

## JOB DESCRIPTION

### **President**

Shall have general supervision of the affairs of the Club, shall preside at all meetings of the organization and the Executive Committee (Board), may call special meetings and serve as ex-officio member of all committees except the nomination committee and shall appoint, before the October meeting such chairman as required to carry out the Club activities and projects. The President shall be authorized to sign checks and make bank deposits.

### **Vice President**

Shall serve as Program Chairman and shall, in the absence of the President, perform the duties of that office. In the event of a vacancy in the office of the President, the Vice President shall succeed to that office for the remainder of the term.

### **Treasurer**

Shall collect all dues and shall be responsible for the notice of dues that have not been paid. She (he) shall be authorized to sign all checks and make bank deposits, subject to the approval of the Executive Committee, keep an account opened in the name of the Garden Club of Coral Springs, Inc., segregate the funds of the Club by bookkeeping entry showing the income from dues and the income from fundraising, donations and other sources and send required, yearly membership dues to the Federation of Garden Clubs, Inc. The Treasurer will prepare and submit a year-end financial statement for audit no later than July 15 (as the Club's business year ends on June 30). Whenever there is a change with this office there will be an audit of the books.

### **Recording Secretary**

Shall keep a record of all meetings and be custodian of all records and shall prepare the monthly meeting agendas. She (he) shall assist with preparation of the yearbook to have available for the October meeting.

### **Corresponding Secretary**

Shall send notice of all meetings, shall conduct such correspondence as the President shall request and shall assist with preparation of the yearbook to have available for the October meeting.

### **The Executive Committee**

Shall consist of all officers of the club and the immediate past president. They shall meet every other month, and in addition to the duties prescribed by the Constitution, shall conduct the affairs of the club between meetings and may call special meetings of the Club when deemed necessary.

### **Chaplin**

Shall provide spiritual guidance to the club with an invocation at the beginning of each meeting.

### **Civic Landscaping/Memorial Gardens**

Plan projects that would make our community more beautiful and pleasant for all.

Set up team and maintain gardens.

### **Greeting Hostess**

Set up table at meeting entrance to welcome new members and guests. Distribute current information regarding our club.

### **Nominating Committee**

Must take time to examine the qualifications and abilities of the candidate. As a committee, your decisions could well affect the future of the organization. The president should not appoint this committee nor be a member of it. The past president may chair the committee since she (he) is very knowledgeable about the abilities of the members.

### **Hospitality**

Contacts hostess one week prior to meeting. Makes sure GC provided items are stocked and available for each meeting. Call hostess one week prior to meeting.

### **Telephone**

Inform members of meetings and events. Call President and inform of expected attendance.

### **Membership**

Work with Membership Chair to come up with new and creative ways to attract new membership. Help redesign membership application if need be. Help membership flyer to new members.

### **Horticulture**

Keep informed of District Horticulture programs and shows, attend whenever possible (or send a substitute) and report back to LBTS GC.

### **Awards**

Submit BOI to State.

## **Trees**

Collect information from members of amount of trees planted, fill out forms and submit to district chairmen.

## **PennyPines**

Collect loose change from members at meetings. Fill out penny pines form and give with money to president or treasurer to deposit.

## **Gardenfest**

Organizing a committee to work on Gardenfest. Work within a budget and print out any advertising necessary. Update all forms and get approval from board. Give forms to social network chair. Pick up tent and containers for Gardenfest display from storage unit. Set up tent. Organize group to call and solicit vendors and work with social networking chair to advertise.

Organize group to call and solicit sponsorships. Set up floor plan for vendors for the morning of event. Recruit volunteers and student volunteers for 2-hour shifts.

Share copies for floor plan to all members of committee. Check that all vendors have proper insurance and licenses.

## **Earthfest**

Pick up tent and containers for Earthfest display from storage unit. Set up tent. Arrange handouts and game on table. Purchase candy or prizes for games. Recruit volunteers for 2-hour shifts.

## **Queen Bee**

Post to a spreadsheet the events that each member participates in. Members must sign in on attendance sheet on the day of the activity. Gives to president a complete listing those who have earned Queen Bee pin for that season. Helps select Queen Pin.

## **Social Media**

Use Facebook, website, and other platforms to provide similar service for Garden Club. Managed and promoted all organization's activities through Garden Club's website, Facebook, Twitter, Instagram and Nextdoor. Managed the Club's social media pages, including Facebook, Instagram and Nextdoor. Generated and distributed press releases. Attend board meetings, help with our receptions as well as special events, and work with the other team members. Cooperate with other executive board members to formulate service projects. Make all the advertisements for programs that were held and work on the executive Board.

## **Scholarship**

Responsible for forming a committee to review incoming scholarships. Contacting schools to make them aware of the scholarship for the Coral Springs, Florida area. Setting up invitations to scholarship luncheon. Presenting winners their scholarships at luncheon. Updating, if necessary, criteria for scholarships and giving that information to board and publicity chair.

## **Social Events**

Social chair is to organize social events that highlight the Club, doubles as group fundraiser and coordinate social events for the Club from start to finish. Responsible for attending other events to raise awareness of the Club, network with others to promote new members for club.

### **Youth Gardening Chairman**

Responsible for organizing a committee to work with youth in settings other than a Youth Garden Club. Youth Gardening Programs by NGC clubs can be affiliated with a school, church, neighborhood, rec centers, or established youth organizations such as Scouts, 4-H, science and ecology clubs, Master Gardeners, and Future Farmers of America.

Increasing awareness of the environment, natural resources, ecology, conservation, composting and recycling. Encourages creativity through observing the cycles of life.

### **Photographer**

Takes pictures of all events that Garden Club participates in. Posts pictures in Garden Club web site.

