

From: Mary Lou Magliocca mlmagliocca@gmail.com  
Subject: Re: GCGC Position Descriptions-To Do Lists  
Date: July 29, 2016 at 12:05 PM  
To: Diane Schmidt schmidt149@hotmail.com



Again, THANK YOU FOR TAKING THE TIME TO REVIEW THE TO DO LISTS FOR 1ST VP AND TREASURER!! Just to begin, please remember that these are work in progress To Do Lists. The BOD objective is to have a Position Description for each GCGC position. After reviewing Claire's Northern GCs website, the To Do Lists look like a perfect additional for GCGC so that each BOD/Chair/Advisor would have a month to month reminder of what their responsibilities are. I put this together based on info from Position Descriptions previously submitted by BOD and Chairs as well as our most current Bylaws and Standing Rules. I made assumptions for planning in various months based on my previous experience in various positions and interfacing with various positions - Membership, Yearbook, Communications, Budget, Flower Show, etc. I used dates from the ByLaws and experience with planning and finalizing the Yearbook. Let me reiterate, this is a work in progress and To Dos will always remain fluent.

See my comments, etc. below:

On Jul 29, 2016, at 4:09 AM, Diane Schmidt <schmidt149@hotmail.com> wrote:

Good Morning Mary Lou,

First of all, thank you for doing all this and for the numerous other projects that you do for the club.

#### VP

You do not mention succession...taking over for the President if needed. I didn't think this was an item for the To Do List but is listed in the Position Description under Essential Position Functions (copy submitted by you in June, 2016).

Also, I have no idea what "community outreach" entails. I have not seen any description of this and adding this task to the VP job was never discussed with me. I think that if the club wants someone to do this job, then this area needs to be defined. Also, there is no autonomy for the VP if this person must take total direction from the board. I would not have accepted this position if this activity, with no information, had been included in the job description. Does the FL state garden club have a definition for community outreach? I don't even know what is potentially scheduled for next year. As I indicated in my previous email, I included this in 1st VP as it was included in Article VI Section 2B. In previous years, GCGC BOD and Committee Chairs have been trying to introduce, plan and work on Community Outreach Activities - so far outreach areas have been the Bonita Springs Library, landscaping and design for the McSwain House, Bonita Springs Historical Society gardens and luncheon participation and centerpieces, efforts to start Youth Programs, efforts to start Adopt a Road and supporting new plantings efforts at Unity Church. Yes, the NGC and FLGC encourage Clubs to participate and support Community Outreach Programs. In fact, when I sent in our Yearbook for an Award, a few seasons ago, I was told that we did not have enough documented for Community Outreach Programs. That is as much as I know at this point. Louella has included a line in her Yearbook write up that indicates "There will be more involvement in community outreach with emphasis on the education of children". However, this is nothing that we have discussed in any further detail. I am sure that it is something she will be trying to implement in the two years she is President. Nothing firm or assigned in any way at this point. The basic reason for doing these Position Descriptions and To Do Lists is so everyone who is assuming GCGC roles will have a better understanding of responsibilities and expectations (even month by month).

Also, the dates for the audit do not coincide with what I thought were previously approved. I thought the audit was supposed to be done in April. However, an audit should not be done before the fiscal year has ended. It is worthless if it does not encompass the whole year. I repeatedly had this discussion with Louella. Her response was to say that then no checks should be written from the date of the audit to the end of the fiscal year. This plan really does not work because the checks usually need to be written in May including checks for state dues. This year we also had the district luncheon that required many checks in May. I do not have any Audit Committee experience. As far as I know, LaVonne, Kathy and maybe Lorna had worked on the GCGC Audits. That said, the Bylaws identify that the 1st VP is responsible for chairing the auditing committee and call for an audit of the treasurer's financial records annually. It also states that the audit will be completed by May 31st. Based on this info, I slotted To Do's within those dates. Sounds like this issue may require a review and revision to the Bylaws.



The VP was able to choose her audit committee. There is no reference to this in your job description. October is too early to choose a committee. Here again I followed what was stated in the Bylaws Article X Special Committees Section 3 - The BOD shall appoint an audit committee of 3 qualified individuals not on the finance committee, either inside or outside the club, to serve for one year. 1st VP serves as Chair and Treasurer not on the committee but in attendance to answer questions. Honestly, I just picked October so everyone would be in place and know how audit would be handled and in what timeframe. I didn't think it mattered when the Committee was appointed. We are not bound by October or any of the months I have selected for To Dos.

