



Gulf Coast Garden Club Position Description Form

Position Name

2nd Vice President-Programs

Date Created: 1/4/16

Form Creator Name: Maureen Deegan

Home Phone: _____

E-Mail Address: maureenaples@gmail.com

Committee Name: _____

Position Overview:

Create monthly programs for the club from October to May each year.

Skills/Abilities/Other Requirements:

Use your garden club knowledge, experience, and your contacts to create enjoyable programs that will educate your club members. A mix of Horticulture, Floral Design, Nature programs would be ideal. Contact speakers who are knowledgeable in these fields and request they give demonstrations or speeches to the club.

Essential Position Functions:

1. Ensure a budget has been established for the Programs for the upcoming season. This will provide you with \$\$ amounts to be spent for Programs/Speakers.
2. Start early in May/June to find prospective speakers. (People leave town for some of the summer months.) The programs should be somewhat complete, so it can be printed in the club yearbook at the end of June or July at the latest.
3. Contact speakers in the weeks before the scheduled date to ensure they know the date, time, and they have directions to the club meeting location.
4. Provide a small gift for the speakers if they don't charge for their program, e.g., Master Gardeners or Club members.
5. Send a thank-you note after the event.
6. Ensure a proposed budget is prepared and submitted to the Finance Committee for following season.

Print Form

Rev. **12/15**

"TO DO LIST" - 2nd VICE PRESIDENT

MONTH

ACTION NECESSARY

MAY

- Ensure arrangements for the May Program, Speaker and Program details are finalized for the General Meeting.
- Organize plans for Programs for the next season including prospective speakers and preparing contracts. Review plan with Board of Directors at May BOD meeting, including approved Programs budget.
- First Monday of the month, attend the last Board of Directors Meeting.
- Beginning in May, prepare contracts and obtain signatures of GCGC speakers. (Refer to sample GCGC Speaker's Contract).
- Upon final approval of Programs by the Board of Directors, prepare and finalize descriptions and schedule dates for inclusion in the Yearbook. Email copy to 1st VP for inclusion in Yearbook. Note: Final input for Yearbook is due by the end of July.
- Second Monday of the month, attend the last official General Meeting for the season.
- Oversee all Program activities taking place at General Meeting (Program Speaker arrival, Program Speaker set up and clean up, Intro of Program Speaker, etc.). Provide agreed upon fee if applicable. Send Thank-You note to Program Speaker following event.
- Ensure any receipts for reimbursement of any expenses are given to the Treasurer.
- In election year (even years) provide newly elected 2nd VP with training, including pertinent information for assuming role as of June 1st (Position Description and To Do List). Ensure newly elected 2nd VP receives support/guidance in his/her new role with Program plans for the next season.

JUNE-SEPTEMBER

- Interface with 1st VP to finalize and proofread Program descriptions for the Yearbook.
- Attend Summer Meetings if possible.

OCTOBER

- Ensure arrangements for the October Program, Speaker and Program details are finalized for the first General Meeting of the season (second Monday in October).
- First Monday of the month, attend the first Board of Directors Meeting.
- Second Monday of the month, attend the first General Meeting.
- Oversee all Program activities taking place at General Meeting (Program Speaker arrival, Program Speaker set up and clean up, Intro of Program Speaker, etc.). Provide agreed upon fee if applicable. Send Thank-You note to Program Speaker following event.
- Ensure any receipts for reimbursement of expenses are given to the Treasurer.

NOVEMBER

- Ensure arrangements for the November Program, Speaker and Program details are finalized for the General Meeting.
- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Oversee all Program activities taking place at General Meeting (Program Speaker arrival, Program Speaker set up and clean up, Intro of Program Speaker, etc.). Provide agreed upon fee if applicable. Send Thank-You note to Program Speaker following event.
- Ensure any receipts for reimbursement of expenses are given to the Treasurer.

DECEMBER

- Ensure arrangements for the December Program, Speaker and Program details are finalized for the General Meeting.
- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Oversee all Program activities taking place at General Meeting (Program Speaker arrival, Program Speaker set up and clean up, Intro of Program Speaker, etc.). Provide agreed upon fee if applicable. Send Thank-You note to Program Speaker following event.
- Ensure any receipts for reimbursement of expenses are given to the Treasurer.

JANUARY

- Ensure arrangements for the January Program, Speaker and Program details are finalized for the General Meeting.
- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Oversee all Program activities taking place at General Meeting (Program Speaker arrival, Program Speaker set up and clean up, Intro of Program Speaker, etc.). Provide agreed upon fee if applicable. Send Thank-You note to Program Speaker following event.
- Ensure any receipts for reimbursement of expenses are give to the Treasurer.

FEBRUARY

- Ensure arrangements for the February Program, Speaker and Program details are finalized for the General Meeting.
- Begin researching Programs for next season's General Meetings. Draft program ideas, descriptions and schedule for BOD review and input. Include proposed expenses for these programs for the next season.
- Review Program and 2nd VP expenses for the current season and plans for next season's programs in order to prepare proposed budget request to the Treasurer for the following fiscal year. Email proposed budget request to the Treasurer by mid month.
- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Oversee all Program activities taking place at General Meeting (Program Speaker arrival, Program Speaker set up and clean up, Intro of Program Speaker, etc.). Provide agreed upon fee if applicable. Send Thank-You note to Program Speaker following event.
- Ensure any receipts for reimbursement of expenses are give to the Treasurer.

MARCH

- Ensure arrangements for the March Program, Speaker and Program details are finalized for the General Meeting.
- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Oversee all Program activities taking place at General Meeting (Program Speaker arrival, Program Speaker set up and clean up, Intro of Program Speaker, etc.). Provide agreed upon fee if applicable. Send Thank-You note to Program Speaker following event.
- Ensure any receipts for reimbursement of expenses are give to the Treasurer.

APRIL

- Ensure arrangements for the April Program, Speaker and Program details are finalized for the General Meeting.
- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend Annual Meeting.
- Oversee all Program activities taking place at General Meeting (Program Speaker arrival, Program Speaker set up and clean up, Intro of Program Speaker, etc.). Provide agreed upon fee if applicable. Send Thank-You note to Program Speaker following event.
- Ensure any receipts for reimbursement of expenses are give to the Treasurer.
- Review copy of final approved budget from the Treasurer. Ensure a process is in place to monitor expenses incurred by 2nd VP for the next fiscal year (Programs, etc.).