

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 communications with Board in a timely manner
- Supervises, directs, and controls the business of all Officers and Committee Chairs as directed by the Board
- Establishes program and Board meeting dates and locations and notifies participants in a timely manner of information
- 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
- Gives final approval to all published material relating to Garden Club
- Creates new committees, as required
- Attends regular membership and Board meetings (in person, via phone, or online)
- Holds annual general membership meeting in September of every year
- Solicits input from membership regarding programs, trips, and projects, and shares with the Board

ADMINISTRATIVE DUTIES

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