Thank you for detailing the steps necessary for the yearbook. It seems to me that not all of these steps can occur in May. If the new officers do not take over until June 1 whom are you emailing for info requests...old or new? It also seems to me that approving what is to go in the yearbook must not occur until sometime in the summer. With our members, we need to form the Yearbook Committee in May before everyone skips town. We need to ensure everyone knows what their role will be, especially newly elected BODs and appointed Chairs. These To Dos can definitely flow into June and July but in my experience if we don't request the brunt of the work completed by end of July, we fall behind. This provides a cushion since we are always working on a final document in August. These timeframes are also based on vacation for myself and Jenie folded in :-)

Should the step of asking for information for the yearbook occur in April, not May? You probably have this step covered but providing information for the yearbook..programs, field trips, president statement etc... should be in all the job description for all those positions. I think we have used May because elections are over, Committee Chairs are appointed and everyone is done for the season and hopefully ready to move on to the next season in June. This is not a one time request for info. We usually email the Yearbook draft to the FS Committee and Chairs a number of times before we have a final to share and before we have it ready to email to the printer.

Doesn't getting approvals for the different pages occur during the summer, not May? Yes, that is why I added To Do in June-Sept - Interface with Yearbook Committee members to finalize all plans for next season and all Yearbook contents. Like I said our objective was to have all contents submitted by the end of July so we could work on finalizing the document, cover design, obtaining President approval, sharing with the BOD, prior to getting copy to the printer for pricing and final printing. You are right though, these To Dos flow from May into August.

## Treasurer

I feel these items should be included:

1. Pay the church monthly for all GCGC meetings. (Currently \$75 for regular meeting and \$25 for board meeting.) OK will do. ✓
2. Pay any additional church use fees, such as the flower show, as they occur. (Who interacts with the church on setting the fee amounts? I believe that Kathy has done this.) OK will do. ✓
3. Specify that the post office box payment is in March. OK will do. STORAGE UNIT TOO ✓ Now.
4. A request for budget needs should go out to all in January or February. This is listed in February. The treasurer prepares the budget with the finance committee to be presented at the April meeting for approval. This is also listed in March and April. I also think that the treasurer should head the finance committee and choose participants. I am not exactly sure of history on this one but if the 1st VP is Chair of the Audit Committee auditing the treasurer's financial records, should that person chair the Finance Committee?? The Bylaws speak to the appointment of Standing Committee Chairs as the President, the Finance Committee Chair, committee members along with the Treasurer monitor monthly budget .....
5. The treasurer has to keep a record of expenses and support documents for all payments made. I tried to describe this in each month - Prepare monthly budget review and ensure copy is posted at General Meeting (include report of receipts and disbursements). Let me know if you want to add anything further.



6. The checkbook must be balanced monthly. OK will do
7. The board insurance needs to be paid annually. I need to go to the checkbook to see what month this happens. I do not know to what address the bill will be sent; Kathy arranged this. *check w/ Kathy*
- ✓ 8. Ongoing...must monitor spending in relation to the budget. I believe that budget overages need to be submitted to and approved by the finance committee. I will add this into each month somewhere. I thought the any expenses exceeding the budgeted amount had to be approved first by the finance committee. Standing Rule 4. Officers and committee chairs will need authorization from the finance committee prior to spending any money exceeding budget amount. This should mean that Budget Overages should not occur???? However, I agree with you that the Treasurer should monitor this and review with Finance Committee. ✓

Kathy had a relationship with the bank and was able to take minutes showing that Louella was president and get her added to the account. Regions Bank requires a board approved motion in the minutes to add or remove individuals from an account. I think that GCGC should follow this procedure. I do not think that what PNC does would stand up to any questions. Basic question here first, Do we have two bank accounts Regions and PNC or only one? Maybe a dumb question but I have not been involved in banking aspect up to this point. I remember discussion at BOD meeting and with Kathy regarding minutes and official letter. I tried to document this in To Do List for May in election year. Ensure newly elected Treasurer is properly transitioned to banking.... Meet with Bank representative and document formal transition and signature on file for bank account. I also included similar To Do for President in election year. Maybe I will add for Treasurer - Ensure newly elected Treasurer (and in even years) newly elected President is properly transitioned to banking, checkbook and bank account. Do you agree??

