
Palm Harbor Newcomers Club

TABLE DECOR CHAIR – GENERAL BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be appointed to one additional consecutive term.

Purpose:

Plan for and provide attractive and desirable monthly luncheon table décor in keeping with the luncheon's theme or time of year.

Qualifications:

- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

Reports To:

PHNC Executive Board,
PHNC General Board and
General Membership

Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the General Board and Board of Directors.
- Attend all Board of Directors and General Membership meetings and report, as appropriate, any and all plans, updates, actions taken or issues identified.
- If unable to attend a Board of Directors or General Membership meeting, notify the President and submit a brief report in writing no later than three days prior to the meeting..
- As necessary, submit budget requests for the position.
- Working within the approved budget, obtain needed/desired items and create monthly luncheon centerpieces, coordinating, as necessary, with the Vice President-General Meetings on number of tables and with the Luncheon Program Chair on the theme of the program.
- As necessary, submit check requests in a timely manner to the Treasurer.
- Arrive at monthly luncheons early enough to distribute table décor to all luncheon tables, recruiting assistance as necessary.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor.