



Gulf Coast Garden Club Position Description Form

Position Name

Corresponding Secretary

Date Created: 6/3/16

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Committee Name: _____

Position Overview:

- Attend Board meetings on the first Monday of the month and General meetings on the second Monday of the month.
- Act as Community Outreach representative for the GCGC - Newspapers, Bonita Springs Library, Bonita Springs Historical Society - Historic Gardens.
- Assume responsibilities of the Recording Secretary in her absence at Board and/or General meetings.

Skills/Abilities/Other Requirements:

Good writing and grammar skills.
Organizational skills to coordinate written material and meet deadlines.
Knowledge of taking and communicating meeting minutes in the absence of the Recording Secretary.
Computer knowledge (email, internet, word processing)

Essential Position Functions:

- Send out correspondence when necessary, when directed.
- Assume the responsibilities of the Recording Secretary when she is absent, taking minutes at Board and/or General meetings and ensure their review, approval and distribution to 3rd VP for distribution to members.
- Attend Board and General Meetings.
- Submit synopsis of monthly GCGC meetings and events to local newspapers - Spotlight Magazine: info@spotlight.com; Bay Landings Newsletter due by the 22nd of the month: Carol@SeabreezeCommunications.com; The Banner: news@naplesnews.com; Florida Weekly-deadline for calendar submissions is noon, Sunday: events@floridaweekly.com
- Responsible for the GCGC Bonita Springs Library Display Case from Dec 1-31. Solicit materials from members to be displayed at the library on West Terry St. Set up is December 1st. Material is removed from the library on Dec 31st and returned to members. Photos can be taken and shared with members via Facebook, or sent to 3rd VP who will send out to membership.

Print Form

Rev. 12/15

"TO DO LIST" - CORRESPONDING SECRETARY

MONTH

ACTION NECESSARY

MAY

- First Monday of the month, attend last official Board of Directors Meeting of the season.
- Second Monday of the month, attend last official General Meeting of the season.
- In election year (even years) provide newly elected Corresponding Secretary with training, all pertinent information for assuming role as of June 1st. Ensure newly elected Corresponding Secretary receives copy of Position Description and To Do List for the next season and is informed of any pending publicity and/or external communications items. Ensure newly elected Corresponding Secretary receives support/guidance in his/her role for the next season.

JUNE-AUGUST

- Attend Summer Meetings if possible.

SEPTEMBER

- Prepare plans for publicity/external communications for the season and have ready to review with the BOD at the October Meeting (Spotlight Magazine, Bay Landings Newsletter (by 22nd of the month), Florida Weekly, The Banner and any newly added opportunities).
- Begin work with events Chair(s), for Flower Show or other planned GCGC events, to create communications blasts to the public to advertise events.

OCTOBER

- First Monday of the month, attend the first Board of Directors Meeting.
- Second Monday of the month, attend the first General Meeting.
- Email monthly publicity.
- Establish committee to plan BS Library Display Case theme and plans to solicit design materials from members to be displayed at the Bonita Springs Library during the month of December.

NOVEMBER

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Email monthly publicity.
- Solicit design materials from members for BS Library Display Case for set up on December 1st.

DECEMBER

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Email monthly publicity.
- December 1st - Set up BS Library Display Case with Committee members.
- Take photos and share with 3rd VP for communications to members via Blossoms Bulletin, share with Webmaster for posting on GCGC website and share on GCGC Facebook page.
- December 31st - Remove all displays from case with Committee members and arrange for return of design materials to members.

JANUARY

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Email monthly publicity.

FEBRUARY

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Email monthly publicity.
- Review Corresponding Secretary expenses for the current season and prepare a proposed budget request for the following fiscal year. Email proposed budget request to the Treasurer by mid month.

MARCH

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Email monthly publicity.

APRIL

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend Annual Meeting.
- Email monthly publicity (season coming to an end).
- Review copy of final approved budget for the next fiscal year from the Treasurer.
- Ensure a process is in place for monitoring expenses for the Corresponding Secretary during the next fiscal year.