

JOB DESCRIPTION – TIMELINE



Date	Director or Chair	Description
Annually		
Jan-15	President/Advocate	Orders flowers
Jan-31	Beach	Determines Beach Clean-up dates with GC President (2023-not applicable)
Feb-01	President	Provides calendar of meetings/programs/events and locations to Directors
Mar-01	Program + V/P	Reserves facility for meeting/program and reconfirms dates in May
Mar-01	Program	Schedules dates/times with program presenter
Mar-15	Media	Updates Dues Renewal notice
Mar-15	Treasurer	Files Form 990N via IRS website for fiscal year ending October 31 st
Mar-15	Treasurer	Submits Charitable Registration Annual Report on State of Ohio Att. General webpage
Apr-01	Membership	Emails Dues Renewal notice to members
Apr-20	Treasurer	Receives membership dues payments and provides list to Membership + Media Chairs
May-01	Membership	Emails second Dues Renewal notice to members who have not paid dues
May-01	Planting	Coordinates lifts, notifies Village/Park of date, purchases bottled water, orders diapers
May-15	Golf Cart	Cleans, checks, charges, starts, and services golf cart
May-15	Planting	Requests island resident's delivery of soil to DeRivera Park on day prior to Planting Day
May-15	Planting	Repairs or inserts new coco liners in baskets and delivers supplies to DeRivera Park
May-15	Watering	Contacts volunteers, prepares watering schedule
May-15	Watering/Golf Cart	Schedules meeting with Waterers and reviews procedures
May-??	Planting/Advocate	Coordinates activities for flower planting
Jun-01	Membership	Mails Dues Renewal form to members who have not paid their dues
Jun-15	Mayfly Netting	Determines netting day, coordinates volunteers, completes netting
Jun-15/Jul-15	Mayfly Netting	Inspects baskets and uses blower to remove Mayflies, as required
Jul-15	Mayfly Netting	Determines net removal day, coordinates volunteers, removes nets
Aug-31	Program + V/P	Discusses next season's program ideas
Sep-15	President	Determines Home & Garden Tour date, if applicable, and begins potential home search
Sep-15	President	Confirms chairmanship positions for following year
Oct-??	Flower Removal	Coordinates plant removal activities and completes removal
Oct-15	Golf Cart	Drains hose/watering line, services golf cart, plugs in battery, stores golf cart in shed
Oct-15	President	Coordinates servicing and storage of blowers
Nov-01	Planting	Orders number of new coco liners required for repair/replacement
Dec-01	Treasurer	Submits Form 525B (every 5 years, next on 12/1/2027) to the Ohio Secretary of State

Monthly During Season

May-Oct	President	Communicates Board or other meeting dates
May-Oct	All	Submits monthly reports to Garden Club Board
May-Oct	Program	Writes Thank You Notes to presenter after programs
May-Oct	Media	Advertises programs + adds articles, photos, reports (via Emails, flyers, website, and facebook)
May-Oct	President	Submits monthly Gazette article to PIB Gazette on the 20 th of the month
May-Oct	Secretary	Prepares and sends Thank You Notes
May-Oct	All	Submits receipts to Treasurer for reimbursement with prior approval
Jun-Sep	Park Gardens	Determines and coordinates bi-weekly gardening dates

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

JOB DESCRIPTION – PRESIDENT



RESPONSIBILITIES

BASIC DUTIES

- Complies with PIB Garden Club Code of Regulations
- Presides over Put in Bay Garden Club Board of Directors and communicates with Board in a timely manner
- Supervises, directs, and controls the business of all Officers and all Committee Chairs as directed by the Board
- Establishes agenda and Board meeting dates and locations and notifies participants of information in a timely manner
- 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
- Serves as chief spokesperson for the organization
- Serves as ex-officio member of all standing committees
- Assumes responsibility for accuracy of job descriptions
- Gives final approval to all published material relating to Garden Club
- Creates new committees, as required
- Presides over regular membership meetings or coordinates with Vice President to preside over meetings
- Holds annual general membership meeting in September of every year
- Solicits input from membership regarding programs, trips, and projects, and shares with the Board
- Obtains Garden Club mail from post office when Treasurer is unable to do so. (Treasurer and President have PO box keys.)
- In Treasurer's absence, receives and reviews receipts for validity, provides reimbursement, as appropriate. (Treasurer and Vice President have authority to provide reimbursement, as required.)

ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Provides status of projects/responsibilities to Garden Club Board at monthly meetings (May through September)

JOB DESCRIPTION – VICE/PRESIDENT



RESPONSIBILITIES

BASIC DUTIES

- Complies with PIB Garden Club Code of Regulations
- Assists president with all duties as appropriate
- Presides over Board and membership meetings, as required
- Communicates with Social Chair and weekly with Watering Chair and advises President of all associated information
- Attends regular membership and Board meetings (in person, via phone, or online)
- In Treasurer's absence, receives and reviews receipts for validity, provides reimbursement, as appropriate. (Treasurer and President have authority to provide reimbursement, as required.)

ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Provides status of projects/responsibilities to Garden Club Board at monthly meetings (May through September)

JOB DESCRIPTION – TREASURER



RESPONSIBILITIES

BASIC DUTIES

- Complies with PIB Garden Club Code of Regulations and applicable sections of Ohio Revised Code (ORC) 1702
- Attends regular membership and Board meetings (in person, via phone, or online)

MEMBERSHIP – DUES, DONATIONS, LIST

- Obtains Garden Club mail from post office. (Treasurer and President have PO box keys.)
- Gives non-fiscal mail to president
- Deposits and records dues
- ***Lamppost Basket Sponsorship (single / duo) includes Membership dues and should be reflected on the Membership list.***
- Updates membership data, including donation amounts and forwards to the Secretary, Membership Chair, and Media Chair by Apr 20th and then on a weekly basis during Garden Club active season

RECEIPTS / REIMBURSEMENTS

- Receives and reviews receipts for validity, provides reimbursement, as appropriate.
- Files receipts electronically or manually
- President and Vice-President have the authority to sign checks in the absence of the Treasurer
- Submits personal receipts, with prior authorization for purchases, to President for reimbursement (signature on check)
- Completes and provides, as needed, Sales Tax Exemption Forms

ACCOUNTS

- Maintains accurate records of accounts
- Generates balance sheets and profit and loss statements on a monthly basis during Garden Club active season
- Recommends alternate savings accounts / CDs, as appropriate.

GOVERNMENT

- Files IRS Form 990N via website for fiscal year ending October 31st by March 15th
- Submits Charitable Registration Annual Report online at State of Ohio Attorney General webpage by March 15th
- Submits Statement of Continued Existence (due every five years) to the Ohio Secretary of State. To avoid non-filing penalty and to maintain active status, file Form 525B next by December 1, 2027

NOTE: The Ohio Attorney General sends a reminder, noting that form requires completion.

ADMINISTRATIVE DUTIES

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

JOB DESCRIPTION – SECRETARY



RESPONSIBILITIES

BASIC DUTIES

- Complies with PIB Garden Club Code of Regulations
- Attends regular membership and Board meetings (in person, via phone, or online)

SECRETARIAL DUTIES

- Attends meetings and if not available to attend, arranges for another board member to take meeting notes and then communicates with note taker to assure accuracy before preparing minutes
- Prepares meeting minutes and distributes to Board members within one week after meeting

THANK YOU NOTES

- Prepares and sends Thank You Notes to members who submit greater than \$20 donations for general Garden Club use and for Lamppost Flower Basket Sponsorship
- Prepares and sends Thank You Notes to Lift Owners who provide and run lifts for Lamppost Flower Planting, as needed
- Prepares and sends Thank You Notes to Topsy Turvey's or whichever business donate coffee to Lamppost Flower Basket waterers

ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Provides status of projects/responsibilities to Garden Club Board at monthly meetings (May through September)

JOB DESCRIPTION – BATHING BEACH CHAIR



2023 – NOT APPLICABLE

RESPONSIBILITIES

COORDINATES BEACH CLEAN-UP VOLUNTEERS and DATES

- Enlists volunteers
- Determines monthly (May through September) Beach Clean-up dates with the Garden Club President to assure coordination of dates

NOTE: Dates to be determined no later than the 15th of the month prior to clean-up date to assure inclusion of dates in monthly PIB Gazette Garden Club article prepared by the President

- Notifies Media Chair of dates for inclusion in monthly email update, adding dates to Garden Club website and Facebook pages, and posting event flyers

COORDINATES BEACH CLEAN-UP ACTIVITIES

- Coordinates Beach Clean-up tasks for assignment to volunteers, including cutting back of ornamental grasses in fall or spring, maintaining raised flower beds (next to National Park Service property and at end of street behind poles), weeding sandy beach areas that cannot be reached by machinery operated by Put in Bay Village administration.

NOTE: Put in Bay Village administration is responsible for weeding and raking the beach and raking the seaweed next to the shoreline. Island Conservancy is responsible for weeding and maintaining the triangular flower bed (next to Cox property).

