

KANATA MARCH HORTICULTURAL SOCIETY

DUTIES OF EXECUTIVE OFFICERS FOR HORTICULTURAL SOCIETIES

(Abbreviated version of duties based on OHA Society Manual)

(October 17, 2011)

PRESIDENT

The President provides leadership to the Horticultural Society Membership, the Executive and Board of Directors by co-ordinating and delegating tasks and seeing that these tasks are completed.

The President...

- chairs general and board meetings of the Society.
- prepares agenda in consultation with the Secretary.
- ensures that everyone who has a role at meetings is aware of their duties and has prepared in advance.
- ensures that all correspondence is shared with the Board. Ensures that relevant information from external groups and OHA are forwarded to the members of the Society.
- ensures that required forms and reports are completed and submitted before the deadline.
- assists in the preparation of the annual reports and grant applications.
- presents a review of the year's work at the Society's Annual Meeting.
- attends and encourages other to attend OHA District 2 meetings and Provincial Conventions.
- must pass all information, books, records, to the next president once the term of office is complete

VICE-PRESIDENT

The Vice-President's position is a training period for the position of president. The Vice-President assumes all the powers of the president in the absence or in the case of the disability of the president.

The Vice-President prepares to become President by...

- chairing some committees to acquire a thorough understanding of Society activities,
- becoming familiar with the Society's past activities,
- attending OHA District 2 meetings and Provincial Conventions.

SECRETARY

The Secretary is responsible for keeping an accurate record of all decisions and proceedings of the Society.

The Secretary...

- records the minutes of all board and AGM meetings, circulates them to the Board members and keeps these as permanent, complete records of the Society. Keeps a record of attendance at board meetings.
- keeps the Board informed of all correspondence (email and regular mail) and newsletters, notifies the President, committee chairpersons or other appropriate individuals of relevant correspondence without delay, and acts upon these as directed. Ensures that relevant information from external groups and OHA is forwarded to the members of the Society.
- prepares an agenda before each meeting in conjunction with the president.
- assists in the preparation of the annual reports and grant applications.
- books a site for the monthly general and Executive/Board meetings.
- attends OHA District 2 fall and spring Advisory/AGM meetings.

TREASURER

The Treasurer is responsible for receiving and collecting all monies due to the Society, issuing receipts, keeping accurate accounts and paying all bills.

The Treasurer...

- maintains accurate records, keeps records of all transactions of income and expense.
- ensures the distribution of all funds as approved by the Board of Directors.
- deposits all monies received in the Society bank account.
- submits an up-to-date financial statement at the monthly meeting.
- prepares the books of account at year end for auditing.
- presents an audited, detailed financial statement for the previous fiscal year at the Annual Meeting.
- prepares with the President and Secretary, the annual reports and grant applications
- prepares a yearly budget for Board approval, estimating income and expenses.
- attends District 2 meetings as required.

DIRECTORS

The Directors are expected to attend all Board meetings, serve on committees and may be appointed to represent the Society at various events.

AUDITORS

At each Annual Meeting, two Auditors shall be elected to hold office until the next Annual Meeting to perform the auditing service. Auditors **must** be from outside the Board of Directors and unbiased.

THE MEMBERS

All members of the Society have some responsibilities. The Executive Officers and Directors alone cannot make it strong. The Society is no stronger than its individual members. The measure of the lasting effectiveness of this society's work is the willingness of every member to participate and volunteer at the Society's activities.

COORDINATORS POSITIONS

(Could be held by a Director or by a member KMHS)

MEMBERSHIP COORDINATOR

The membership coordinator

- sells memberships at all regular monthly meetings, shows and special events.
- collects fee from guests attending a monthly meeting.
- accounts for fees collected and give them to the Treasurer on a regular basis for deposit at the bank.
- prepares a sign in sheet for members and guests at monthly meetings.
- ensures that an adequate supply of membership cards is available and orders some when necessary.
- ensures that members' name tags are available at monthly meetings, and that blanks cards are also available for new members and guests.
- maintains an updated membership list and distributes it regularly to the Executive and Directors of the Society.
- arranges for a replacement when being unable to attend a regular monthly meeting, show or special event.
- Ensures that the replacement has all the materials required for the function.

PROGRAM COORDINATOR

The Program Coordinator.....

- surveys the members for topic suggestions for presentation at the monthly general meetings.
- researches possible guest speakers who would be appropriate for the annual Speaker Series (could be done with a committee).
- proposes the annual Speaker Series to the Executive and Directors for approval.
- contacts guest speakers to find out availability, fee and details of the presentation.
- brings final list of speakers to the Executive and Directors for final approval.
- contacts printer to print Speaker Series flyer.
- writes to the speaker of the month to confirm attendance, date of meeting, fee and equipment required.
- sends information to Newsletter Editor and Publicity Coordinator for publication of event in newsletter, Society website, local newspapers, internet sites and posters.
- presents guest speaker at the general meeting or asks a member of the Society to do the presentation.