

Policy and Planning Chair Job Description June 2018

President Elect (PE) of the Seattle Garden Club is a one-year Board position followed by one year as President. In addition to attending Board meetings and filling in for the President when needed, the primary responsibility is to chair the Policy & Planning Committee.

The P&P meetings may occur as needed, usually once a month. The P&P Chair leads a committee of standing and self-selected members focusing on the vision and priorities of the Garden Club in response to a changing environment. As a leader of these discussions, it is important for the chair to be more of a facilitator, encouraging members to express their diverse opinions and helping to reach consensus. Issues for review come before P&P through the Board and individual committees. If there are changes to the By-Laws or Policies, the new proposal must be presented before the Governing Board for approval before the new wording can be officially changed in the SGC handbook.

P&P is responsible for planning the Annual Business meeting, usually in February, with help and direction from the President. Content may vary and be affected by other SGC events. A Power Point Presentation is presented. Jobs to fill in planning the Feb. meeting, hosted by the Policy and Planning Committee. Create a theme: Valentine's Day has been popular. The following items are included as a rule.

- There are three GCA Founder's Fund projects on which to vote.
- SGC's Community Projects will be presented for approval
- Membership Survey needs to be returned electronically by, 2/15/19
- Finance Chair presents an overview of budgets
- The P & P Chair is responsible for preparing and distributing member committee survey forms. JotForms.com was used to create an online membership survey in 2018. A link was sent to the entire membership in an e-blast at the end of January 2018 to begin the process. A deadline of Feb. 15, 2018, the date of the Annual Business meeting.
- Distribution of the survey results for Committee Chairs was done via email in early April.