- Procures and provides buckets (from Garden Club Shed), garbage bags, and bottled water (as needed) to each Beach Clean-up

ADMINISTRATIVE DUTIES

- Maintains list of Beach Clean-up volunteers via “sign-up” sheet at each Beach Clean-up and Garden Club meeting and forwards copy of list to Media Chair to assure current email addresses for future communication to members and volunteers
- Communicates with Put in Bay Village administration regarding the bathing beach, as discussed with Garden Club President
- Attends Put in Bay Village Council meetings regarding bathing beach issues, as discussed with Garden Club President
- Submits receipts, with prior authorization for purchase, to Treasurer for reimbursement
- Submits status report of projects/responsibilities, noting issues and concerns to Garden Club Board (May through September)

JOB DESCRIPTION – DeRIVERA PARK GARDENS CHAIR



GARDENS

<https://www.putinbaygardenclub.com/gardens.html>

- TIPPER'S GARDEN (across from Beer Barrel at Delaware Avenue and Catawba Avenue, with lift station)
- BATH HOUSE GARDEN (south east side of bath house near Delaware Avenue, with lift station)
- BOARDWALK GARDEN (across from Boardwalk and Mossback's at corner of Bayview Avenue and Catawba Avenue)
- FROSTY'S GARDEN (across from Frosty's on Delaware Avenue)
- JET EXPRESS (at Bayview Avenue and Hartford Avenue)
- BICENTENNIAL PLAQUE GARDEN (west of Jet Express Garden)
- BOATHOUSE (across from Boathouse at Delaware Avenue and Hartford Avenue) *-added 9/21/2020*

RESPONSIBILITIES

BASIC DUTIES

- Develops and maintains list of volunteers
- Determines and coordinates bi-weekly gardening dates, including weeding and pruning of gardens with committee
- Communicates with DeRivera Park and Put-in-Bay Village personnel to assure that gardens are watered. (Sprinkler heads are often incorrectly redirected during grass mowing.)
- Coordinates pruning, fertilizing, weeding, leaf removal, and mulching to gardens with Yardworks
- Resets/removes DeRivera Gardens Plant Identification Signs
- Coordinates transplanting and divides overgrown plants, as required
- Identifies plants that require replacement and replaces plant with approval from Garden Club Board

ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits status report of projects/responsibilities, noting issues and concerns to Garden Club Board (May through September)

JOB DESCRIPTION – HOME and GARDEN TOUR CHAIR



RESPONSIBILITIES

BASIC DUTIES

- Receives event date from Garden Club President
- Determines and coordinates all Tour specifics with Garden Club President and Board, including Tour date, dining times, menu and costs, raffle items / descriptions, homes to be toured, event hand-outs, ticket sales procedure, reservation deadline, etc.
- Enlists sub-committee members and designates responsibilities, including coordinating raffle, printing event hand-outs, decorating tables, obtaining home hostesses, etc.
- Reviews information with home owner, prepares description for event hand-outs, and provides information to committee member responsible for printing event hand-outs
- Contacts dining representative to obtain specifics, including menu, time, cost, reservation deadline, etc. and provides information to committee member responsible for printing event hand-outs
- Coordinates raffle items, prepares description of items, and provides information to committee member responsible for printing event hand-outs
- Forwards event information, including contact information for ticket sales, date and time to Media Chair for flyer preparation and posting, informational emails to members, Facebook posting, website posting, and Chamber notification
- Completes ticket sales with attendees, prepares wrist bands or tickets for distribution to event participants in advance or on day of event, as required
- Provides final count to luncheon representative and reviews other specifics, as required
- Assures all aspects of Tour are coordinated prior to and on day of Tour

ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits status report of projects/responsibilities, noting issues and concerns to Garden Club Board (May through September)

JOB DESCRIPTION – LAMPPOST BASKET GOLF CART CHAIR



RESPONSIBILITIES

BASIC DUTIES

Spring

- Assumes responsibility for cleaning, checking, starting, charging by plugging the battery charger into electrical and golf cart, and assuring that charging light is lit, and servicing watering golf cart by no later than May 15th. (Currently serviced by Carlos Roca. Alternately, Duff Spatafore and Al Ruchala may be available.) *NOTE: Watering Golf Cart may need choke on, gas pumped, etc, first time it is started in the spring*
- Prepares Watering Instructions with Watering and Flower Advocate Chairs and provides tutorial to waterers
- Prepares Watering Instruction

Summer

- Fields all issues with cart during season.
- Fills Watering Golf Cart gas tank on a bi-weekly basis and as needed at Erie Islands Petroleum (island garage)

Fall

- Drains Golf Cart hose and attached watering line
- Schedules appointment for Fall servicing and delivers and picks up golf cart after servicing is complete. (Currently serviced by Carlos Roca. Alternately, Duff Spatafore and Al Ruchala may be available.)
- Places a note in inside office by extension plug, reading "Please do Not Unplug", plugs in battery for trickle charging and stores golf cart in shed for the winter

ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits status report of projects/responsibilities, noting issues and concerns to Garden Club Board (May through September)

JOB DESCRIPTION – LAMPPOST BASKET FLOWER PLANTING CHAIR



Diagram denotes numbered posts, located at park side bottom. Garden Club Shed lock combination: 2-12-30.

