



# Gulf Coast Garden Club Position Description Form

**Position Name**

**1st Vice President**

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Committee Name: \_\_\_\_\_

## Position Overview:

The position of Vice President is for a two year term.  
Primary role is to support the President and perform the duties of the President in all cases in which the President is unable to serve (preside over Board and/or general meetings, assume position of President).  
Chair the Auditing Committee and oversee the annual financial audit and report results.  
Coordinate production of the annual Yearbook.  
Responsible for overseeing the Club's Community Outreach programs/activities.

## Skills/Abilities/Other Requirements:

Good writing, speaking, analytical and organizational skills  
Good computer skills (email, spreadsheets, basic word processing)  
Leadership and dependability  
Ability to work with members, Board, Committee Chairs and outside contacts.

## Essential Position Functions:

Stand in for and assist the President with meetings, communications and ideas to further GCGC goals and activities.  
Review the annual budget prior to submittal to the members. Interface with the Treasurer on any open issues.  
Attend all Board and general meetings.

Print Form

Rev. 12/15

## "TO DO LIST" - 1st VICE PRESIDENT

### MONTH

### ACTION NECESSARY

#### **MAY**

- First Monday of the month, attend the last official Board of Directors meeting.
- Second Monday of the month, attend last official General Meeting for the season.
- Complete Audit by May 31st. Provide President with Audit results.
- Interface with the Board of Directors to plan GCGC community outreach activities for the next season. Once finalized, prepare documentation for inclusion in the Yearbook for next season.
- Begin work on next season's Yearbook. Decide on cover design/colors.
- Identify contacts for Yearbook contents and solicit volunteers for Yearbook Committee. Appoint a Yearbook Committee to assist in the production of the Yearbook for next season.
- In election year (odd years) provide newly elected 1st VP with training and all pertinent information for assuming role as of June 1st (Position Description, To Do List, previous Audit results, Yearbook file). Ensure newly elected 1st VP receives support/guidance in his/her role for the next season.

#### **JUNE-SEPTEMBER**

- Attend Summer Meetings if possible.
- Interface with Yearbook Committee members to finalize all plans for next season and all Yearbook contents.
- Email draft copy of Yearbook to Committee members and request information to be filled in, e.g., President's Theme & Bio, Mission, Board of Directors, Advisors, Standing Committee Chairs, Membership Directory, etc.
- Check websites to update information for FFGC, FMLCGC, District IX, Deep South Region and NGC.
- Work through Yearbook pages/contents to ensure all information is updated and suggest ideas for format changes, new info to be included, etc.
- Request 3rd VP Membership to email membership directory to all members requesting review and approval of contact information to be included in Yearbook.
- Email Credentials page to appropriate members requesting review and approval of credential information.
- Finalize Yearbook contents and send to President for approval.
- Once approved, forward file to Cecil's for printing supply for distribution (100-110 copies with member directory and 10 without). Allow two weeks for print review, final printing and pick up of copies.

## **OCTOBER**

- First Monday of the month, attend the first Board of Directors Meeting.
- Provide Board of Directors with annual Yearbook (which will be distributed to membership at the October General Meeting.
- During Board of Directors meeting, discuss appointment of Audit Committee members. Act as Chair of the Audit Committee and call for an Audit of the Treasurer's financial records in April timeframe.
- Second Monday of the month, attend first General Meeting.
- Provide supply of Yearbooks to 3rd VP-Membership for distribution at October General meeting during check-in.
- Interface with Webmaster to ensure Yearbook is posted on GCGC website.
- Ensure copies of Yearbook are provided to 3rd VP-Membership for distribution to members throughout the season during General Meeting check in.
- Oversee any planned Community Outreach activities.

## **NOVEMBER**

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Monitor updates, recommended changes and ideas for the Yearbook throughout the season.
- Oversee any planned Community Outreach activities

## **DECEMBER**

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Oversee any planned Community Outreach activities.

## **JANUARY**

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Oversee any planned Community Outreach activities.

## **FEBRUARY**

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Review 1st VP expenses for the current season, prepare proposed budget request for the following fiscal year (Yearbook, Audit, etc.) and email to Treasurer by mid month.
- Oversee any planned Community Outreach activities.

## **MARCH**

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Oversee any planned Community Outreach activities.

## **APRIL**

- First Monday of the month, attend Board of Directors Meeting.
- Properly attest to the Treasurer's written financial report. The Treasurer will present this report at the Annual meeting.
- Work with Audit Committee members to conduct audit of the Treasurer's financial records. Audit to be completed by May 31st.
- Second Monday of the month, attend Annual Meeting.
- Receive copy of final approved budget for the next fiscal year from the Treasurer. Ensure process is in place for monitoring of the 1st VP expenses (Yearbook, Audit, etc.) during the next fiscal year.
- Oversee any planned Community Outreach activities.