



# Mountain Garden Club Position Description Form

**Position Name**

**Ex-Officio**

Date Created: 11/12/2009

Form Creator Name: Annie Ficke

Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Committee Name: \_\_\_\_\_ (If Applicable)

## Position Overview:

The most current past president of the Mountain Garden Club serves as ex officio member of the board for a term of two years. She/he is afforded the same rights as other members of the board, including debate, making formal motions and voting. The ex officio member attends board meetings by virtue of her/his office, rather than being elected to the position.

The ex-officio provides guidance and knowledge of the position of president and the workings of the club to the executive board members, in particular, the current president and vice president.

In the case of the Mountain Garden Club specifically and as voted by the Executive Board in 2008, she/he assumes the chairmanship of the Alice T. Madden Scholarship Fund for the same two-year period.

## Skills/Abilities/Other Requirements:

1. A thorough knowledge of the position of MGC president, the club's By-Laws and how the executive board conducts business.
2. A good understanding of all the standing committees that are part of the Executive Board and the role they play in the club.
3. A good understanding of the interrelationship between the Mountain Garden Club and District 1, the New Hampshire Federations of Garden Clubs, the New England Regional Garden Clubs and the National Garden Clubs, Inc.

## Essential Position Functions:

1. Serve a two-year term as ex officio member.
2. Be available and willing to provide guidance and support to the Executive Board, that is comprised of the officers and standing committee chairpersons.
3. As ex officio member, assume the chairperson position for the Scholarship Fund for the same two-year term. Refer to the Scholarship Position Description for detailed information on the Scholarship Chairperson.
4. Attend executive board meetings whenever possible.
5. Attend state and regional meetings whenever possible.