

JOB DESCRIPTION – BOARD of DIRECTOR



PRIMARY RESPONSIBILITIES

Assumes responsibility as a member of Put in Bay Garden Club Board of Directors, including attending Board meetings and regular membership meetings and reviewing, addressing, and resolving Garden Club issues, presiding over one or more committees, submitting receipts to Treasurer, and submitting report to Garden Club Board. Attendance at Garden Club meetings, programs, and events is expected.

As assigned by the Garden Club President, duties also include interacting with South Bass Island government and community organizations.

SPECIFIC RESPONSIBILITIES

BASIC DUTIES

- Attends Board meetings and regular membership meetings
- Reviews, addresses, and resolves Garden Club issues
- 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