**Boxwood Garden Club**

**President Job Description March 2023**

The President is the chief organizer and overseer of the club. As such she should be familiar with the job descriptions of all other officers of the Board and Committee Chairs. Regular contact with officers and chairs is recommended.

**FIRST YEAR immediately after taking office:**

* Begin appointing Committee Chairmen and Committee Members as soon as possible. It’s sometimes hard to reach members in the summer.
* According to the Bylaws, the incoming Board needs to meet shortly following the Annual Meeting (Article 3.4)
* Schedule the Membership meeting dates and Board meeting dates at the first Board meeting.
* Discuss and plan a fundraiser
* Arrange for the Endowment Chairman to give an Annual Report
* Establish a deadline for all information to be turned in for the Greenbook
* Make sure Artistic, Horticulture and Photography Chairmen have Coordinated their schedules and have them ready by the deadline
* Schedule a meeting with the Google Drive Chair to get access and learn how to use. This needs

to be done with each officer of the Board.

**SECOND YEAR after annual meeting:**

* Fill any vacancies on Committees due to resignations and changing membership status
* Make Historic Garden Week assignments (1-year assignment) including assignments for the homes hosted by the Council of Historic Richmond.
* Send all updated information to the 2nd Vice President and to the GCV Register.
* Email outgoing committee chairs reminding them to train their successors as soon as possible.
* Plan and schedule a luncheon for Life and Guest members.

**AUGUST**

* Hold a Board of Directors Meeting to finalize programs, draw up budget, Make Greenbook corrections
* Review Established a deadline for all information to be turned in for the Greenbook
* Review that Artistic, Horticulture and Photography Chairmen have Coordinated their schedules and have them ready by the deadline
* Set a date for the Holiday Wreath /Arrangement Workshop.

**SEPTEMBER**

* Write and send out Welcome email/newsletter
* Write District Report and submit to the GCV Director at Large (3x a year—September, December and April)
* Confirm and coordinate that the Horticulture Chairman is aware of the horticulture exhibit that is to be displayed at the GCV Board of Governors meeting in October.
* Open the first yearly membership meeting. Have treasurer present the annual budget for vote by the club.

**OCTOBER**

* Attend the Board of Governors Meeting (only the President goes).
* Have Membership Chairman announce the new member candidates at the October meeting.
* Attend the Conservation Forum.

**NOVEMBER**

* Hold the election for New Members. Follow up with a welcome letter.

**DECEMBER**

* Optional

**JANUARY**

* Coordinate with the Membership Chairman to hold a New Member Orientation.
* Every other year the January meeting is a joint one with the three other Richmond GCV clubs. Boxwood hosts this meeting every 6 years.

**FEBRUARY**

* The second year ask the Nominating Committee for the new slate of officers.
* Announce upcoming GCV Events at Membership meetings (Daffodil Day, Horticulture Field Day, Lily Show)

**MARCH**

* The second -year hold election for new officers
* Garden Week Announcements and Assignments are made.
* Announce Daffodil Day and confirm exhibitors for Boxwood.

**APRIL**

* Report on Daffodil Show
* Historic Garden Week is held
* Make sure the horticulture exhibit for the GCV Annual Meeting (held in May) is coordinated with the Horticulture Chairman.
* Every other year hold a cocktail party following Historic Garden Week.

**MAY**

* Attend the GCV Annual Meeting with one other Boxwood member (the First Vice-President the first year and the incoming President the second year).
* Hold the Boxwood Annual Meeting

 a. Report from the GCV Annual Meeting

 b. Give President’s Annual Report

 c. Annual Reports from Committee Chairmen

 d. Life members announcements and certificates

 e. Awards presented by Artistic, Horticulture & Photography Chairs

 f. Award of Merit (if being given)

 g. Distribute envelopes for GCV donations.

 h. Second year, install new officers

**JUNE**

1. Horticulture Field Day

 2. Lily Show