

Job Description President Elect  
Seattle Garden Club  
Revised May 2020/sr

The President Elect (PE) of the Seattle Garden Club is a one-year Board position followed by one year term 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 PE works with the President as a partnership throughout the year.

The PE acts as the 'Roberts Rules of Order' person at Board meetings.

The Policy & Planning 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, the chair is more of a facilitator, encouraging members to express their diverse opinions and helping to reach consensus. Policy and Planning meetings should take place the week after the Board meeting, allowing time for potential by-law and policy changes to be vetted before presentation at the Board meeting.

Issues for review come before P&P via the Board and individual committees. 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. Diana Ackerley created a very useful power-point template for the Annual Business Meeting which is easily adaptable for future years.

The PE is responsible for the Membership Survey which is typically prepared and distributed in January or early February. In 2020, Survey Monkey was used for committee sign-ups and as a forum for members to provide input on their satisfaction and engagement.

In 2018, JotForms.com was used to create an online membership survey. 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, was set. Filling out this form online allows the members access to the SGC handbook where more information is available about the different committees. JotForms compiles the information into an excel sheet where the PE can gather and distribute results to the appropriate committee chairs via e-mails. The timing for distribution of these forms has varied over the past several years. A link was made available on our web site and newsletter in late January 2018. Consideration should be given to explain some of the lesser known committees, such as the Founder's Fund. This was done Feb. 15, 2018, at the Annual Business meeting.

Distribution of the survey results for Committee Chairs was done via email in early April or May.

The PE works with the President to help identify and select the Special Committee Chairs, Nomination Committee members and Membership Committee members, taking place in late spring. The names should be announced to the Board in May and given to the Corresponding Secretary for the Year Book summer publication.

In addition, the President and PE should work together in identifying participants in all GCA or Zone Conferences, i.e., Shirley Meneice Horticulture Conference, National Affairs & Legislation, Annual Meeting and President's Council. The President-Elect attends the GCA Annual Meeting which is held in late spring and Zone XII meetings as appropriate. She attends community meetings as SGC representative as needed.

The President-Elect arranges for a gift for the outgoing President.

MONTHLY ACTIVITY – revised May 2020/sr

## SUMMER

- Meet with President to discuss goals for coming year
- With President, meet with Committee Chairs to discuss goals for coming year
- Prepare email roster of P&P committee; helpful to input committee phone numbers into phone
- Thoroughly read and understand SGC by-laws and policies
- Calendar all P&P meetings

## SEPTEMBER

- Email committee with dates for all P&P meetings; ask all to be available for the February Annual Business Meeting

## OCTOBER

- Convene P&P Committee as needed

## NOVEMBER

- Convene P&P Committee; plan Annual Business Meeting; address issues brought to committee from Board and/or other Committees

## JANUARY

- Convene P&P Committee; finalize agenda for Annual Business Meeting, assign tasks to committee members; address issues brought to committee from Board and/or other Committees; discuss Membership Survey questions
- Coordinate with Community Projects Chair, Finance Chair, and other presenters at the February Annual Business Meeting; distribute updated power-point for their use in preparing for their presentations
- Distribute Membership Survey via eblast

## FEBRUARY

- Report to Board on planning for Annual Business Meetings; ask all to attend; quorum must be reached
- Finalize via Board approval any by-law changes to be presented for a Membership vote at the Annual Business Meeting
- Convene P&P Committee; make final assignments for members to host tables and lead table discussions at Annual Business Meeting; designate ballot counters
- Prepare by-law revisions for the Membership vote at February Annual Business Meeting; integrate with power-point; prepare ballot as needed
- Work with Founders Fund Chair on presentation and vote at the Annual Business Meeting; integrate presentation into power-point
- At Annual Business Meeting, lead discussion on preliminary results of Membership Survey
- Work with Kim Bishop to integrate all elements of the power-point into one document for presentation at the Annual Business Meeting
- Submit Newsletter article recounting results immediately after Annual Business Meeting

## MARCH

- Convene P&P Committee; evaluate February Business Meeting; address issues brought to committee from Board and/or other Committees
- Bring any approved recommendations to next Board meeting; spearhead adoption by Membership of any by-law change approved by the Board
- Attend Zone Meeting if convened

## APRIL

- Convene P&P Committee; address issues brought to committee from Board and/or other Committees
- Bring any approved recommendations to next Board meeting; spearhead adoption by Membership of any by-law change approved by the Board to be approved at the June Annual Meeting

## MAY

- Convene P&P Committee as needed
- Attend GCA Annual Meeting
- Distribute Committee rosters for upcoming year to all Committee Chairs
- Work with President on appointments and other items of transition
- Help plan and prepare to lead the June In/Out Board meeting
- Plan tribute to out-going President and Committee Chairs

## JUNE

- At June Annual Luncheon, present any by-law change approved by the Board for Membership approval
- After gavel is passed, pay tribute to the out-going President
- Lead IN/OUT Board meeting and assume role of the President with duties as described in President Job Description
- Provide annotated list of all policy and by-law changes voted on during the year to the Corresponding Secretary for inclusion in the Year Book.

