

RESPONSIBILITIES/DUTIES OF THE PRESIDENT

Acts as a Manager and makes sure everyone is doing her job.

1. Chairs Board Meetings: see monthly agenda for details.
2. Welcomes Members & Guests at the monthly General Meetings, Picnic & Annual Meeting.
3. Writes the Newsletter article by the 10th of each month, Sept. – June.
4. Collects the mail from CUH & distributes it.
5. Checks on the office at CUH. It's available for small meetings.
6. Check with Meeting Arrangements Chair about reserving rooms @ CUH/monthly
7. Sits on certain committees such as Finance, Community Projects, Policy & Planning, Programs and others as time allows.
8. Attends various committee meetings as much as possible.
9. Attends various outside events when possible or sends a representative.
10. Gives input to the Nominating Chairman in the Fall & appoints Special Committee Chairmen in the Spring.
11. Gives input to Conservation, Horticulture and Public Garden Chairs regarding the yearly memberships/contributions given to outside organizations. It is good to be part of their meetings.
12. Passes along important information received via email, phone, etc.
13. Keeps up correspondence with members and outside groups/individuals as needed, emails and hand-written notes.
14. Sends a welcome note to new members in the Spring. Coordinate with Membership Chairman.
15. Makes sure that the Founders Fund information is correct & sent on to SGC representative. You are responsible to mail the completed ballot by the deadline.
16. Once a year, attends the Zone XII President's Council Meeting. The location and time of year varies and is decided by the Zone XII Chairman & Zone XII Director. **It's advisable to invite both the Chairman & Director to visit our club at some time during their time in office: a special speaker or program that we may have.**
17. Attends the GCA Annual Meeting as the SGC President.
18. Every other year Zone XII Meeting, attend as the SGC President
19. Becomes involved by attending meetings, etc. when there is a GCA Flower Show which we schedule every three years. She attends the Judges' Dinner and welcomes everyone.
20. Keeps records updated! Check the safe deposit box!

Most of all, enjoy your time as President, you will learn a lot and there are plenty of helping members that always make your job easier. It is busy but very rewarding and you will never forget the honor of serving your club. Best of luck and do your best! Remember we are all 'volunteers'.

By B.J. Anderson 2007

IDEAS FOR THE PRESIDENT ELECT/VICE PRESIDENT DUTIES

1. Oversee the Special Committee Chairmen by checking in periodically and attending those meetings as needed. This could include the Speakers Fund & our GCA Flower Shows.
2. Helps attend various Standing Committee Meetings as needed.
3. Write the newsletter article by the 10th of each month.
4. Help with the newsletter or write it!
5. Organize the Sign-Up Sheets & Questionnaire that is now online and submitted electronically. A link will be provided in the newsletter to our SGC website in March.
6. Compile the results to be passed on to the various committee chairmen.
7. Organize and present the annual business meeting, now in February
8. Could help check on the mail collected at CUH and disburse it accordingly.
9. Could help check on the SGC office which is shared with grad. students at the UW.
10. Help attend outside events where SGC should support.
11. Help with Speaker Endowment Funds (Wagner & Green)
12. Acts as the 'Roberts Rules of Order' person at Board Meetings!