



Mountain Garden Club Position Description Form

Position Name

Ways and Means Chair

Date Created: 2/11/2017

Form Creator Name: Deborah Bryant

Home Phone: _____

E-Mail Address: _____

Committee Name:

Ways and Means

Position Overview:

The Ways and Means Chairperson is responsible for overseeing the Mountain Garden Club's major fundraisers (Various dining fundraisers, the Holiday Boutique and the Spring Plant Sale. Must have general knowledge of the operations (included in Event Descriptions) of each event and support the event leader in terms of human and material resources. The Ways and Means Chairperson will ensure the event is on track, work with the treasurer or special committee as needed to wrap up and summarize the event in a timely manner.

Skills/Abilities/Other Requirements:

1. Strong organizational skills.
2. Communication skills to work with Event Leaders, President and related partners as needed.
4. Moderate writing skills (clear and concise most helpful) to help in proofing and editing communications and documents related to each event.
5. Speaking skills to give status reports at program and staff meetings.

Essential Position Functions:

1. Identify Event Leaders for each of the fundraisers (with board input)
2. Help event chair people ensure that event is on track in terms of communications and allocated resources (people power and materials).
3. Assist event chair people with preparing, proofing and editing correspondence related to the event.
4. Prepared monthly status reports for program and board meetings.
5. Attend monthly board meetings.
6. Work with event chairpeople to prepare status reports and and final event recap and analysis.

Print Form

Rev. 2017



Mountain Garden Club Time line Template

Event/Publication

Ways and Means Chair

Date Created: 2/11/2017 Form Creator Name: Deborah Bryant

Event/Pub Date: (appx) _____ Form Creator Tel.: _____

Date to Begin By: _____ Form Creator Email: _____

Committee Name: Ways and Means

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Click to Add a
Time Category

Time Category	Actions Necessary	Tips & Best Practices
July		
September	Holiday Boutique Planning meeting (see Holiday Boutique event form for instructions)	Choose a chairperson or find key assistants. Planning meeting to be scheduled 1st or 2nd week in Sept.
October/Novemb	Holiday Boutique Individual Workshops	
December	MGC member holiday boutique workshop Holiday Boutique	
January	Holiday Boutique Recap and Analysis	Analysis by Planning Chair, John Bruni
February		
March/April	Plant Sale Fundraiser planning begins (see Spring Plant Sale event form for instructions)	
May		
June	Plant Sale is held, see event form and time line	

Rev.

Print Form