Bylaws of the Society and to recommend changes to the Board when appropriate.
2. To review any proposed amendment, modification or repeal and make appropriate recommendations to the Board.
3. Cause publication of any proposed amendment or repeal in *The Chrysanthemum* together with any recommendation of the Board at least six months prior to the meeting at which such action is to be considered.
4. The Bylaws Committee Chairman will serve as Parliamentarian and will advise the Board when actions taken or contemplated are not in accordance with the Bylaws.

CLASSIFICATION:

1. To resolve questions which may arise regarding the proper classification of chrysanthemum cultivars.
 - a. Annually review cultivars newly introduced by commercial sources and suppliers of Chrysanthemums.
 - b. Review cultivars recommended for classification changes.
2. To publish:
 - a. Classification information on new cultivars annually in September issue of *The Chrysanthemum*.
 - b. Substantive changes in previously classified chrysanthemum cultivars in *The Chrysanthemum*.
 - c. Annually an *NCS Handbook on Chrysanthemum Classifications* to be distributed to committee members, and chapters, as the chairman deems necessary or as specified by the Board.
 - d. Maintain *Chrysanthemum Appendix* of removed cultivars and publish yearly or as necessary.
3. The chairman will appoint committee members that represent different geographic areas of the United States.
4. Offer/give chrysanthemum classification assistance to host chapters of national and local chapter shows.
5. Write article(s) on chrysanthemum culture, classification, or chrysanthemum-related topics for *The Chrysanthemum*.
6. Maintain the Bloom Finder cultivars.

DESIGN DEVELOPMENTS:

1. To maintain a close relationship with the National Council of State Garden Clubs, and to promote and explain the policies which govern the artistic design sections of NCS chrysanthemum shows.
2. To prepare articles for *The Chrysanthemum* which explain changes and new policies of the National Council, and to prepare articles on flower arranging to keep NCS members informed on current styles and trends.
3. To review and approve the schedule for the Artistic Division of the annual NCS chrysanthemum show.
4. To submit articles on artistic design promoting chrysanthemums to national gardening publications.

EDITOR:

1. The Editor shall be responsible for the publication of the Journal of the Society, called *The Chrysanthemum*. It shall be published quarterly, with issues for March, June, September, and December, unless otherwise authorized by the Board. Each issue shall include a listing of the names and addresses of the Officers, Directors, and Committee Chairmen, unless otherwise directed by the Board. Each issue will also include a statement of the objectives of NCS.
2. The Editor shall be responsible for the initial distribution of each issue of the Journal, based on addresses supplied by the Secretary. Excess copies are to be shipped to the Secretary for future distribution.
3. The Editor shall maintain a file of copies of the NCS Bulletins and Journals for emergency purposes.
4. The Editor may appoint Associate Editors and an Advertising Manager, but must obtain concurrence of the Board at its next annual meeting.
5. The Editor, in conjunction with the Advertising Manager and the NCS Treasurer, shall establish advertising rates for advertisements in *The Chrysanthemum*, but must obtain approval of the Board at its next annual meeting.
6. The editorial policy and the material to be published in *The Chrysanthemum* shall be determined by the Editor under the general guidelines approved by the Board and in the absence of specific directives.
7. Although the publication of NCS handbooks and pamphlets is a function under the jurisdiction of the Publications Committee, the Editor shall cooperate with the committee in connection with literary and style editing and the publishing of handbooks when requested to do so.

ENDOWMENTS:

1. To promote contributions to the NCS Endowment Fund.
2. To accept contributions, keep records of the contributions, and forward all monies to the Treasurer, and acknowledge the contribution to the donor and honoree/survivor (without dollar amount).

INTERNATIONAL RELATIONS:

1. To promote international relations with chrysanthemum societies and growers from other countries.
2. To assure representation at international show, meetings, and symposiums.
3. To seek cooperation in the standardization of chrysanthemum classification and judging where applicable.

JUDGES SCHOOLS AND CREDENTIALS:

1. To maintain the system approved by the Board for certifying judges and to suggest changes for approval by the Board when desirable.

2. To assume the initiative and responsibility for organizing and promoting training courses, and to arrange with the chapters for judging schools and examinations.
3. Prepare, issue, and grade examinations leading to accreditation as Accredited Judge and Master Judge.
4. To send annually the forms for reporting activities to all NCS judges, prepare judges' ratings, and to include these ratings in a Judges Roster to be maintained by the committee and mailed to all renewing judges.
5. To ensure the use of NCS chrysanthemum judges in chrysanthemum shows staged by NCS chapters and member societies.
6. To encourage uniform judging in accordance with the current *Show and Judges Handbook*.
7. To prepare and revise the *Show and Judges Handbook*.
8. To assist in planning and conducting the judging symposium at NCS annual shows.
9. To set fees, with Board approval, for renewing judges' certificates.

MEMBERSHIP/CHAPTERS:

1. To promote ways and means to attract new members to NCS chapters and to attract general members where no convenient NCS chapter exists.
2. To coordinate with the Secretary and Social Media Committee in the preparation and distribution of membership materials.
3. To follow-up with delinquent members to minimize annual dropouts.
4. To stimulate and assist chapter presidents in membership drives.
2. To assign chapters to Directors for local representation and information on NCS affairs.
3. To stimulate attendance at chapter meetings by offering ideas for programs that would be interesting, unusual, fun, or with seasonal pertinence.
4. To be in contact with chapters to learn about any stimulating or exceptional programs they have had.
5. To submit articles for *The Chrysanthemum* each year that provide this kind of information for the NCS membership.