As for the **inspirational speaker**, this is what I used as my guidelines:

1. I researched to find an article or saying for the meeting that was short, relevant to the season, and not controversial.
2. There were occasions when I needed to choose a reading relevant to some occurrence such as an individual's passing. The president would give advance notice if this was needed any month. I see from Louella's Standing Committee Chairs list that Sally Streppa will be the Inspirational Message Chair. She is new to GCGC so any info we can give her here I am sure will be great. I think we also need to add TO DO that indicates a back-up will be needed just in case Sally is unable to attend meeting and provide message. Do you have a file of what you presented during your Inspirational Message tenure?? Maybe nice to hand copy over to Sally once we have Position Description completed. Not essential just a thought on my part.

I am not sure that I can add anything more as I was not given any guidelines for this job. If you think of anything else, please don't hesitate to send to me. Good reason why we should document these jobs now. Better for those in positions going forward.

Hope this helps. I think having these job responsibilities more defined will help the club and the individuals doing jobs. Good suggestion made by Claire to accomplish this for GCGC. Some may think this to be overkill but if you are new to a position, you really need some direction!! I also think this will help us to refine the Bylaws and Standing Rules in areas that are impacted by election, fiscal year, budgets, summer vacation, etc.

I must confess that the district meeting experience has left me very burned out, as well as leary of volunteering for anything with the club. And I never volunteered to do the district meeting, but had to pick up pieces, as did others from the board, so that the club did not look bad. I fully understand how it feels to be very burned out but....you did a great job jumping in and making lemonade from lemons :-)

The treasurer's job was also more involved than I was led to believe. Managing a budget from a checkbook is just so inefficient. Apparently LaVonne spent a great deal of time developing a format to record ongoing information that I hope Pat Townsend can figure out. Janet's



computer crashed so she could not pass much on to me. I am only familiar with the Excel formats that LaVonne shared back when she was Treasurer. Not sure if Pat Townsend works in excel or if this will be the best for her ongoing recording of budge expenses, etc.?? If we can get a Position Description and To Do List ready to share with Pat, that may be a start. If you have any other suggestions, please let me know. By the way, I still have the \$60 check for FFGC. I believe we should be receiving Invoice after the end of July. I have sent follow up email to Dawn.

Do we need to discuss some of the items you listed in the VP like yearbook cover, etc? Let me know what I need to do. Do I need to request information from anyone? You do not need to worry about the Yearbook for this season. Once we have a good copy to share with you (without all the questions and open items to be resolved), I will share that copy with you! We have received input from Louella, FMLCGC, Committee Chairs (Audrey for Trips, Lorna for Design Workshops, Suzy and David Wake Up & Learn and Plant of the Month, Madalyn for Hospitality, Rosemary and Capp for Programs) and Jenie has been working hard on the graphics and set up. We have received confirmation from members for the Directory and for Credentials pages. I wanted to get the Position Descriptions and To Do Lists completed so we could have them ready to share with BOD at our first meeting in October.

Diane

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**From:** Mary Lou Magliocca <[mlmagliocca@gmail.com](mailto:mlmagliocca@gmail.com)>

**Sent:** Thursday, July 28, 2016 3:03 PM

**To:** Schmidt Diane

**Subject:** GCGC Position Descriptions-To Do Lists

Diane,

Hope all is well with you and your family during this hot summer!!

I have been working on the GCGC Position Descriptions and associated To Do Lists. Surely a daunting job but I think this will be really helpful for Board of Directors and Chairs as we get into the 2016-2017 season and will really be helpful for those newly elected and appointed for the 2017-2018 season.

Attached is the draft for the 1st VP position. Working to align these To Do Lists to the ByLaws and Position Descriptions, I've made a few assumptions for this To Do List - including responsibilities for the Yearbook (which I have been working on this year) and Audit. Your review and input is very important and most welcome!!

I have also drafted and attached a To Do List for the Treasurer's Position Description (which was previously submitted by Janet Gordon). Since you have held this position as well, again, your review and input is very important and most welcome! I listed items that I have been involved in or know about. Please add any others you know need to be on the Treasurer's To Do List.