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## President Job Descriptions Revised Sept 2019

### 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 17th 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. With President-Elect, gives input to the Nominating Chairman in the Fall & appoints Special Committee Chairmen in the Spring.
11. Gives input to Conservation and Horticulture 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. Every other year Zone XII Meeting, attend as the SGC President.
18. 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.
19. Keeps records updated! Check the safe deposit box!
20. Prepare and submit Quarterly Report to Zone Chair. Invite Zone Director and Chair to SGC meetings.
21. Send notes to Provisionals following their talks.
22. 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

#### MONTHLY ACTIVITY – revised May 2020/sr

##### SUMMER

- Meet with President-Elect to discuss goals for coming year
- With President-Elect, meet with Committee Chairs to discuss goals for coming year; advise Chairs that they will give brief introduction of their plans for the year at the Fall Picnic
- Finalize and calendar all board meetings and see that committee chairs also calendar all meetings
- Prepare board roster; helpful to input committee phone numbers into phone
- Update GCA website with new officers and directors
- Work with Corresponding Secretary and editors on compilation of Year Book
- Thoroughly read and understand SGC by-laws and policies
- Write newsletter article in August; edit Newsletter prior to publication
- Plan agenda for September Picnic; coordinate with Meeting Arrangements
- Calendar all Board meetings
- Send Board agenda in late August
- Check office mail; grant requests may come in during summer
- Submit GCA Required Year-End Summary Report in June; form online
- Submit your zone meeting report by end of August

##### SEPTEMBER

- Convene Board meeting; discuss and finalize plans for all responsibilities at Fall Picnic

- Board agenda: approve Presidential appointments, review role of ad hoc and Special Committees, review yearbook, Treasurer's report, meeting dates all on calendar
- Remarks at Fall Picnic primarily relate to recognition of all leaders; second introduction of Provisionals; Memorials; thank all
- Submit Newsletter article; edit Newsletter prior to publication

## OCTOBER

- Secure and read Committee Reports; set agenda; convene Board
- Ask all Chairs to review and update Job Descriptions; the Nominating Committee needs this information when recruiting new board members
- With President-Elect, provide input to Nominating Chair
- Submit Newsletter article; edit Newsletter prior to publication

## NOVEMBER

- Secure and read Committee Reports; set agenda; convene Board
- Assist in Holiday Luncheon planning; work with Community Projects Chair and Kim to prepare remarks for Holiday Luncheon
- Submit Newsletter article; edit Newsletter prior to publication

## DECEMBER

- Assist with Holiday Luncheon as needed; welcome guests; preside at luncheon; give talk related to impact of donors to luncheon as funders of SGC Community Projects; thank all involved (typically with a small gift to leadership team)
- Donation bowl for Northwest Harvest; distribute proceeds
- Submit Newsletter article; edit Newsletter prior to publication

## JANUARY

- Secure and read Committee Reports; set agenda; convene Board
- Work with President-Elect re: Annual Business Meeting and Membership Survey
- Submit Newsletter article; edit Newsletter prior to publication
- Make sure SGC delegate registers for the GCA Annual Meeting

## FEBRUARY

- Secure and read Committee Reports; set agenda; convene Board
- Annual Business Meeting: promote meeting attendance and ensure quorum is reached
- Report SGC Founders Fund project vote to GCA
- Submit Newsletter article; edit Newsletter prior to publication
- Prepare report for Spring Zone Meeting

## MARCH

- Secure and read Committee Reports; set agenda; convene Board
- Submit Newsletter article; edit Newsletter prior to publication
- Attend Zone Meeting if held
- Submit Newsletter article; edit Newsletter prior to publication

## APRIL

- Secure and read Committee Reports; set agenda; convene Board
- Submit Newsletter article; edit Newsletter prior to publication
- Joint meeting with Tacoma
- COMPLETE THE 2020 GCA CLUB PRESIDENTS LEADERSHIP RECOMMENDATION FORM
- Submit Newsletter article; edit Newsletter prior to publication

## MAY

- Secure and read Committee Reports; set agenda; convene Board
- Work with President-Elect on appointments and other items of transition
- Ask all Committee Chairs to prepare Annual Report and update job description
- Finalize any by-law changes to be approved at June Luncheon
- Plan June Luncheon: table assignments, placement of older members for easy access, design and print program including Memorials, Awards, public figures; 2 copies of budget placed on each table
- Help plan the June In/Out Board meeting; send invitation to In/Out meeting to all incoming new board members well ahead of time
- Write notes of welcome to new Provisionals
- Plan tribute to out-going Committee Chairs
- Submit Newsletter article; edit Newsletter prior to publication

## JUNE

- Preside at June Annual Luncheon; recognize all retiring leaders; ask them to take centerpieces as tribute
- Ensure bank signee designation – minutes of prior year annual meeting should suffice
- Pass gavel and introduce new President

### Other PRESIDENT / PRESIDENT ELECT DUTIES – from BJ 2016

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. Compile the results to be passed on to the various committee chairmen.
4. Could help check on the mail collected at CUH and disburse it accordingly. Also could help check on the SGC office which is shared with grad. students at the UW.
5. Help attend outside events where SGC should support.
6. Help with Speaker Endowment Funds (Wagner & Green).
7. Helps attend various Standing Committee Meetings as needed.