NEW CHAPTERS:

1. To encourage the formation of new NCS chapters through:
 - a. Writing one or more articles annually for *The Chrysanthemum*.
 - b. Providing information to the Social Media Committee for inclusion on the NCS website, and
 - c. Contacting general members in a geographical area to form a chapter.
2. To advise persons or groups, who wish to form new chapters, of the qualifications, fees, duties, rights, and privileges as established by NCS bylaws and directives of the Board.
3. To complete the organization of new chapters, notify the NCS Secretary that such has been accomplished, and request the charters be prepared and forwarded to the president of each new chapter.
4. To track for at least two years, the growth of the new chapter to
 - a. Find out what they are doing, for example to see if they are having shows,
 - b. Learn about recruitment effort results (give hints if appropriate), and
 - c. Visit the new chapter, if possible, or request another nearby NCS member to visit.

PUBLICATIONS:

1. To prepare and revise NCS handbooks and pamphlets, except the *Show and Judges Handbook*.
2. To recommend to the Board the printing of a prescribed number of copies of the handbooks and pamphlets, and to authorize their delivery to the Ways and Means Chairman for storage, distribution, and accountability.
3. To recommend to the Board the prices of handbooks and pamphlets to individuals and in bulk to chapters.

PUBLIC RELATIONS AND PUBLICITY:

1. To be responsible for public relations functions for the Society at the national level, including issuing press releases, selecting photographs for publication, and coordinating special public relations functions.
2. To maintain the awareness of the Society's activities before the gardening public, at local and national levels.
3. To promote the features and values of growing and showing chrysanthemums.
4. To disseminate information about the Society and its activities through the media to the general public.
5. To maintain contact with the media establishing a basis for responding to or initiating media inquiries.
6. To plan, organize, and develop publicity packages for use by chapters.
7. To maintain frequent contact with each chapter providing information and to assist in publicizing activities and events.
8. To place approved advertisements in national and local publications in accordance with actions approved by the Board.
9. To maintain records of public relations activities including news releases, advertisements, and radio and television programs.
10. To coordinate with the Social Media Committee on appropriate publicity.

SHOW AND CONVENTION:

1. To consult with the NCS President and Secretary about what NCS meetings will be held, when they will be held, the format (in person or electronic), and the approximate number of attendees prior to scheduling event rooms and coordinate such requirements with the host chapter.
2. To provide advice and consult to host chapters, as needed.
3. To gather pertinent information from past host chapters to pass onto future host chapters. This information would include, but not be limited to, data about revenues and expenses; number of rooms guaranteed and filled; number of entries; and number of attendees.
4. To disseminate general event information, as available, that might help a chapter plan and organize a national show and convention.
5. To review and approve the entire show schedule for the annual NCS Chrysanthemum Show with concurrence from appropriate committees, such as the Judges Schools and Credentials Committee and the Design Developments Committee.
6. To coordinate with the local show chairman of the chapter hosting the NCS Annual Show and Convention to provide a program of speakers at the national show and convention. This could include identifying one or more speakers to present topics of general interest to the attendees of the national show and convention. The speakers may be from the local area, from the general public, or from the membership of NCS. The one to four hours of time for the speakers would be scheduled with the local chapter's show chairman and included in the overall program for the show and convention.

7. To cooperate with the Judges Schools and Credentials Committee in suggesting revisions to the *NCS Show and Judges Handbook*.

SOCIAL MEDIA COMMITTEE:

1. The Director of Management Services and NCS Secretary shall serve as standing co-chairmen of the Social Media committee.
2. At least three additional committee members will be appointed annually by the Board of Directors.
3. The co-chairmen will be the administrators for all social media platforms.
 - a. The co-chairmen will review all submissions to the website.
 - b. The co-chairmen will coordinate all website work with an outside hired contractor, who serves as the official webmaster.
 - c. The co-chairmen may appoint other administrators for social media platforms as needed.
4. To review and assess all videos and articles submitted for inclusion on the NCS website. The review will take the following components into consideration to ensure that an item:
 - a. Is informative
 - b. Is understandable
 - c. Is chrysanthemum related
 - d. Has a clear message
 - e. Is inoffensive to any individual or group
 - f. Recommends no specific products used in growing chrysanthemums.
5. To suggest design changes to maintain an up-to-date website.
6. To recommend to the Board policies pertinent to the website and other social media platforms.
7. To implement policies approved by the Board that pertain to the website and other social media platforms.
8. To coordinate other issues that may arise pertinent to the website and other social media platforms.
9. To coordinate NCS public communications efforts with *The Chrysanthemum* and other print media outlets to advance the goals of the Society.

WAYS AND MEANS/SHOW SUPPLIES:

1. To devise and operate a system of procurement and distribution for profit of articles, such as appropriate jewelry, pins, tie tacs, insignia, stationary, ornaments, and other custom or semi-custom items.
2. To maintain the system approved by the Board for supplying ribbon awards and entry cards to chapters on a profitable basis, and to suggest changes for approval by the Board.
3. To publicize the availability of show supplies, handbooks, and pamphlets in *The Chrysanthemum*, specifying cutoff dates for order to assure delivery in time for the next show period.
4. To avoid excessive inventory to minimize possible losses due to inventory depreciation and obsolescence.
5. To coordinate with the Social Media Committee for the publication of Ways and Means Committee items on the NCS website.

YOUTH MEMBERS:

1. To promote the inclusion of a section devoted to entries by youth members in all NCS-sponsored show schedules.
2. To publicize in *The Chrysanthemum* the definition of youth members and their eligibility for membership in NCS and their participation in chrysanthemum shows.

3. To encourage and inspire youth members to grow and exhibit chrysanthemums.
4. To provide awards in recognition of outstanding achievement at the annual NCS chrysanthemum show.

DISTRIBUTION: Each Officer, Director, Committee Chairman, and the Editor