RESPONSIBILITIES

ADVANCE ORDERING and PICK-UP

- **COCONUT LINERS** – by November 1st: Orders number of new coco liners required for replacement. (Currently from Jody Frimel, 440-320-6473). Upon receipt, places coco liners in Garden Club Shed. (Bob Frimel usually places liners in Shed.)
- **FLOWERS** – by January 15th: Orders flowers, in coordination with President.
- **SOIL** – prior to Planting Day: Purchase one bag per pole and one additional bag (22) of Miracle Grow Soil
- **BASKET/COCO LINERS and DIAPERS** – prior to Planting Day: Inserts new coco liners in baskets, as needed
- **DIAPERS** – prior to Planting Day: Orders 42 Medium size diapers, as needed, and places in Garden Club Shed.
- **WATER** – prior to Planting Day: Purchases bottled water for volunteers

COMMUNICATIONS – by May 1st

- **LADDERS/LIFTS** – If ladders are not used, schedules two lifts to assist on Planting Day. Verbally confirms date prior to event. (Recent lift owners include Richard Gump 419-341-4333, Scott Market 419-304-2056, and Mike McCabe 419-631-1110)
- **TRUCKS** – Schedules one islander’s + their trucks to assist on Planting Day. Verbally confirms date prior to event. (Recent truck owners include Tom Thanasiu and Dianne Smith)
- **NOTIFICATIONS** – Notifies Village Administrator and DeRivera Park Trust Administrator of Planting date/ time as a courtesy.

PLANTING

- Instructs volunteers on planting procedure, including:

DAY ONE

Prep Crew..... Obtain planting items from Garden Club Shed and deliver to DeRivera Park, including:
Baskets/coco liners, soil, 5 large + 3 small buckets, plastic liners, stays, diapers, garden gloves, tools, scissors, mayfly nets, curved brackets, small bands to hold curved brackets, bottled water, and water key from golf cart hose.

Ground Crew..... Insert plastic liner, diaper, and soil into basket (3” from top of basket) and place on planting table
Fill 5 buckets with water and 2 buckets with soil and place by planting table
Upon flower truck arrival, unload flowers from truck and arrange by color
Chairperson notes discrepancies between flowers ordered and flowers received

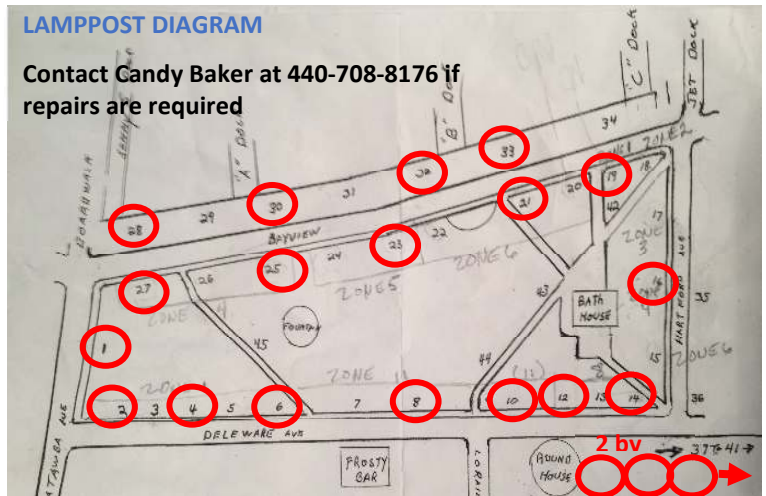
Planting Crew..... Gather flowers for each basket and place on top of flower basket
Dip flower roots into water and plant in basket pressing flowers in firmly, adding soil as needed.
Insert curved brackets into soil
Deliver two baskets per pole
Water flower baskets with golf cart

DAY TWO

Ground Crew..... Hand flower baskets, mayfly nets, and stays up to Ladder/Lift Crew
Ladder/Lift Crew..... Attach stays to basket on the silver mark, hang basket on the bracket, pull mayfly net up from the bottom and tie net at top
Clean-up Crew..... Return items to Garden Club shed
When buckets are dry, place dryer sheets between buckets and store in Garden Club shed

ADMINISTRATIVE DUTIES

- Develops and maintains list of lamppost flower planting volunteers
- Provides lift owner’s names and addresses to Garden Club Secretary, for sending Thank You Letters
- Submits report with issues and suggestions for next year to Garden Club Board
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits status report of projects/responsibilities, noting issues and concerns to Garden Club Board (May through September)



JOB DESCRIPTION – LAMPOST BASKET WATERING CHAIR

Diagram denotes numbered posts, located at park side bottom. Garden Club Shed lock combination: 2-12-30.

