



Duties of Officers

(Revised December 05, 2019)

President - The President shall preside at all meetings, preserve order, be one of three signing officers of the treasury, cast a vote when a tie occurs, and perform such other duties (list follows) as pertain to his or her office. The President shall be a member, ex-officio, of all committees.

Vice-President - The Vice-President shall perform the duties of the President in his or her absence. All committee heads may consult with the Vice-President on problems and issues. The Vice-President, in the absence of any officer, may fill that position on a temporary basis at the request of the President or, if absent, the Executive.

Secretary - The Secretary shall keep a correct record of the proceedings of all meetings, general and executive. They shall write all correspondence of the club. They shall read any incoming mail to the club. May be one of the financial signing officers. They shall keep the official Minute Book up to date.

Treasurer - The Treasurer shall keep regular accounts of all receipts and expenses and vouchers affecting all transactions. They shall furnish a statement thereof to the Club and the Executive at all meetings or when called upon to do so and shall in all respects conform to the direction of the Executive. They will give cheques to Show Chairman to pay Judges and make sure that an audit of the books is done early in the new year. Will be one of bank signing officers. They shall give a Report to the Secretary after the December Meeting for the records.

Past President - The Past President serves to support new Executive members, mentoring them and educating them on Club matters. They are responsible for chairing the Nominating Committee to identify candidates to fill vacant positions on the Executive in the coming year.

Duties of Directors

All Directors will make a yearly report at the December meeting and provide a written copy to the Secretary at that meeting for the minute book.

Membership - The Membership Director keeps a complete register of all members of the Club, receives money and provides receipt (for dues, etc.) and turns money collected over to the Treasurer. They get the correct contact information to add to the membership list and pass this on to the Newsletter Editor. They make up name tags and membership cards and explain use of card at garden centers. They keep control of exhibitor numbers and assigns number to new members. They introduce new members to the President and provide new members with an information brochure about the club.

Program Director – The Program Director obtains speakers for all meetings in the year and arranges for one or more outings. They shall communicate with speakers and arrange for required audio-visual equipment, etc. They arrange for set-up and layout according to agenda. In winter, they check parking lot is cleared. They shall make all necessary arrangements for outings, including permissions and transportation. They shall arrange with the Treasurer to pay the speakers and any expenses involved in outings and send thank you notes to invited speakers, and to businesses we have visited on outings.

Publicity Director – The Publicity Director shall be proactively responsible for all advertising required in the local newspaper, and various magazines and websites. Advertising shall be prepared as needed for monthly meetings and for functions and annual fundraisers. They shall also arrange for the making and distribution of posters for display at any sales and events held in the year. They shall retain the stock of publications, make revisions and/or reorder as necessary.

Plants Sales Director – The Plant Sales Director oversees the sale of plants at meetings and the annual Plant and Bake Sale for the public. They set up plant sales table at 1:00 pm for each meeting and at large sales. They appoint and oversee the members who are holding the Bake sale, Raffle, Flower Market and Plant sales at the Plant and Bake Sale and recruit volunteers to help with this. They arrange for the location and for a copy of our Insurance policy where required. They plan and supervise the set-up, pricing, displaying and cleaning-up and sending of thank you notes for donations. They present collected money to the Treasurer.

Trophies & Properties Director:

Awards and Trophies – The Trophies & Properties Director shall present awards and trophies at various meetings throughout the year. They are responsible for polishing and engraving of said trophies. Recipients keep the trophy for 1 year. Bills for engraving and ribbons are given to the Treasurer. They shall notify the Show Director of expenditures made for trophies and awards. Regularly they update the Club historian on winners of trophies and awards.

Properties – They shall keep an accurate account of the club's items in member's homes. They shall give a Report on these items to the Secretary after the December Meeting for the records.

Newsletter Director – The Newsletter Director collects items for a monthly newsletter, composes and determines layout, and distributes to all members, whether at the meeting, by mail, or e-mail. They keep necessary supplies and equipment and give bills to the Treasurer.

Show Director – The Show Director supervises all shows, special shows, and parlour shows. They shall arrange the location and show dates for all shows and supply a copy of our Insurance policy where required. They prepare an annual schedule for the year's shows, supervise our show set up at monthly meetings and obtains judges for the year. They compile all other show schedules and have complete charge of setting up such shows. They inform the general membership of the show schedules early in the year. They arrange for posters for the two flower shows held in the Mall. They make the signs for categories at all show tables. They compile the "Show Information" booklet to be given to new members.

Parlor Show Recording Secretary - The Parlor Show Recording Secretary shall keep an accurate account of monthly parlor shows and tabulate records of all shows. They will supervise the set-up of display tables if the Show Director is absent. They supervise the purchase of Rosettes and Ribbons and assist the Show Director in making posters for the Mall Flower Shows.

Website Director – The Website Director deals with issues and feedback related to the Club website. They chair the Website Working Group (WWG) and consult with the website developer in developing and maintaining the website. Once monthly (last week of the month), they arrange to have changes processed into the website. The Website Director will also liaise with our website provider regarding any outstanding contractual obligations. The Director will regularly check the emails and refer them to the appropriate persons for reply.

Duties of Standing Committees

Raffle Person – The Raffle Person supervises raffles at all meetings and special shows including membership draw. They arrange for a member to select the Plant for the draw and inform the members about it. They secure raffle prizes for meetings and arrange for receipts and thank you letters to be sent by the Secretary. They give raffle money to the Treasurer at each meeting. Bills for expenses are given to the Treasurer.

