

JOB DESCRIPTION – TIMELINE



Date	Director or Chair	Description
Annually		
Jan-15	Planting	Orders flowers and soil, arranges soil storage with MBL + island resident
Jan-31	Beach	Determines Beach Clean-up dates with GC President
Feb-01	President	Provides calendar of meetings/programs/events and locations to Directors
Feb-01	President	Determines Home & Garden Tour date, if applicable, and begins potential home search
Feb-15	Media	Updates Dues Renewal notice
Mar-01	Membership	Emails Dues Renewal notice to members
Mar-15	Treasurer	Files IRS Form 990N via website for fiscal year ending in October
Apr-10	Treasurer	Provides membership renewal notice to Membership and Media Chairs
Apr-15	Membership	Sends Dues Renewal form to members who have not paid their dues
May-01	Planting	Coordinates lifts and trucks, notifies Village and DeRivera Park Administrators of date
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, purchases bottled water, orders diapers
May-15	Watering	Contacts volunteers, prepares watering schedule
May-??	Planting	Coordinates activities
Jun-15	Mayfly Netting	Determines netting day, coordinates lifts and volunteers, completes netting
Jul-15	Mayfly Netting	Determines net removal day, coordinates lifts and volunteers, removes nets
Aug-31	Program	Compiles next season's program ideas and reviews with V/P
Sep-01	Flower Removal	Coordinates lifts and trucks, notifies Village and DeRivera Park Administrators of date
Sep-15	President	Confirms chairmanship positions for following year
Sep-20	Program + V/P	Reserves facility for meeting/program and reconfirms dates in May
Sep-30	Program	Schedules dates/times with program presenter
Oct-??	Planting	Coordinates plant removal activities
Oct-15	Golf Cart	Drains hose/watering line, services golf cart, plugs in battery, stores golf cart in shed
Nov-01	Planting	Orders number of new coco liners required for repair/replacement
Annually	Treasurer	Submits State Annual Report
Every 5 years	Treasurer	Submits Statement of Continued Existence to the Ohio Attorney General

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
Jun-Sep	Park Gardens	Determines and coordinates bi-weekly gardening dates