RESPONSIBILITIES

CHAIRMAN DUTIES

- Reviews previous year's schedule, contacts volunteers, and prepares current schedule
- Places Lamppost Diagram in Watering Golf Cart
- Assures fertilizer is purchased
- Prepares Watering Instructions with Golf Cart and Flower Advocate Chairs and provides tutorial to waterers

VOLUNTEER DUTIES – Lamp post Watering Instructions

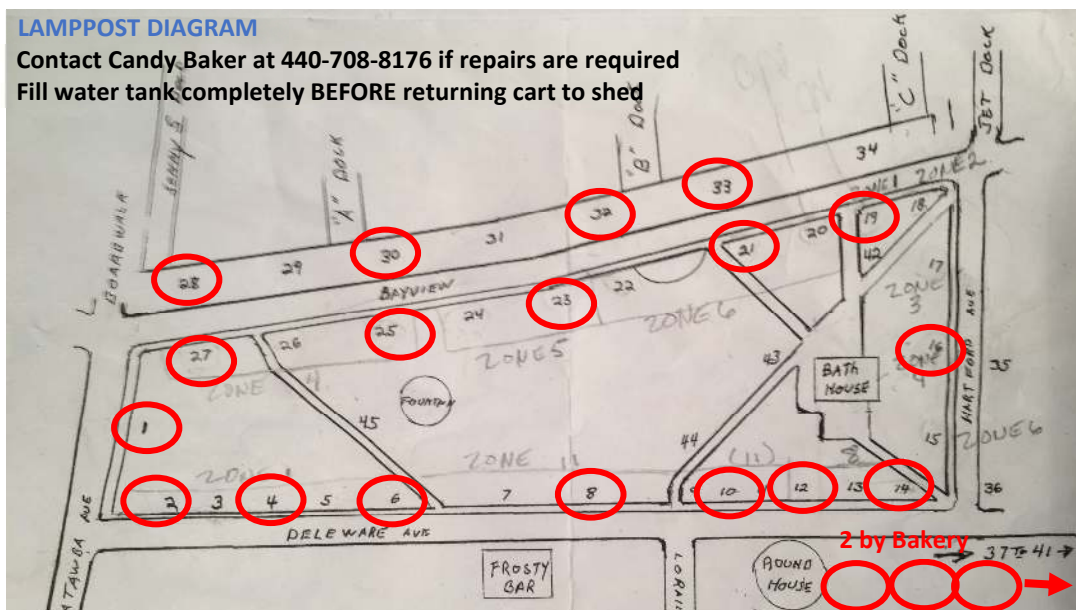
- Assures that hose pole is fully secured on Watering Golf Cart before leaving shed
- Uses existing Committee-approved equipment only
- Waters flowers SLOWLY BY Partially turning water lever on and watering flowers SLOWLY and around perimeter of basket to completely water flowers and to prevent soil erosion
- Fertilizes baskets on Tuesdays
- Turns pump and hose switches off
- Fills water tank completely at DeRivera Park Bathhouse BEFORE returning Watering Golf Cart to shed, using special key that is attached to the hose pole to turn on the water
- Returns golf cart to shed and moves watering hose pole to allow for it to fit into shed
- Charges golf cart battery by plugging charger into golf cart, assuring that charging light is lit
(If red Power light is off, ask Service Department to plug in extension cord.)
- Notifies Golf Cart Chair if repairs are necessary

For Assistance, Calls or texts (in order)

- Candy Baker 440-708-8176
 Barb/Doug Mehling 419-285-5792
 John/Peggy Leopold 419-345-2835
 Jean Hilt 419-349-5501
 Kathy Schrader 440-773-5413
- Cart Repair (Calls above assistance numbers first)
 Carlos Roca 567-201-0822 (M-F)
 John/Peggy Leopold 419-345-2835 (S-S)

ADMINISTRATIVE DUTIES

- Develops and maintains list of lamppost basket watering volunteers
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits status report of projects/responsibilities, noting issues and concerns to Garden Club Board (May through September)



JOB DESCRIPTION – FLOWER ADVOCATE CHAIR

Diagram denotes numbered posts, located at park side bottom. Garden Club Shed lock combination: 2-12-30.

