

The Post Office Box Chairman is:

- A voting member of the CGCI Board of Directors (Board);
- Expected to attend all Board and Convention meetings
 - Fall Board Meeting
 - Winter Board Meeting (often virtual)
 - Pre-Convention Board (immediately preceding the Convention)
 - Convention
 - Organizational Meeting in election years (often the morning following the installation).
- Non-attendance must be excused by sending a request to the President.
- Each chairmanship has a budget allowance, identified by a line code found on the website. Stay within the designated budget. If necessary to exceed the budget allowance, the proposed expense and rationale must be submitted to the Budget and Finance Chairman for approval or the expense may not be reimbursed. Budgeted expenses may be reimbursed using the [Request for Payment or Reimbursement form](#), also found on the website.

Overview – Monitor and disseminate all mail received at the CGCI Post Office Box.

History – The PO Box was established in 2012. In 2021 the PO Box was changed to PO Box 823, San Fernando, CA 91341. In 2024, the annual cost is \$230 and must be charged to a credit card and reimbursed from CGCI.

Procedures

- Present a 2-minute oral report at all CGCI meetings during chairman reports.
- Submit a written report to the Recording Secretary within five days after the meeting.
- Prepare a table-top exhibit for meetings. Chairmen are notified when display space is available.
- Write an article for *Golden Gardens* at least once per term.

- Keep a supply of stamps and envelopes to forward mail to chairman/officers as needed (see sample Request for Reimbursement for postage).
- Monitor daily (from home if enrolled in USPS Informed Delivery) for incoming mail.
 - Retrieve mail as needed from PO Box.
 - Distribute mail to appropriate chairman or officer via scan/email.
- Renew PO Box annually in December with a credit card.
- Request reimbursement for chairman's expenses on a Request for Payment or Reimbursement form

Suggestions

- Enroll in USPS Informed Delivery for the PO Box, a free service offered by the Post Office.
- Plan an average of one trip per week to retrieve mail.

Attached Document - Example

- Request for Payment or Reimbursement forms

CALIFORNIA GARDEN CLUBS, INC.
REQUEST FOR PAYMENT OR REIMBURSEMENT 2023-2024

Mail to: Rita Desilets, Financial Secretary
 8316 Sparton Avenue
 Van Nuys, CA 91402-4030
 Phone: 818-781-4537 Email: 4rita.desilets@gmail.com

ALL ITEMS SUBMITTED MUST BE ACCOMPANIED BY RECEIPTS

Chairmanship: PO Box Date: 12/21/23
 Line Code: 705
 Issue Payment To: ROBIN POKORSKI
 Mailing Address: 512 NEWTON ST, SAN FERNANDO CA 91340-2421

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/19/23	CHARGE FOR PO BOX – 12 MONTHS	\$230.00
	PO Box 823, San Fernando, CA 91341-0823	
	Renewed on Robin Pokorski’s credit card	
	Total	\$230.00

Submitted by: Robin Pokorski

To be completed by Financial Secretary: JE Budget X Board Action

Date Received: Warrant # Date Sent: Check #

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 Van Nuys, CA 91402-4030
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ALL ITEMS SUBMITTED MUST BE ACCOMPANIED BY RECEIPTS

Chairmanship: PO Box Date: 6/13/2023\
 Line Code: 705
 Issue Payment To: ROBIN POKORSKI
 Mailing Address: 512 NEWTON ST, SAN FERNANDO CA 91340-2421

<u>Date</u>	<u>Description</u>	<u>Amount</u>
6/13/2023	PO BOX – postage	\$17.40
Total		\$17.40

Submitted by: Robin Pokorski

To be completed by Financial Secretary: JE Budget X Board Action

Date Received: Warrant # Date Sent: Check #