



Gulf Coast Garden Club Position Description Form

Position Name

Chair - Properties

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Form Creator Name: Kathy Erickson

Home Phone: _____

E-Mail Address: kathygcg10@gmail.com

Committee Name: Properties

Position Overview:

Oversight of the Storage Unit for GCGC located at Bonita Storage Inn, 8841 West Terry Street, Bonita Springs, FL 34135. Maintain the list of inventory stored in the Storage Unit. Oversee the storing and removal of GCGC inventory for monthly meetings, plant sale, design workshops, flower shows, etc. Monitor and submit annual budget for the storage of GCGC inventory in the Storage Unit. Ensure payment to Bonita Storage Inn on a monthly/annual basis.

Skills/Abilities/Other Requirements:

Essential Position Functions:

Act as sole contact for any and all inventory being stored or removed from Storage Unit.
Contact person: Diana Isaacs 239 948-0700
Unit #1089, ENTRY & EXIT number 10892324# (punch in numbers on pad by gate). Lock on unit door combination = 27-12-31
Maintain up-to-date list of all inventory (see attached inventory list).
Interface with Treasurer to ensure payment is made annually/monthly to Bonita Storage Inn.

Print Form

Rev. 12/15

"TO DO LIST" - CHAIR - PROPERTIES

MONTH

ACTION NECESSARY

MAY

- Second Monday of the month, attend last official General Meeting of the season. Interface with Board of Directors and Chairs to ensure any GCGC inventory stored in Storage Unit and needed for Programs, Raffle, etc., is picked up and brought to the General Meeting. Ensure all inventory is returned to Storage Unit following the meeting.
- Review inventory in Storage Unit, ensure inventory is properly labeled, remove unwanted inventory and update inventory list.
- Email updated copy of Storage Unit inventory list to President and Design Workshops Chair for next season.
- Annually, provide newly appointed Properties Chair with training, tour of Storage Unit at Bonita Storage Inn and all pertinent information for assuming role as of June 1st. Ensure newly appointed Properties Chair receives copy of Position Description and To Do List for the next season. Ensure newly appointed Properties Chair receives support/guidance in his/her role for the next season.
- Interface with Treasurer to ensure payment is made (annual or monthly) to Bonita Storage Inn for rental of GCGC Storage Unit.

JUNE-SEPTEMBER

- Attend Summer Meetings if possible.
- Ensure any GCGC inventory stored in Storage Unit and needed for Summer Meetings is picked up, brought to location of Summer Meetings and returned to Storage Unit following meetings.

OCTOBER

- As requested by the President during the season, attend Board of Directors Meeting(s) the first Monday of the month.
- Second Monday of the month, attend first General Meeting of the season. Interface with BOD and Chairs to ensure any GCGC inventory stored in Storage Unit and needed for Programs, Raffle, etc., is picked up and brought to the General Meeting. Ensure all inventory is returned to Storage Unit following the meeting.

NOVEMBER

- Second Monday of the month, attend General Meeting. Interface with BOD and Chairs to ensure any GCGC inventory stored in Storage Unit and needed for Programs, Raffle, etc., is picked up and brought to the General Meeting. Ensure all inventory is returned to Storage Unit following the meeting.

DECEMBER

- Second Monday of the month, attend General Meeting. Interface with BOD and Chairs to ensure any GCGC inventory stored in Storage Unit and needed for Programs, Raffle, etc., is picked up and brought to the General Meeting. Ensure all inventory is returned to Storage Unit following the meeting.

JANUARY

- Second Monday of the month, attend General Meeting. Interface with BOD and Chairs to ensure any GCGC inventory stored in Storage Unit and needed for Programs, Raffle, etc., is picked up and brought to the General Meeting. Ensure all inventory is returned to Storage Unit following the meeting.

FEBRUARY

- Second Monday of the month, attend General Meeting. Interface with BOD and Chairs to ensure any GCGC inventory stored in Storage Unit and needed for Programs, Raffle, etc., is picked up and brought to the General Meeting. Ensure all inventory is returned to Storage Unit following the meeting.
- Review Properties Chair 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

- Second Monday of the month, attend General Meeting. Interface with BOD and Chairs to ensure any GCGC inventory stored in Storage Unit and needed for Programs, Raffle, etc., is picked up and brought to the General Meeting. Ensure all inventory is returned to Storage Unit following the meeting.

APRIL

- Second Monday of the month, attend Annual Meeting. Interface with Board of Directors and Chairs to ensure any GCGC inventory stored in Storage Unit and needed for Programs, Raffle, etc., is picked up and brought to the Annual Meeting. Ensure all inventory is returned to Storage Unit following the meeting.
- 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 Properties Chair during the next fiscal year (cost for Storage Unit located at Bonita Storage Inn and any other Properties related expenses).

GCGC INVENTORY IN STORAGE UNIT (BONITA STORAGE INN) (8/1/16)

GENERAL

American Flag on metal pole for General Meetings - WILL NEED SUPPORT TO STAND
Large Lawn Sign - GCGC (placed at Unity front entry area for General Meetings)
Coffee Maker and coffee supplies (for Hospitality at General Meetings)
Green Bag containing Raffle Set Up for General Meetings (table cloth, sign, raffle tickets, ticket jar, etc.)
Lucite box used for collecting donations, raffles or ballots
3 boxes of business envelopes - business size (Quail West name to be deleted)
Box of forms for Silent Auction and price tag/stickers
Handbook for Officer Installation
Bulletin Board for General Meetings
Supply of colored oak tag and Box of colored paper
3 boxes of Books (for sale - Pamela Crawford, Herbs, Misc.)
4 folding tables measuring 34" square, 27 1/2" high
Box filled with dried plant material
Wildlife Educational display in large black plastic bag behind box of 36" niches

DESIGN CLASSES

Large box of 44 green Oasis and 3 white Oasis
Plastic containers - 3 disc-shape light green, 8 round sage green, 5 rectangular black, 4 rectangular dark green and 4 large plant pot saucers
50 Anchor pins and sticky tape

FLOWER SHOW RELATED

Twelve Boxes:

Glass Bottles - 32 large 1.5 liter wine bottles, 24 medium bottles and 42 small/mixed bottles
Glass Vases - 4 large, 21 medium and 16 miscellaneous small
Box of Bamboo sticks - for dividing classes on tables
Box of 13 small Lucite frames for class signage, yarn for separating classes, 4 aprons for plant sale, 100 green colored sticks with wire for horticulture entry cards, 6 white tablecloths, 2 yellow tablecloths, black and green felt squares (used for under plants or designs in store shows), roll of raffle tickets, 2 acrylic frames for Raffle and Welcome signs, ticker/counter (to tally attendance at Flower Shows/events) and 5 clip boards for Clerks during FS judging
Large bag containing 6 decorated raffle tins for ticket collection
Box of 17 - 8 1/2 x 11 black frames for Design Section/Class Signage
2 large white poster boards for easel signs
2 large Flower Show signs with metal stands
In large box, 13 - 36" colored niches
In large box, 10-48" colored niches, 2 Destination Paradise signs & metal stands and 4-36" cork niches
Honeycomb wood frame (6 spaces) for displaying Petite Designs
2 large wooden black freestanding frames
Long large box with Petite Design staging supplies - 15 pieces of cut cardboard, 3 large plastic jars, 4 white leather look earring stands, 4 black leather look earring stands, 2 sets of acrylic stands-3 height sizes, 4 black wire hanging stands, 4 gold wire hanging stands, 2 gold small easel stands, varied sizes of wire baskets, 4 acrylic shoe stands,
6 baskets with handles for Clerks during FS judging