Park Gardens: <https://www.putinbaygardenclub.com/gardens.html>

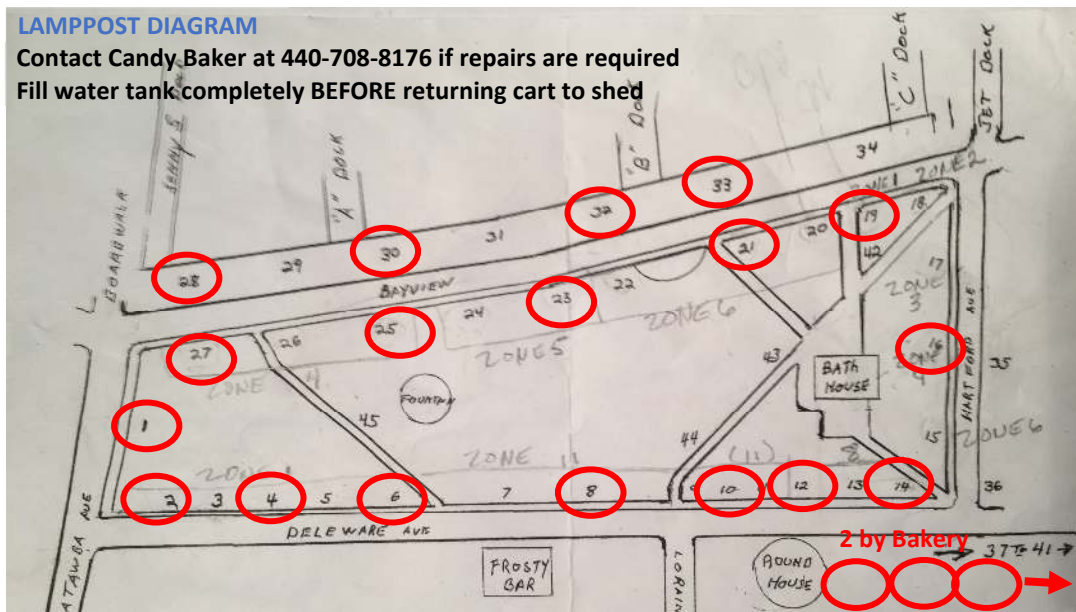
RESPONSIBILITIES

CHAIRMAN DUTIES

- Assesses lamppost and park gardens flowers and shrubs for signs of stress and communicates issues as appropriate with Watering Chair, DeRivera Park Gardens Chair and Garden Club President
- Assigns committee members to review flowers and shrubs during absence
- Prepares Watering Instructions with Watering and Golf Cart Chairs and provides tutorial to waterers

ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits status report of projects/responsibilities, noting issues and concerns to Garden Club Board (May through September)



JOB DESCRIPTION – LAMPPOST BASKET MAYFLY NETTING CHAIR



Diagram denotes numbered posts, located at park side bottom. Garden Club Shed lock combination: 2-12-30.

RESPONSIBILITIES

ORDERING and PREPARING SUPPLIES – prior to Mayfly Netting Day

- **Mayfly Netting** – Reviews and orders more materials, as appropriate.

MAYFLY NETTING APPLICATION DAY – as Mayflies arrive

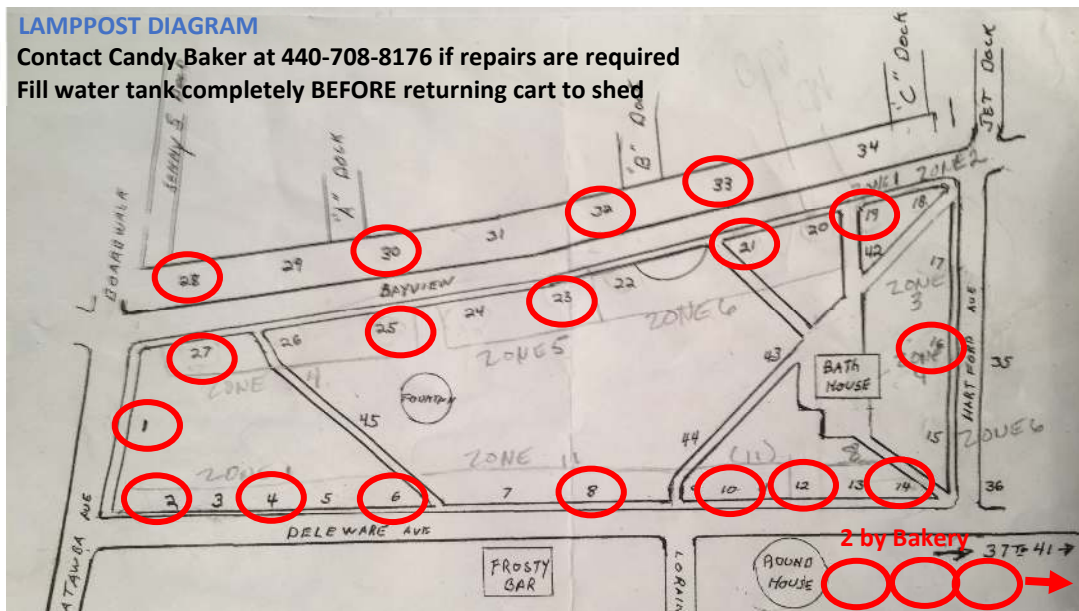
- Obtains ladders, two small buckets, bag of soil from shed
- Adds soil to baskets, as needed
- Installs netting
- Removes mayflies from flowers with blower as needed until netting removal

