

**NAPLES GARDEN CLUB
JOB DESCRIPTION**

POSITION: VP HOUSE AND GARDEN TOUR

DESCRIPTION:

Serves on Executive Committee, the Board of Directors. Position is responsible for development, coordination, implementation and evaluation of the Club's major fundraiser. (H>)

DUTIES AND RESPONSIBILITIES:

- Meets with the previous Chair and obtains all information of proceedings and evaluations of the last year's event.
- Develops a budget with the Treasurer and President.
- Recruits NGC members for the H> team
- Prepares and works with the Chair Elect
- Works with Committee Chairs conducting H&G meetings as appropriate.
- Monthly Board and Membership Meeting reports as needed.
- Annual Report for the President
- Pass all committee files on to the H&G Elect.