

JOB DESCRIPTION – PRESIDENT



PRIMARY RESPONSIBILITIES

Assumes responsibility as president of Put in Bay Garden Club Board of Directors and subject to the direction of the Board, supervises, directs, and controls the business of all Officers and Committee Chairs. Duties include establishing program, event, and meeting calendar and communicating meeting dates to Board, presiding at all meetings of the Board, emailing meeting agenda to all Board members, writing monthly Gazette article, serving as chief spokesperson for the Organization, serving as ex-officio member of all standing committees, giving final approval to all published material relating to Garden Club, creating new committees and/or reassigning chairmanship, responding to Garden Club emails, holding annual general membership meeting, soliciting membership input, attending meetings, interacting with, obtaining information from, sharing Garden Club information with various South Bass Island governmental and community organizations, submitting receipts to Treasurer for reimbursement, and submitting report to Garden Club Board. Attendance at Garden Club meetings, programs, and events is expected.

SPECIFIC RESPONSIBILITIES

BASIC DUTES

- Assumes responsibility as president of Put in Bay Garden Club Board of Directors
- Subject to the direction of the Board, supervises, directs, and controls the business of all Officers and Committee Chairs
- Establishes calendar and location of monthly Board meetings (May through October)
- Establishes additional meetings with Board, as required
- Communicates monthly meeting dates and location to Board by April 15th and communicates other meeting dates at least two days in advance
- Presides at all meetings of the Board of Directors
- Emails meeting agendas to Board at least one week in advance
- Creates annual calendar of events, together with Beach Chair, Social Director, and Program Chair, listing all Garden Club activities and programs for the year
- Provides calendar of events to Media Director by March 15th
- Writes monthly Gazette article regarding Garden Club activities and news or announcements from any standing committee and submits to PIB Gazette editor by the 20th of each month April through October
- Serve as chief spokesperson for the organization
- Serves as ex-officio member of all standing committees
- Gives final approval to all published material relating to Garden Club
- Creates new committees and/or reassigns chairmanship positions as necessary, with prior Board approval
- Responds to Garden Club emails from Committee Chairs or Board members in timely fashion
- Holds annual general membership meeting in September of every year
- Solicits input from membership regarding programs, trips, and projects, and shares with the Board
- Requests information regarding events, etc. as needed, from Board members and Committee Chairs

ADMINISTRATIVE DUTIES

- Attends meetings or designates duty to Board member, interacts with, obtains information from, and shares Garden Club information with various South Bass Island governmental and community organizations in support of the Garden Club mission, including but not limited to the Put in Bay Village Council, Put in Bay Chamber of Commerce, Put in Bay Property Owners Association, Put in Bay Township, Perry's Victory and International Memorial, etc., as appropriate
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits monthly (May through September) reports to Garden Club Board