

Job Description of the President of the Guilford Garden Club

(9/2021)

The President will preside over all executive and general meetings of the club, or prepare the Vice-president to replace her when needed.

Responsibilities:

1. Appoint committee chairs and help them to understand the dimensions of their responsibilities by providing them with a job description and aiding them as needed. The Boutique chair may prefer to choose the specific chairs for the boutique. (*Many Chairs continue)
2. Work closely with the Yearbook chair to ensure that all information necessary to the publishing of the yearbook is available and correct. (A list of information to be sent to the yearbook chair is attached.
3. Act as a liaison between committees when necessary (President is an adhoc member of all committees).
4. Greet guests and new members at the general meeting, making them feel welcome and answer any questions they have regarding the club.
5. Follow Robert's Rules of Order when presiding at executive meetings and general meetings. Hostesses, guests and new members should be recognized; any special announcements made, directives from Federated communicated, as well as dates of special interest to the club are also announced. Appropriate committee chairs should be called upon to provide information on their committee and information from executive meetings should be passed on to the present membership.

6. Keep a record of all policies voted on during tenure, and at the end of the calendar year, prepare a synopsis of the year to the board in May/June.

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7. Arrange for an audit of the club's finances during June/July. June is desirable if turning over to a new board. (Treasurer will initiate this)

8. Communicate with the Program Chair to determine location of the Valentine's Tea and Christmas Party.

9. President will ensure that all folders, with job descriptions are returned at the end of each assignment or passed to the next chair of the committee. (As of 2021 all job descriptions are on a flash drive) She will send out via email a description of the responsibilities of a particular job to new respective member chairs holding that particular job.

10. Proofreads and sends out minutes of meetings to members via email. Determine if the secretary or president will send out the minutes.

11. Keep a notebook of all minutes, emails pertaining to club business and activities and any press releases and information in the newspaper on the garden club.

12. Sends out a newsletter monthly to inform members of meetings and ongoing activities of the club.

13. Completes and submits forms for the Federated Garden Club as requested. These forms are on the ctgardenclubs.org website, (put forms in the search bar to retrieve).

14. Attend Federated meetings - President's meeting, Fall and Spring Conferences.

First Monday of the Month email will include:

1. newsletter to inform members of upcoming board meeting and activities
2. Treasurer's report
3. minutes of last month's meeting unless sent earlier

Second Monday of the month email will include:

1. Minutes from Executive Board meeting
2. Updated information pertaining to the monthly general meeting and any other information of upcoming activities of the club

President's Monthly Agenda

August:

Prepare and email the newsletter. Prepare agenda for Executive and General Meeting. (see suggested form in notebook)

September:

Prepare and email the newsletter. Prepare agendas for Executive and General Meeting. Ensure that all committees are on target for Broad Street and Boutique Plans. Follow up that rooms are reserved for each venue for the coming year. Check that all committees are prepared for the upcoming meetings including the upcoming October meeting with Leete's Island (hospitality, design and program) Book of Evidence (3 copies of the Yearbook need to be submitted to the Federated (done by Yearbook Chair). Request from Chairs of Gardens whether clean-up parties are needed and if so, send out sign-up sheets for member help.

October:

Prepare and email the newsletter. Include information regarding boutique, workshops, and Broad Street. Prepare agenda for Executive and General Meeting. October is the joint Meeting with Leete's Island Garden Club. Check that necessary letters are written and mailed asking for donations for Broad Street.

November:

Prepare and send out newsletter. Prepare agenda for Executive and General Meeting. Check all committees involved with the Boutique and Broad Street are set. Confirm venues for all workshops and pay any rental fees.

December:

Prepare and send out newsletter. Include information on the Holiday party. Prepare agenda for Executive and General Meeting. An executive meeting will be held during the Boutique workshop week.

