

BANGALOW GARDEN CLUB

Co-President's Role Description	Effective Date: 1 February 2023
Written by: Rosemary Edwards and Adelina Linardon	Version 1 Date: October 2023
<p>The Co-Presidents are the <i>public face</i> of the club.</p> <p>They</p> <ul style="list-style-type: none">• Identify, approach, and appoint a Vice President• Meet monthly with the Vice President to review club progress and plan the next monthly meeting and future events.• Appoint the club's management committee (Co-Presidents, Vice President, Secretary, Treasurer, and other committee members as required).• Devise an operating plan (including new initiatives) for each year. Present this to the management committee seeking input about any further items.• Chair regular management committee meetings requesting<ul style="list-style-type: none">○ finance updates○ insurance updates○ other relevant information• Chair a full committee meeting at the beginning of each year for information about the plans and requests of each sub-committee.• Chair monthly general meetings ensuring that these are timely and run smoothly.• Work closely with the club's Publicity Officer approving all publicity.• Participate in any interviews and contribute to any written publications as required.• Organise and MC the annual Christmas Lunch• Assist where required, with the organization of annual club events (eg bus trips)• Support committee members in their individual roles by:	

- publicly acknowledging committee efforts at meetings and in newsletters
 - offering individual assistance in times of need
- Liaise with Communications Coordinator re
 - the club's monthly newsletter (contributing each month's Welcome message)
 - the club's website
- Wherever possible attend monthly Saturday Open Garden visits and other club occasions arranged across each year.
- Seek out and welcome new members at monthly meetings.
- Identify, write, and review club policies, placing these on the BGC website as information for all members.
- Survey club satisfaction regularly in a general club survey and after special events. Identify areas that require improvement or change.