



Gulf Coast Garden Club Position Description Form

Position Name

President

Date Created: 6/3/16

Form Creator Name: Kathy Erickson

Home Phone: _____

E-Mail Address: kathygcg10@gmail.com

Committee Name: _____

Position Overview:

Responsible for overall vision, leadership and month to month administration of the Gulf Coast Garden Club (GCGC). Interact with Board members, membership Committee Chairs, community partners, affiliate clubs. Acts as central point of contact for all incoming and outgoing communications related to the operations GCGC. Responsible for guiding GCGC to the objectives of the NGC, FFGC, FMLCGC and GCGC (To appreciate and understand our unique environment; share the love and knowledge of plants; grow and learn through gardening, design, tours, working together and community interaction).

Skills/Abilities/Other Requirements:

Strong organizational and delegation skills.
Strong communications skills - to listen and to encourage, to express appreciation, to act rather than react.
Ability to speak in front of people and groups.
Good writing skills.
Good computer skills (email, familiarity with use of on-line forms and PDF forms, ability to search the Internet and websites).
To take a true interest in the members. Know members' name and something about each one.
Ideally, the President is a full-time resident.

Essential Position Functions:

- Track all events and activities of the club. Organize and coordinate all the functions of the year with the Board of Directors, Advisors and Committee Chairs. Appoint Committee Chairs. Communicate with Board and Committee Chairs.
- Possess a good understanding of the Bylaws and Standing Rules.
- Prepare Agendas for monthly Board meetings and general meetings.
- Facilitate monthly Board meetings and general meetings.
- Attend all functions of the Club. Be ready and available to step in when necessary.
- Coordinate with Committee Chairs to produce the annual Yearbook.
- Maintain good connection with Unity Church (Rev. Phil), Bonita Storage Inn, Heaven Scent and Forestry Resources.
- Attend state meetings, when possible. If unable to attend, solicit alternate representation.
- On a monthly basis, monitor email receipt of and processing of Dues Statements from FFGC (annually for membership renewals and as necessary for new memberships). Forward email copy of Dues Statement to 3rd VP for verification and Treasurer for payment to FFGC.

Print Form

"TO DO LIST" - PRESIDENT

MONTH

ACTION NECESSARY

MAY

- First Monday of the month, conduct last official Board of Directors Meeting for the season.
- Second Monday of the month, conduct the last official General Meeting for the season.
- Appoint Standing Committee Chairs, Advisors and Special Committee Chairs for next season.
- Solicit volunteers to Host Summer Meetings for the months of May, June, July and September.
- Provide names of summer Hosts and logistics to 3rd VP for communications to members via Blossoms Bulletin.
- Obtain results of Audit from 1st VP. (WHAT IS DONE WITH RESULTS??)
- Determine if any change will be made to amount of annual dues. (Requires a vote of the club membership if changed.)
- In election year (even year), provide newly elected President with training and all pertinent information for assuming role as of June 1st (Position Description and To Do List). Ensure newly elected President has signature on file with the bank and checkbook is transitioned. Ensure newly elected President receives support/guidance with his/her plans, mission and objectives for the next season.

JUNE-SEPTEMBER

- Attend Summer Meetings
- Research local, regional, state and national calendars to schedule meetings, events, conventions, etc. to attend as GCGC President/representative.
- Interface with 1st VP to provide Yearbook contents and to ensure plans for the following season are accurately reflected in the Yearbook.

SEPTEMBER

- Review and approve final copy of Yearbook prior to printing.
- Review Bylaws and Standing Rules for any proposed revisions.
- Review proposed revisions with the Bylaws Chair for review with and consideration of the Bylaws Committee. Work with Bylaws Chair to finalize any revisions to review with BOD and send to 3rd VP for communications to members.

OCTOBER

- First Monday of the month, conduct first Board of Directors Meeting to review plans and Agenda for the first general meeting.
- Request Board of Directors to appoint an Audit Committee. 1st VP will serve as Chair. Audit to be completed by May 31st.
- Second Monday of the month, conduct first General Meeting of the season, distributing Yearbook.

NOVEMBER

- Conduct Board of Directors Meeting and General Meeting
- Attend FMLCGC General Meeting

DECEMBER

- Conduct Board of Directors Meeting and General Meeting
- Interface with Board of Directors to appoint a Nominating Committee.

JANUARY

- Conduct Board of Directors Meeting and General Meeting
- Attend FMLCGC General Meeting

FEBRUARY

- Conduct Board of Directors Meeting and General Meeting
- Review any President expenses for current year and prepare proposed budget request for President's expenses for the following fiscal year and email to Treasurer by mid month.

MARCH

- Conduct Board of Directors Meeting and General Meeting
- Request annual reports from Standing Committee Chairs.
- Review reports for presentation to membership at the Annual Meeting in April.
- Attend FMLCGC General Meeting
- Attend FMLCGC Flower Show

APRIL

- Conduct Board of Directors Meeting and Annual Meeting
- Ensure annual reports are prepared and ready to present to the club membership at the Annual Meeting (Budget, Standing Committee Chair Reports).
- Receive copy of final approved budget for the next fiscal year from the Treasurer.
- Ensure process is in place for monitoring of President's expenses during the next fiscal year.