



Mountain Garden Club Position Description Form

Position Name

President

Date Created: Apr 24, 2016

Form Creator Name: Deborah Bryant

Home Phone: _____

E-Mail Address: _____

Committee Name: Officer

Position Overview:

The president is responsible for the overall vision, leadership, and month to month administration of the MGC. Heavy interaction with MGC officers, the membership, committee and event chairpeople, club sponsors, supporters and friends of the club, community partners, and affiliate clubs including the state club, New Hampshire Federation of Garden Clubs (NHFGC), the New England Region of Garden Clubs (NER), the National Garden Club (NGC). The president acts as the informational hub for all incoming and outgoing communications related to the operations of the club.

Skills/Abilities/Other Requirements:

1. Strong organizational skills.
2. Strong communication skills ranging from the membership to partners, sponsors and the community.
3. Ability to speak in front of people.
4. Moderate writing skills (clear and concise most helpful, motivational or inspirational beneficial).
5. Moderate computer application skills (Microsoft Office and email), internet skills including use of online forms and communications, PDF forms.

Essential Position Functions:

1. Track all events and activities of the club
2. Communicate as necessary with all committee and event chair people.
3. Prepare monthly agendas for the Executive Board Meeting and Program Meeting
4. Facilitate monthly board meeting and program meeting (generally September through June)
5. Stay apprised of NHFGC, NER, and NGC news and initiatives; submit quarterly reports to NHFGC District 1 Director. Funnel information to appropriate committee (generally the newly created Planning Committee) for consideration of implementation.
6. Attend state meetings whenever possible. If not able to attend, solicit alternative representative.
7. Good understanding of MGC bylaws.
8. Good understanding of NHFGC Green Book (operations manual).

Print Form

Rev. 2017



Mountain Garden Club Time line Template

Event/Publication

President

Date Created: Apr 26, 2016 Form Creator Name: Deborah Bryant

Event/Pub Date: (appx) Jun 1, 2016 Form Creator Tel.: _____

Date to Begin By: Jun 1, 2016 Form Creator Email: _____

Committee Name: Officer - President

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Time Category	Actions Necessary	Tips & Best Practices
July	Active Committees: CIP, Garden Therapy, Ways and Means, Habitat for Humanity, Yearbook (help proof) Events - Afternoon in the Garden Board Meeting (if necessary)	Coordinate with active committees to ensure they have the resources they need and that timely communications go to the membership regarding them. Some committees (Sunshine Lady, Horticulture, Pressbook, Scrapbook are ongoing--check monthly to ensure they have what they need and communications are getting out.
August	Active Committees: CIP, Garden Therapy, Ways and Means, Habitat for Humanity, Environmental, Habitat for Humanity Events - Afternoon in the Garden Board Meeting early to mid August to get upcoming year's plans going including agreeing on a date for the Holiday Boutique Planning Meeting in early September Plan New Members Wine and Cheese Reception for September	Email announcement for NHFGC Semi-Annual and have treasurer send in reservation for those who are attending (NHFGC website for info: www.NHFGC.org ; Username: nhfgc; password: peony)
September	Prepare for Meetings: Board and Program (Membership vote on budget), Holiday Boutique Planning Meeting (coordinate with Ways and Means Committee). Discuss additional fundraising events, Flatbreads, Cabin Fever, Joseph's Spaghetti Shed, Blackcap, Chef's Market. Active Committees: All the committees involved in monthly meetings (Hospitality, Membership, Programs) become active for all meeting months, CIP, Garden Therapy, Ways and Means (Holiday Boutique), Cancer Awareness (see note at right), Luncheon Events (Oct. Lunch and Learn) NHFGC Semi-Annual Meeting	The club supports the Jen's Friends Climb for Cancer--send email and announce at meeting--Coordinate with Lee Coffield, Chairperson Send two email reminders for October Lunch and Learn, (one deadline reminder and one meeting reminder with minutes) as President or representative Send e-mail reminder to members to participate in NHFGC Pajamas and Books Program as President or a representative



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October	Prepare for Meetings: Board and Program (Lunch and Learn) Active Committees: Meeting committees (listed above), Ways and Means (Holiday Boutique), Publicity	Email General Meeting Minutes from previous month to members Collect Pajamas and Books at Lunch and Learn for NHFGC Pajamas and Books Program
November	Prepare agendas for meetings: Board and Program (Hands-on Floral Design Workshop) Active Committees: Meeting committees, Ways and Means (Holiday Boutique), Publicity, Cancer Awareness (paperwhites for Holiday Boutique), CIP Amaryllis Bulb Sale, Publicity, Luncheon Events: Individual Holiday Boutique Workshops (December Holiday Luncheon) Holiday Boutique Individual Workshops	Email General Meeting Minutes from previous month to members Email December Holiday Luncheon notification to all members as President or a representative
December	Prepare agendas for meetings: Board and Program (Holiday Luncheon) Active Committees: Ways and Means (preliminary Holiday Boutique report)	Email General Meeting Minutes from previous month to members. Email two Holiday Luncheon Reminders. One first week in December to remind members of the sign up deadline and another to remind them of luncheon, as President or a representative
January	Prepare agendas for meetings: Board and Program Active Committees: Meeting committees, Programs, Ways and Means (Holiday Boutique Recap and Analysis).	Email General Meeting Minutes from previous month to members. Discuss with Board possible upcoming vacant positions and potential replacements with a 2 year commitment.
February	Prepare agendas for meetings: Board and Program Active Committees Programs, Scholarship	Email General Meeting Minutes from previous month to members Confirm Scholarship Committee members
March	Prepare agendas for meetings: Board and Program Active Committees: Scholarship, Ways and Means (Fryeburg Home, Garden, and Flower Show)	Email General Meeting Minutes from previous month to members Early March - email broadcast for April Lunch and Learn Reservations as President or a representative.
April	Prepare for meetings: Board and Program (Lunch and Learn) Active Committees: Scholarship, Ways and Means (Fryeburg Home, Garden, and Flower Show, Storyland), Art in Bloom.	Email General Meeting Minutes to members. Make sure that there are sign-up sheets for Hospitality, CIP, Ways and Means, Environmental Projects, Plant Sale, Home Garden and Flower Show, Plant Sale, StoryLand and Art in Bloom.
May	Prepare agendas for meetings: Board (Budget preparation for coming year) and Program Active Committees: CIP, Garden Therapy, Scholarship, Sc Ways and Means (Fryeburg Home, Garden and Flower Show, Storyland), Prepare for Plant Sale NHFGC Annual Meeting and Award Presentation	Email General Meeting Minutes from previous month to members. Encourage members to attend NHFGC Meeting, have them fill out the reservation form and send their check to the Treasurer. First week in May have members divide and pot up plants from the garden for the Plant Sale 2nd week of May - email broadcast for June Luncheon, as President or a representative. Make sure that there are sign up sheets for all committees.



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President

Click to Add a
Time Category

June	Prepare agendas for meetings: Board and Program (June Luncheon) Active Committees: CIP, Garden Therapy, Ways and Means (Plant Sale, Storyland) AIB Events: Annual Plant Sale, Storyland, and Art in Bloom	Email General Meeting Minutes from previous month to members.
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Print Form