



EGC Job Description: 1st Vice President
Date Approved: 5.23.2016
Revision Dates: 8.15.17

General Summary:

The President of the Evergreen Garden Club has the primary duty of setting the agenda for both the Board meetings and the General Membership meeting.

Responsibilities:

1. Meetings
 - a. Prepare agendas in advance of the meetings and provide copies to Board members for both meetings;
 - b. Encourage participation from all members;
 - c. Facilitate discussion and decision making at both meetings.
 - d. Allow enough time for discussion of anticipated activities at both meetings.
2. Provide advisor/mentoring to committee chairpersons.
3. Follow-up with projects the Club is current involved with and assist where necessary.
4. Appoint a Nominating Committee for appointing candidates for upcoming Board positions.
5. General cheerleading to enhance overall satisfaction and enjoyment for club members.
6. During the summer, provide orientation and training to the incoming Board President and attend the summer Board meeting.