MAYFLY NETTING REMOVAL DAY – after Mayflies are gone

- Obtains ladders, two small buckets, bag of soil from shed
- Unties and drop nets (with brackets) to ground volunteer
- Adds soil to baskets, as needed
- Returns dry netting and brackets to Garden Club shed

ADMINISTRATIVE DUTIES

- Develops and maintains list of volunteers
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits status report of projects/responsibilities, noting issues and concerns to Garden Club Board (May through September)



JOB DESCRIPTION – LAMPOST BASKET FLOWER REMOVAL CHAIR



Diagram denotes numbered posts, located at park side bottom. Garden Club Shed lock combination: 2-12-30.

RESPONSIBILITIES

COMMUNICATIONS – by September 1st

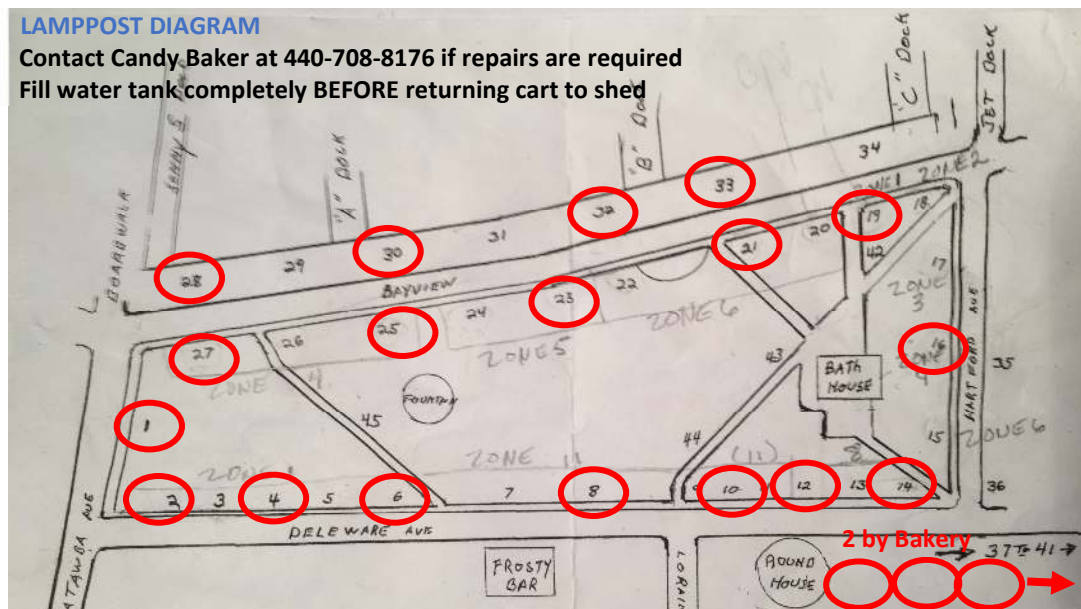
- **PLANT REMOVAL DAY** – Obtains date from Garden Club President
- **TRUCKS** – Schedules one islander's truck to assist on Flower Removal Day. Verbally confirms date prior to event (2022: John Leopold and Tom Thanasiu took flowers to their yards.) (Recent truck owners include Tom Thanasiu and Dianne Smith)

FALL FLOWER REMOVAL DAY

- Instructs volunteers on removal procedure, including:
 - Chairman**..... Pick up 2 buckets and garden gloves from Garden Club shed and brings blower to Park
 - Lift Crew**..... Unhook baskets and hands to Ground Crew
 - Ground Crew**..... Removes stays and bands them
 - Dump soil, flowers, and diapers into pick-up truck.
 - NOTE: Coco liners are attached to and REMAIN with baskets.**
 - Truck Crew**..... Discard diaper, and remove plastic liner and give plastic and basket to Basket Crew
 - Discard flowers and soil at 2nd driveway west of PIB Township Hall on Trenton Road (Township owned)
 - Basket Crew**..... Store banded stays in Garden Club shed.
 - Spread baskets and plastic on lawn by Garden Club shed.
 - When dry, separate baskets requiring repair.
 - Store baskets in shed, inserting dryer sheet in each basket.
 - Sweep shed and close for winter.

