

**NAPLES GARDEN CLUB
JOB DESCRIPTION**

POSITION: GOVERNANCE CHAIR

DESCRIPTION:

The immediate Past President serves as Chair of Governance on the Board of Directors. Incumbent will attend all Board and General Membership Meetings.

DUTIES AND RESPONSIBILITIES:

- Working with the President, the incumbent is responsible for the material and program to be presented during the annual Board Orientation.
- Responsible for maintaining and updating the NGC Job Descriptions.
- Chair of the Nominating Committee
- Responsible for advising the Board regarding any policy or procedure change affecting the NGC bylaws.
- Understanding 501c3 Policy