



Mountain Garden Club Position Description Form

Position Name

Planning Chair

Date Created: Jan 13, 2010

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Home Phone: _____

E-Mail Address: _____

Committee Name: Planning

Position Overview:

The Planning Chair (PC) takes direction from the Executive Board. The PC works with the other Chairs to carry out the (66) Action Objectives of the Strategic Plan voted on at the December 2009 Board meeting. The main thrust of the Plan was to develop a full battery of organizational documents such as: Position Descriptions, Event Forms, Time-lines etc. so that the club would be able to grow and attract new talent to leadership ranks. The PC manages the status of the Action Objectives and reports monthly back to the Executive Board on each objective (defining any issues that may come up in trying to accomplish an Objective or reassigning it if necessary).

The PC will put together an Operational Guide for the club as soon as the Position, Event, Publicity and Time-line documents are completed. The PC will ask members to keep their position forms up to date and add any changes to the official forms.

The PC will create a complete Organizational Chart for the club.

The PC is available for any other task that the President or Executive Board feels the PC could add value to.

Skills/Abilities/Other Requirements:

Good overall organizational skills with a strength in simplification and communications. Computer skills such as MS Office and Adobe Acrobat are a strong plus.

A knowledge of process and best practice techniques for process is very helpful.

Essential Position Functions:

The PC must keep tabs on all of the Action Objectives and where each person is with their respective tasks until the Objective is completed or voted on to delete from the Plan. The PC reports monthly to the Board on the status of each of the Objectives and any outstanding issues with the Plan.

The PC is in communication with all the appropriate players in the execution of the Plan and is available to help them find the solution to any issue that they may encounter in trying to complete their objective.



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Print Form

Rev. 2017