January:

Prepare and send out newsletter. Prepare agenda for Executive and General Meeting. Include time for Boutique assessment and review. Check that St. George's is reserved for the coming workshops/Boutique. Review plans for the Valentine Tea. Decide on the

program/entertainment. Remind Corresponding Secretary to send invitations to past presidents and arrange rides, as needed.

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February:

Prepare and send out newsletter. Prepare agenda for Executive and General Meeting. This meeting will be the Valentine's Tea. Hand out committee reports for the Federated and fill out those as needed by the President.

March:

Prepare and send out newsletter. Prepare agenda for Executive and General Meeting. Decide if there will be a plant sale, send out fliers for sales and plan for flower pickups. If going on for a second term, begin recruiting committee chairs for the coming year, Send each their upcoming responsibilities. If a new president has been nominated, begin transition and encourage her to become active in the recruiting. Confer with Presidents of Leete's Island and Madison to review clubs responsibilities for the Tri-meeting. Contact appropriate chairs, (design, program and hospitality) and assist as needed.

April:

Prepare and send out newsletter. Prepare agenda for Executive and General Meeting. Review details for the Tri-meeting and make preparations.

May:

Prepare and send out newsletter. Prepare agenda for Executive and General Meeting. Decide on Donations and annual plant exchange. Request Chairs of Gardens whether clean-up parties are needed and if so, send out sign-up sheets for member help.

June:

Prepare and send out newsletter. Prepare agenda for Executive and General Meeting. Plan budget meeting with Treasurer. Arrange for two members to audit the accounts. Coordinate next year's meeting with Leete's Island and Madison Garden Clubs. Inform Program Chair that programs and venues need to be forwarded to the Yearbook Chair by July 15. Present review of the year and policies voted on at the June Executive Meeting. Term ends with June luncheon if new President is elected.

Executive Board Meetings

1. Call meeting to order and thank hostess for hospitality,
2. Announcements: make important announcements, eg. thank you's to members or committee for successful event, upcoming Federated meetings, news of a member, etc.
3. Secretary's Report
4. Treasurer's Report
5. Correspondence
6. Committee Reports- call on all appropriate committees for their reports
7. Old Business
8. New Business
9. Adjourn

Yearbook Information from President to Yearbook Chair

The President sends the following information to the Yearbook Chair by July 15 for inclusion in the upcoming Yearbook or monitors that the Committee Chairs have sent the information as stated below:

Committee Chairs:

- Membership Chair- sends list of members, addresses and phone numbers
- Boutique Chair- informs Yearbook Chair of any changes for the Yearbook
- Other Club Projects Chairs- provide additions or corrections for the Yearbook.
- Donations Chair- provide information of donations and scholarship recipients
- Artistic Design- send list and description of designs and who for each month
- Hospitality Chair- sends a list of Monthly Hospitality Chair and members for refreshments, provides a list of venues for the Executive Board Meetings.
- Program Chair- Sends a list of who, plus a small bio of each presenter and the subject matter

In addition, information on new National Council, and Federated Garden Club Board Members.

**Garden Clubs April Tri-Meeting with Guilford Garden Club,
Leete's Island Garden Club and Madison Garden Club 10 Year
Schedule**

	Guilford	Leete's Island	Madison
2018-2019	Program	Hospitality	Design
2019- 2020			
2020-2021	Canceled	Canceled	Canceled
2021-2022	Design	Hospitality	Program
2022- 2023	Program	Design	Hospitality
2023-2024	Hospitality	Program	Design
2024- 2025	Design	Hospitality	Program
2025-2026	Program	Design	Hospitality
2026-2027	Hospitality	Program	Design
2027-2028	Design	Hospitality	Program
2028-2029	Program	Design	Hospitality
2029-2030	Hospitality	Program	Design

October Meeting with Guilford Garden Club and Leete's Island Garden Club

	Guilford	Leete's Island
2020-2021	Program	No Design
2021-2022	Design	Program
2022-2023	Program	Design
2023-2024	Design	Program
2024-2025		

2025-2026
2026-2027