

## "TO DO LIST" - DESIGN WORKSHOPS

### MONTH

### ACTION NECESSARY

#### **MAY**

- Second Monday of the month, attend last official General Meeting of the season.
- Annually, provide newly appointed Design Workshops Chair with training and all pertinent information for assuming role as of June 1st. Ensure newly appointed Design Workshops Chair receives copy of Position Description and To Do List for the next season. Ensure newly appointed Design Workshops Chair receives support/guidance in his/her role for next season.
- Begin to research and plan content and schedule for Design Workshops for next season referencing plans for meeting Programs, Flower Show, etc.

#### **JUNE-SEPTEMBER**

- Attend Summer Meetings if possible.
- Continue to plan Design Workshops for the next season.
- Finalize plans and schedule for Design Workshops and obtain President's approval.
- Confirm dates and logistics for Design Workshops with Instructors and Design Workshops venue (Estero Bay Park Pavilion at Bonita Bay).
- Provide details and schedule for Design Workshops to 1st VP for inclusion in Yearbook.
- Plan to attend all Design Workshops during the season.  
NOTE: Arrive early to assist Instructor(s) with set up. Bring along oasis, containers, bucket to soak oasis and knife to cut oasis and any other agreed supplies.

#### **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.
- Ensure announcement and details of November 28, 2016 Design Workshop is communicated to members at the General Meeting. Oversee sign ups and payment (\$10 members, \$15 guests).
- Prepare an email reminding the members of details of the November 28th Design Workshop and forward to 3rd VP for communicating to members via Blossoms Bulletin.
- Interface with Properties Chair to obtain GCGC Storage Unit location, entry codes, pad lock codes and any associated info for Bonita Storage Inn.
- Ensure any GCGC inventory stored in the Storage Unit and needed for Design Workshops throughout the season is picked up and brought to the Workshops. Ensure all inventory is returned to Storage Unit following the Workshops. Refer to GCGC Inventory in Storage Unit document.

## NOVEMBER

- Second Monday of the month, attend General Meeting.
- Oversee activities associated with the November 28th Design Workshop (supplies obtained from and returned to Storage Unit, entry to Bonita Bay for instructor and members, Instructor's requests, logistics, etc.).
- Send Thank-You note to Design Workshop Instructor following Workshop.
- Ensure authorization is obtained from Finance Committee prior to spending any money exceeding approved budgeted amount.
- Ensure any proceeds are turned over to the Treasurer for deposit into the club bank account.
- Ensure any receipts for reimbursement of expenses are given to the Treasurer.

## DECEMBER

- Second Monday of the month, attend General Meeting.
- Ensure announcement and details of January 30, 2017 Design Workshop is communicated to members at the General Meeting. Oversee sign ups and payment (\$10 members, \$15 guests).
- Prepare an email reminding the members of details of the January 30th Design Workshop and forward to 3rd VP for communicating to members via Blossoms Bulletin.

## JANUARY

- Second Monday of the month, attend General Meeting.
- Ensure announcement and details of February 27, 2017 Design Workshop is communicated to members at the General Meeting. Oversee sign ups and payment (\$10 members, \$15 guests).
- Prepare an email reminding the members of details of the February 27th Design Workshop and forward to 3rd VP for communicating to members via Blossoms Bulletin.
- Oversee activities associated with the January 30th Design Workshop (supplies obtained from and returned to Storage Unit, entry to Bonita Bay for instructor and members, Instructor's requests, logistics, etc.).
- Send Thank-You note to Design Workshop Instructor following Workshop.
- Ensure authorization is obtained from Finance Committee prior to spending any money exceeding approved budgeted amount.
- Ensure any proceeds are turned over to the Treasurer for deposit into the club bank account.
- Ensure any receipts for reimbursement of expenses are given to the Treasurer.

## FEBRUARY

- Second Monday of the month, attend General Meeting.
- Ensure announcement and details of March 27, 2017 Design Workshop is communicated to members at the General Meeting. Oversee sign ups and payment (\$10 members, \$15 guests).
- Prepare an email reminding the members of details of the March 27th Design Workshop and forward to 3rd VP for communicating to members via Blossoms Bulletin.
- Oversee activities associated with the February 27th Design Workshop (supplies obtained from and returned to Storage Unit, entry to Bonita Bay for instructor and members, Instructor's requests, logistics, etc.).
- Send Thank-You note to Design Workshop Instructor following Workshop.
- Ensure authorization is obtained from Finance Committee prior to spending any money exceeding approved budgeted amount.
- Ensure any proceeds are turned over to the Treasurer for deposit into the club bank account.
- Ensure any receipts for reimbursement of expenses are given to the Treasurer.
- Review Design Workshops 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.
- Oversee activities associated with the March 27th Design Workshop (supplies obtained from and returned to Storage Unit, entry to Bonita Bay for instructor and members, Instructor's requests, logistics, etc.).
- Send Thank-You note to Design Workshop Instructor following Workshop.
- Ensure authorization is obtained from Finance Committee prior to spending any money exceeding approved budgeted amount.
- Ensure any proceeds are turned over to the Treasurer for deposit into the club bank account.
- Ensure any receipts for reimbursement of expenses are given to the Treasurer.

## APRIL

- Second Monday of the month, attend Annual Meeting.
- Review copy of final approved budget from the Treasurer.
- Ensure a process is in place for monitoring expenses for the Design Workshops and Design Workshops Chair during the next fiscal year.