

**NAPLES GARDEN CLUB
JOB DESCRIPTION**

POSITION: VP-ELECT HOUSE & GARDEN TOUR

DESCRIPTION:

Serves as a member of the Board of Directors. Supports the Chair of H> with all aspects of planning, producing and evaluating.

DUTIES AND RESPONSIBILITIES:

- Attends all Board and Membership meetings.
- Carry out special assignments requested by the Chair.
- Serve as an ex-officio member of the H> committee meetings and assist as needed
- Learn all responsibilities of preparing and producing the House and Garden Tour for the next year.
- Begin the process of selecting NGC Members to be on next years Committee. Develop your Team.