



Gulf Coast Garden Club Position Description Form

Position Name

Chair-Design Workshops

Date Created: _____

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Home Phone: _____

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Committee Name: Design Workshops

Position Overview:

Arrange for and oversee the conducting of GCGC Design Workshops each season.

Skills/Abilities/Other Requirements:

Organization skills
Communications skills
Computer skills important to interface with instructors and members.

Essential Position Functions:

See attached list:

Print Form

Rev. 12/15

Chair - Design Workshops

Position Functions

1. Assess the needs and interests of the GCGC members in determining types of Design Workshops to offer each season.
2. Develop workshops that will align with Flower Show designs and horticulture.
3. Work with GCGC members who live in Bonita Bay to secure the Estero Bay Park Pavilion as venue for workshops and schedule dates.
4. Select at least three types of Designs for workshops.
5. Research (fees and instructor options) and secure an instructor for each workshop.
6. Talk with Instructor(s) about their preference for month, day and time. Advise them where the workshops are held, option for times (10-12 or 1-3). Remind them to save all receipts. Negotiate fee and/or expenses & travel.
7. Check with the Properties Chair to identify what supplies are available in GCGC Storage unit, e.g., oasis, containers, etc. Order additional supplies as needed.
8. Contact Instructors prior to workshop(s) to remind them of logistics and confirm all is ready for workshop.
9. Take sign-ups at meetings (see proposed sign up sheet).
10. Contact registrants prior to workshop(s) to remind them of attendance.
11. Bring \$\$ change along to workshop for last minute participants.
12. Ensure all monies collected are provided to Treasurer at the time of collection. Track all Design Workshops expenses to ensure approved annual budget is not exceeded. Prepare formal request to the Finance Committee if additional unbudgeted funds are needed.
13. Attend all workshops. Arrive early to assist instructor(s) with set up. Bring oasis, containers, bucket to soak oasis and knife to cut oasis, and any other agreed upon supplies.
14. Contact Properties Chair to make arrangements for returning unused supplies to Storage unit.
15. Prepare and send written thank you note(s) to instructor(s).
16. Following workshop(s), prepare communications to membership sharing info about workshop(s). Forward to 3rd VP for distribution in Blossoms Bulletin.
17. Prepare annual proposed budget for Design Workshops for the following season. Proposed Budget should be provided to Finance Committee in mid February.