

JOB DESCRIPTION – BOARD of DIRECTORS



RESPONSIBILITIES

BASIC DUTIES

- Complies with PIB Garden Club Code of Regulations
- Reviews, addresses, and resolves Garden Club issues
- Attends regular membership and Board meetings (in person, via phone, or online)
- Presides over one or more committees
- As assigned by the Garden Club President, duties also include interacting with South Bass Island government and community organizations (PIB Village Council, PIB Township, Chamber of Commerce, Put in Bay Property Owners Association, Perry's Victory and International Memorial, The Perry Group, Lake Erie Island Conservancy, etc.) by attending meetings and/or by interacting with government and community officials in support of the Garden Club mission.

ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits monthly (May through September) reports, as appropriate to Garden Club Board