Kitchen Committee - The Tea Convener supervises the preparation of the tea/coffee for all club meetings and parties. They arrange for food donations from members as needed. Bills for kitchen supplies are to be given to the Treasurer.

Welcome – The Welcome person shall arrange for and/or greet members as they arrive for meetings. Guests may be identified to a member of the Executive.

Sunshine – The Sunshine committee sends greeting cards to members who are ill, or to be congratulated for special accomplishments. Bills for supplies are to be given to the Treasurer.

Historian/Archives – The Historian supervises collecting photos and newspaper items of club meetings and shows and organizes the scrapbook and photo albums. They collect copies of minutes and archive these for future reference. They arrange for these materials to be appropriately stored and sent at intervals to the White Rock Museum for safekeeping. Bills for supplies are to be given to the Treasurer.

Decorating – The Decorating committee is responsible for decorating for special shows, the plant and bake sale, and club teas (includes table decorations). Bills for supplies are to be given to the Treasurer.

Nominating Committee – The Past President shall chair a nominating committee to compile a complete list of nominations for the annual general meeting. They may enlist the assistance of other past presidents. The nominations may be in writing or from the floor of the meeting. Complete written job descriptions will be given to potential new Executive members and directors. NOTE: A nominated member must be in attendance at the annual general meeting, or if unable to attend the meeting, shall submit a letter signifying their willingness to be nominated to the nominating chairman who will present such letter at the annual general meeting.

Tidy Up – The Tidy Up committee is responsible for getting volunteers to vacuum floor area and generally tidy the room after each meeting. They shall make sure that no garbage is left. Volunteers attending should be confirmed 1 to 2 days before meetings.

Equipment/Media Person – The Media Person looks after the audio-visual equipment and sets it up for use at meetings and events.

President's Duties:

- Preside at all meetings and preserve order.
- Be one of three signing officers of the treasury,
- Cast a vote when a tie occurs
- Be a member, ex-officio, of all committees.
- At beginning of Term as President- meet with Past President to transfer binders and review duties.
- When Directors change, arrange to change signing authority at the bank (need Minutes of General Meeting in December with Election results to show to bank). There are 3 signing officers: President, Treasurer, Secretary
- Arrange for rental of hall- Cranley Hall is twice yearly January (cheques for Feb, Mar, Apr, May June; August cheques for Sept, Oct, Nov, Dec Jan plus \$25 admin fee added in Sept). If necessary, arrange for extra times during the year (e.g. change time from 1 to 3 rather than 2 to 4 for January Pot-Luck Meeting)
- Arrange hall rental for Plant sale early in the year. Insurance info needed for the hall.
- Register with the BC Council of Garden Clubs (forms mailed in December). Designate contacts and 2 delegates for AGM in March and October (include raffle gift \$25 value and sign for table)
- Arrange Insurance from BC Council of Garden Clubs for Plant sale and Spring and Fall Mall Shows (Paid in November covering year from March). This is sent in with the membership fee in December – provide information about meeting times and date, Mall shows and plant sale for extra insurance certificates. Make sure these insurance certificates are received in March.
- In October, discuss and confirm Floral show schedule and Mall show dates and themes with Show Chairman
- Discuss speakers and trip program with Program Director
- Confirm Executive Meeting dates and location at January Exec meeting
- Prepare for Executive Meetings – at least 2 days prior, send Minutes (minus financials) and Agenda to executive members.
- After meetings, review and edit minutes prepared by Secretary
- Prepare for Club Meetings – prepare agenda and introductory remarks.
- At Club Meetings – Preside over meeting, introduce presenters, keep time
- Update Club History annually with Executive roster and President's Report. Liaise with Archives to make sure materials are stored including Minutes of meetings for the year.
- Confirm roster of nominations for Directors and Committee heads with the Past President in October.
- In November, arrange for an audit to be done for the December meeting each year
- Prepare President's Report and ask for reports from Directors for the December meeting.
- Direct Executive to Select annual Award winners in October/November for December Meeting and Awards presentation
- At end of Term as President- meet with Incoming President to transfer binders and review duties.

Duties of the Treasurer

- Shall be one of three signing officers of the treasury. Arranges with the President and Past President or Secretary to set this up with the bank when officers change after the elections.
- Keep regular accounts of all receipts and expenses and vouchers affecting all transactions.
- Furnish a statement thereof to the Club and the Executive at all meetings or when called upon to do so listing receipts, disbursements, and balance of money in accounts. Make sure the Secretary has the information for inclusion in Minutes.
- Arranges for renewal of term deposits and keeps track of bank statements and interest
- Shall in all respects conform to the direction of the Executive.

- Requires chits to be completed for payment of such expenditures as kitchen supplies, engraving, photocopying, photo printing, etc.
- Give cheques as needed:
 - To pay Janitor
 - To Show Chairman to pay Judges
 - To Program Director to pay for speakers and trip expenses
 - To members for expenses incurred for club activities or purchases
- Receives membership fees from the Membership Director. These are due January 1 for the calendar year, except by life members who are not required to pay membership.
- Receives monies collected from plant sales at meetings, plant and bake sales or any other fundraisers
- Make sure that an audit of the books is done annually in December.
- Gives a Report to the Vice-President for the December Meeting.