

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 report (May through September) to Garden Club Board