

## **COMMITTEE CHAIR RESPONSIBILITIES**

If ongoing, review the most current Position Guide for your committee. Previous Chairs may be a reference point. Connect with your committee's designated Vice President (see Officers Committee list) to access information on committee activities, reports and goals.

Chairs may have access to a yearly list of interested membership volunteers from Renewal Forms. Contact and thank volunteers on Committee List. Provide project information and schedule to encourage member involvement and to ensure project success.

For new project/event: as needed, form/organize committee meetings to meet the project/event goals as defined by the Project Proposal Form and/or Executive Board recommendation and Membership approval. Help solicit volunteer committee members.

Provide promotion:

- within the club - business meetings, articles/photos in the newsletter and/or Member's Only KGC website area
- outside the club - working with President/Vice Presidents/Publicity Chair in printed publications, public KGC website area, social media sites
- work with Graphic Designer on any printed and/or public document
- collect copies of photographs, printed materials and/or descriptive items to submit to Historian and Awards Chair by deadline.

Attend Executive Board Meetings and/or communicate with designated Vice President on progress updates and/or issues that need to be brought to the attention of the Executive Board. All Standing Chairs are members of the Executive Board and are expected to attend Board meetings. All other chairs are encouraged to attend.

Report on the activities of the Committee to members at business meetings. Updates keep members informed and interested.

Work with the Treasurer and the Finance Committee to establish a reasonable budget to support the activities of the Committee.

For ongoing projects, reference information may be available from previous committee Chairs, reports or Position Guides. Annual budget requests must be submitted by February 1st. It is the Chair's responsibility to communicate the total budget amount and reimbursement process to Committee members. To discourage overages, Committee members are to inform Chair, via written communications, when they submit each Reimbursement Form to Treasurer and indicate the total amount. Additional funds may be available with Executive Board recommendation and membership approval. Submit receipts for expenses on a timely basis according to the treasurer's requirements, using KGC Reimbursement Form. All current year reimbursements have a submission deadline of May 31st or are considered a donation to KGC.

Prepare and print copies of the Committee Annual Report for the April Annual Meeting, for submission to 1) President; 2) designated Vice President and 3) Secretary.

Update Position Guide descriptions yearly, as needed, including any electronic media usernames and/or passwords.

### **CLUB BENEFIT**

To support Kent Garden Club's efforts in community projects and club activities.

**MEMBERSHIP BENEFIT**

To provide leadership and structure for community projects and club activities.

**COMMUNITY BENEFIT**

To continue Kent Garden Club's historic service to the Greater Grand Rapids community through volunteer efforts.