



Gulf Coast Garden Club Position Description Form

Position Name

3rd VP-Membership/Communications

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Committee Name: _____

Position Overview:

Responsible for:

- promoting membership, maintaining accurate membership lists, providing membership lists for the annual yearbook and providing name tags for members, new members and guests.
- acting as chairperson of the standing membership committee.
- coordinating submittal of all member information to the FFGC, along with the President and Treasurer.
- preparing and distributing the GCGC Blossoms Bulletin via MailChimp mail service as directed by the President and Board.

Skills/Abilities/Other Requirements:

- Computer skills
- Internet and website knowledge

Essential Position Functions:

See attached for: Membership, Internal Communications, Budget, Meetings, Yearbook and Flower Show Support.

Print Form

Rev. **12/15**

Gulf Coast Garden Club

Position Description for 3rd Vice President (continued...)

Budget

- Maintain and monitor costs associated with Membership, Internal Communications and Yearbook (when assisting 1st VP with Yearbook). Ensure timely annual Budget projections for these Budget lines are reported to the GCGC Finance Committee (attachment 6).
- Ensure written request/notification is made to GCGC Finance Committee for any expenses exceeding approved budget.

Meetings

- Attend monthly GCGC Board of Directors Meetings. Prepare draft of GCGC monthly meeting Agendas for President review/input. Send out meeting Agendas one week prior to meetings via GCGC Blossoms Bulletin. Utilize attachments and include Agenda within email for those who are unable to open attachments.
- Attend monthly GCGC Meetings.

Yearbook (assisting 1st VP)

- Interface with 1st VP and Yearbook Committee to finalize the contents of the annual Yearbook. Ensure Membership Directory is up-to-date and accurate in final copy.
- Work with Yearbook Committee to finalize copy of Yearbook and send electronic copy to Cecil's Copy Express for review and printing. Meet with contact at Cecil's Copy Express (GCGC Business Partner for all printing needs) to ensure final sample printed copy is approved. Pick up supply of Yearbooks and distribute to membership at first GCGC meeting of the season.
- Prepare and distribute GCGC Yearbook annually (paper copy, website & email).
- Interface with GCGC Webmaster to ensure Yearbook and other appropriate communications are posted on GCGC website.
- Maintain updates, suggestions, input, etc. for Yearbook for implementation the following season.
- Maintain file of GCGC Yearbooks.

Flower Show Support

- Support Flower Show Chairperson/Committee with all email communications and computer support.
- Support Flower Show Committee with preparation of Flower Show Schedules, Invitations, Programs, Signage, etc.
- Assist the Flower Show Committee with the tracking of costs associated with the Flower Show for submittal of the annual Budget projections to the GCGC Finance Committee.

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Position Description for 3rd Vice President

Membership

- Maintenance of GCGC Membership Contact Information and Membership Applications (attachment 1). Ensure President receives copy of all Membership Applications.
- Preparing and distributing welcome email to all new members (attachment 2).
- Monitoring collection of annual dues for all members as well as new members' dues throughout the season.
- Preparation, maintenance and reporting of GCGC membership and dues to FFGC (attachment 3).
- Act as Chairperson for the Membership Committee. Send out email each season to committee members soliciting continued participation or requesting new participation.
- Preparation and maintenance of nametags for all members.
- Preparation and maintenance of NGC membership cards for all members.
- Oversight of Member Check-In at all GCGC meetings.
- Oversight of New Member Orientation (attachment 4)
- Distribution of greeting cards to members (via e-cards, postal service)
- Maintain Membership Binder (attachment 5) consisting of: Member Check-In Form, Guest Check-In Form, Member/Guest Tally Sheet, Membership Application, and Member Dues Paid Form.

Internal Communications

- Sole keeper of the GCGC global email list and subscriber list on MailChimp. Sole distribution point for email communications sent to the GCGC members. Maintain accurate and up-to-date electronic email address list for all members on computer, MailChimp and iPhone.
- Interface with Board of Directors and Chairs to assist in the preparation and distribution of email communications to membership, e.g., Programs, Workshops, Trips, changes to By-Laws, Budget, info/requests, meeting and Flower Show notices, etc.
- Maintain annual e-file of all Agendas, Minutes and Communications.
- Act as GCGC distribution liaison for FMLCGC Newsletter and other communications.
- Prepare and distribute Blossoms Bulletins (GCGC internal communications directed by the Board of Directors and Chairs).
- Interface with the President on all garden club related communications from NGC, FMLCGC, other Garden Clubs, etc. to finalize and send out communications to GCGC members.
- Interface with Cecil's Copy Express (GCGC Business Partner for all printing needs) for the printing of meeting communications, meeting handouts, workshop handouts, etc., as needed.