ADMINISTRATIVE DUTIES

- Develops and maintains list of volunteers
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits status report of projects/responsibilities, noting issues and concerns to Garden Club Board (May through September)



JOB DESCRIPTION – MEDIA CHAIR



RESPONSIBILITIES

REQUESTS INFORMATION

- Requests information regarding events, etc. as needed, from President, Board members and Committee Chairs

EMAILS and PIB CHAMBER NOTIFICATIONS

- Emails monthly update, regarding programs and events and other pertinent information to members, PIB Daily pibdaily@gmail.com, MBL - Katrina Reed Katrina@millerferry.com + Julene Market lakeeffects@aol.com, and WPCR WPIB Radio - Greg Peiffer greg@wpcr.fm, approximately one week prior to first event of the month
- Emails responses to requests for information from people who submitted inquiries via the website
- Submits program/event information to PIB Chamber via online form at <http://www.visitputinbay.com/add-event-to-website-request/> no later than one week prior to event

FLYERS

- Prepares and prints Dues Renewal notice by Feb 15th and flyers, containing information on program, beach clean-up, and lamppost flower planting/removal approximately one week prior to event
- Posts same flyers, at Beauty Shop, Post Office, Senior Center, Library, Grocery, Town Hall, PIBYC, approximately one week prior to event

WEBSITE & FACEBOOK Page and Group

- Adds flyers to Garden Club website www.putinbaygardenclub.com and Facebook Page www.facebook.com/PutInBayGardenClubInc/ and Group www.facebook.com/PutInBayGardenClubInc/ no later than one week prior to event
- Adds President's GAZETTE ARTICLE to PutinBayGardenClub.com Blog page and Facebook as soon as possible
- Adds program/event photos/videos to Garden Club PutinBayGardenClub.com Photo Page and Facebook as soon as possible
- Adds other reports, as received, to the Garden Club PutinBayGardenClub.com Board page, including: Treasurer's Report, Membership List, special reports, etc. as soon as possible

REQUESTS FOR INFORMATION

- Responds to requests for Garden Club information via email, Facebook, in-person, and phone as soon as possible

ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits status report of projects/responsibilities, noting issues and concerns to Garden Club Board (May through September)
- March-2022, the website platform (Weebly) two year cost=\$159; March-2021, domain name two-year costs=\$87.90

JOB DESCRIPTION – MEMBERSHIP CHAIR



RESPONSIBILITIES

DUES RENEWAL FORM DISTRIBUTION

- Accesses Membership List, Dues Renewal file, and Dues Renewal Email Template from Login page of website
- Maintains membership list with weekly updates received from Treasurer
- Emails Dues Renewal file to members between April 1st and April 15th annually. (See below for email template)
- Emails second Dues Renewal file to members who have not submitted their dues between May 1st and May 15th annually (see below for email template)
- Between June 1st and June 15th, prints Dues Renewal forms for members who have not submitted their dues, prints member mailing labels and affixes to Dues Renewal forms or prints member addresses on back side of Dues Renewal form and mails by June 15th

ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits status report of projects/responsibilities, noting issues and concerns to Garden Club Board (May through September)

Hello PIB Garden Club Members!

Spring has arrived, and we have a full season of activities planned. It is time to renew your Put-in-Bay Garden Club membership. You may renew by printing the attached file and sending it along with your renewal check per the instructions on the form. Optionally, you may renew online at <https://www.putinbaygardenclub.com/membershipdonate.html> It's fast and easy!

Please renew [today](#).

Kathi Spayde
Put-in-Bay Garden Club Membership Chair

JOB DESCRIPTION – PROGRAM CHAIR



SPECIFIC RESPONSIBILITIES

BASIC DUTIES

- Compiles a list of ideas for next summer's programs by August
- Reviews ideas for programs with President for next summer's programs
- In coordination with Vice President, requests reservation of facility from facility representative for each meeting/program in September of the prior year, requests that event be listed on their calendar, and reconfirms dates in May
- Schedules dates/times with program presenter and reconfirms dates in May
- Introduces program presenters at meetings
- Provides reimbursement for transportation or other costs, as necessary

ADMINISTRATIVE DUTIES

- Writes Thank You Notes to presenter after programs
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits status report of projects/responsibilities, noting issues and concerns to Garden Club Board (May through September)

JOB DESCRIPTION – SOCIAL CHAIR



RESPONSIBILITIES

MONTHLY MEETING

- Receives meeting information from Garden Club President
- Purchases paper plates, beverage cups, napkins, and ice for annual/potluck meeting

FIELD TRIPS

- Supports Program Chair, as required

ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits status report of projects/responsibilities, noting issues and concerns to Garden Club Board (May through September)