

# Officer Duties & Committees

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*\*denotes Executive Board member*

## **\*Officer: President**

1. Preside at all club and executive board meetings, keeping business to a minimum.
2. Delegate authority; Oversee proper selection and/or appointment of committee chairs and other club positions.
3. Ensure enforcement of club bylaws.
4. Communicate: Call for regular committee chair reports.
5. Documents: Co-sign with treasurer on all written obligations; Retain original copy.
6. Initiate new procedures and projects for the club if warranted.

## **\*Officer: Vice President**

1. Perform the duties of the President during his or her absence.
2. Programs: Responsible for planning and initiating all club social activities and speakers. This is done far enough in advance to ensure a complete and varied calendar of events.
3. See that all equipment and pertinent materials are ready and distributed before each meeting.
4. Arrange for alternative programs if necessary.
5. Thank speakers with thank you card and fee (if applicable) or small gift.

## **\*Officer: Secretary**

1. Maintain information of record required for the benefit of the club and its executive board.
2. Keep accurate minutes of all club and executive board meetings.
3. Transmit a copy of the club meeting minutes to the membership chair for distribution to the club members.
4. Preside over meetings in the absence of the President and Vice President.

## **\*Officer: Treasurer**

1. Collect, record and deposit all funds due the club in such bank as determined by the executive board. (Bank signatures required are President, Vice President and Treasurer.)
2. Disburse funds at the direction of the executive board or committee(s) empowered by the board.
3. Maintain a ledger account and financial records; Produce an income and expense statement from the garden tour.
4. Garden Tour: Collect all monies from each garden the day of the tour. Count funds with two general club members selected by the President. Deposit all tour-related funds within forty-eight (48) hours to the club bank account.
5. File all necessary tax forms.
6. Give a verbal report of the current finances at each club meeting when directed by the President.
7. Prepare an annual report for the fiscal year which will be audited by a selected audit committee.
8. Maintains a supply of thank you cards for club use.

\*\* The Treasurer has the authority to pay any obligation under \$100.00 without the President's approval.



### **\*Past President**

1. Serves as a resource for the current President
2. Assists the nomination Chair in selection of new officers

### **\*Garden Tour Chair**

1. Initiate the garden selection process in August for the coming year.
2. Secure sub-committee chairs for the tour and explain their duties.
3. Preside over the monthly tour planning meetings.
4. Assist with obtaining sponsorships.
5. Plan all printed materials; Arrange for videographer.
6. Ensure advancement and promotion of the tour via press releases, publications, flyers, posters, etc.
7. Act as liaison with garden owners to uphold the club tour standards.
8. Conduct orientation and wrap/critique meetings for all tour volunteers.

### **Membership Chair**

1. Record the names, addresses and telephone numbers of all members.
2. Collect and record dues and transmit monies to the Treasurer.
3. Publish and distribute the membership roster annually. Update as needed.
4. Promote the growth of the club through the local media.
5. Provide a greeting table at club meetings for sign-in, literature, tickets, etc.
6. Introduce new members and/or guests at each meeting when requested by the President.

### **Hospitality Chair**

Responsible for refreshments, room décor and setup and take down.

### **Sunshine Chair**

Sends out cards of encouragement, get well, and sympathy.

### **Historian**

Keeps a scrapbook of photographs and new releases that chronicle our club's history and events.

### **Website / Media Chair**

Keeps website and other forms of communication media (i.e. Facebook) current with information provided by the President, Membership Chair, Secretary and Garden Tour Chair.

### **Dalton Park Flowerbed Coordinator**

Supervises sign ups for volunteers three times a year, to maintain the north east flowerbed in good and pleasing condition.

### **Nomination Chair**

Presents a slate of potential officers for the upcoming year, to be voted on by the membership.