

# JOB DESCRIPTION – TIMELINE



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

## Monthly During Season

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