



# Mountain Garden Club Position Description Form

**Position Name**

**Vice President**

Date Created: 2/13/2017

Form Creator Name: Deborah Bryant

Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Committee Name: (If Applicable)

## Position Overview:

The position of Vice President shall be a two-year term, and will prepare the incumbent for the position of President. The primary role is to support the President and take on the powers and duties in the President's absence. The Vice President shall be responsible for auditing the Treasurer's financial records on an annual basis and oversee the Ways and Means Committee.

## Skills/Abilities/Other Requirements:

- Good writing, speaking, analytical and organizational skills.
- Moderate computer skills (basic word processing, email, and spreadsheet).
- Leadership and dependability.
- Ability to work with the membership at large and outside contacts.
- Interest in gardening and its broad reaching concerns, but not necessary to be at the level of master gardener or know the Latin names of plants.

## Essential Position Functions:

- Stand in for and assist the President with meetings, communications and ideas to further club goals and activities.
  - Oversee the Ways and Means Committee with the help of the Executive Board. Assist with the major fundraisers during the year: Flatbread's Pizza Night, other dining fundraisers, Holiday Boutique, and the Annual Plant Sale. Work with the Team Leaders to ensure that there are enough volunteers to adequately carry out the event. Assist as needed that all details are attended to.
  - Review the annual budget after the Executive Board assembles it and before it is submitted to the membership for approval. Verify that all information is correctly entered and calculated, as provided by the Treasurer.
- Become familiar with the Bylaws, various MGC positions and Club projects.
- Attend all member and board meetings (approximately 10 per fiscal year).
  - Learn about the relation between the MGC, the New Hampshire Federation of Garden Clubs, In. (NHFGC) and the five Districts, the New England Regional Garden Clubs, Inc. (NER) and the National Garden Clubs, In. (NGC). Become familiarized with operational guidelines as outlined in the Green and Blue Books.



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- Attend, when possible, the NHFGC meetings (Annual, Semi-Annual and Advisory Board Meetings), NER and NGC meetings, and if within reasonable driving distance.

Print Form

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