



WRGC Yearly Time Line of Duties for Executive at Each Meeting

(revised Oct 2023)

The purpose of this document is to:

Help Executive Committee to make timely decisions throughout the year.

Brief new Executive members of the decisions and duties that they will need to consider in the coming year.

It is a living document that while providing Executive with information about what has happened in the past, can be changed for various reasons on a one time basis, or going forward.

It should be included in each Director's Binder of information about their individual duties that is passed on to new position holders.

DUTIES REPEATED AFTER EVERY MEETING

Secretary: Send Exec Minutes:

- To the official minute binder
- To Director for the Archives
- To members of the Executive
- Not circulated to the membership, except by request of a member.
- a copy of the minutes is made available at the general meetings for any interested member

NB. Discussion at the meetings is confidential to promote open discussion at the meetings and only the Results of the discussion are included in the minutes..

Send General Minutes to:

- To an electronic file for the next president (and for your reference)
- To the official minute binder
- To Director of the Archives
- To Newsletter Director for circulation to the members (with the meeting agenda is best as otherwise people forget seeing them) and posted to website, Members Only section

Newsletter Director:

- Prepare newsletter and send to membership (email or mail)
- Send info to members as needed between newsletters

Social Media Director

- Post Minutes of General meeting to an electronic file on the clubs Website for the next president (and for your reference)
- Submit website update documents to Website host company (e.g. new executive contact, floral shows, newsletters, general minutes, plant sale poster, etc)
- Ongoing – post club photo and information to FB, Instagram, Twitter, and YouTube as the entries become available.
- Create adhoc posters, new member info documents as required
- Manage club's Google Drive
- Maintain a website enhancement list

Publicity Director:

- Advertise club meetings in Peace arch news each month
- Promote events

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DUTIES BY MONTH FOR EACH EXECUTIVE

FIRST JANUARY EXEC MEETING (in place of December meeting)

Treasurer - change the Signing Officers for Coast Capital Bank account

NOTE: Re: signing officers: *Usually President, Treasurer, Vice president . One must be a Coast Capital member.*

Treasurer/ President: Confirm receipt of Insurance Certificates from B.C.Council of Garden Clubs. Forms need to be received by us ASAP in preparation for the Mall Show in April. Confirm Budget for voting by members at January club meeting.

Program Director: Confirm Plans for the year re speakers/workshops

Discuss arrangements for the January meeting -Speaker or Workshop *including Hall setup and Agenda*

Editor: Confirm and send out new list of Executive and Committee Member prior or during break at a membership renewal desk??)-

-Remind members about Membership Renewal

Show Director-Confirm plans for Floral Shows

Publicity Director- Confirm ads in Peace Arch news and elsewhere for meetings

JANUARY CLUB MEETING

Membership Director- Collect Membership renewals

Treasurer- prepare to deal with investments

Social Media Director- Membership renewal training (possibly assistance provided to members prior or during break at a membership renewal desk??)

-pictures of Award winners and draw winners

Plant Sale Director: Start discussion of Plant Sale

Program Director: Present plans for the Year (speakers/ workshops, trips??)

-Introduce Speaker

SECOND JANUARY EXECUTIVE MEETING

Treasurer/ President: Confirm receipt of Insurance Certificates from B.C.Council of Garden Clubs. Forms need to be received by us ASAP in preparation for the Mall Show in April.

-Program Director: **Discuss** Valentine theme for February meeting, Floral Show

FEBRUARY CLUB MEETING Valentine theme

President:-Ask for 2 volunteers for BCCGC Spring Meeting

Social Media - photo booth at meeting for pictures of Valentine arrangements and draw winners

-pictures of draw winners

Show Director-Conduct Floral Show

Show Secretary-Assist Floral Show

Plant Sale Director: Discuss Plant Sale

FEBRUARY EXECUTIVE MEETING

-Consider ordering fertilizer for spring for April meeting delivery?

Show Director- discuss floral Art for St.Patrick's day theme

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MARCH CLUB MEETING St. Patrick's Day theme

Program Director: -Introduce speaker

Plant Sale Director - Sign up for volunteers at May Plant Sale, remind people to pot up plants

Social Media – photo booth at meeting for pictures of St Patrick’s day floral art and draw winners –pictures of Award winners and draw winners

Show Secretary: presentation on how to enter the floral shows (April, June, Sept (x2))

Awards Director-present awards from February meeting

MARCH EXECUTIVE MEETING

Show Director---Finalize Mall Show details for April

Publicity Director- Confirm ads in Peace Arch news and elsewhere for Mall Show

Plant Sale Director- Report on committee progress for plant sale

Program Director: -must have finalized any plans for bus tour and destination by March.

APRIL CLUB MEETING

Show Director—Conduct Spring Parlour Show @ Cranley

-Remind people of Floral Circle Mall show

-ask for volunteers for Mall show tables

Show Secretary-Assist Floral Show

Program Director: to bring sign up sheets for any spring tours (not bus) to meeting

Social Media – photo booth at meeting for pictures of Spring Parlour Show arrangements and draw winners

– photo booth at Semiahmoo Mall for Spring Floral Circle Display

–pictures of draw winners

Plant Sale Director - Sign up for volunteers for May Plant Sale, remind members to divide plants

-hand out posters and signs

APRIL EXECUTIVE MEETING

Plant Sale Director Confirm Plant Sale details

- Plant and Bake Sale at Hall, Friday night set-up and Saturday sale

- Confirm Evaluation Forms to be sent to all members to get feedback Asap after the sale to help with planning for following year (could be handed out at May meeting)

Program Director- Discuss upcoming Survey of Members Interests

By this time, Program Director needs to have finalized plans for speakers/workshops for the Fall

Publicity Director- Confirm ads for Plant Sale on websites and Peace Arch news

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MAY CLUB MEETING

Show Director -Remind people of Floral Circle Mall show

Plant Sale Director – Review Plant Sale plans and Bake Sale etc.

- Continue recruiting helpers for plant sale in May,

Awards Director-present awards from April Spring Floral Show

Social Media –pictures of Award winners and draw winners & **Plant Sale**

Program Director- Introduce Speaker

-Discuss upcoming Survey of Members Interests

- bring signup sheet for bus tour to meeting

MAY EXECUTIVE MEETING

Plant Sale Director - Confirm Booking of the Ocean Park Hall for following year for the Friday night and Saturday before Mothers' Day. (pay booking fee deposit of \$100. which is 1/2 of the damage deposit)

- Discuss the evaluations and make up a sheet to aid in evaluating the plant sale at the executive meeting.

Program Director- - Discuss plans for Summer garden tours, pop-up garden tours, bus trips,

Show Director – Discuss Plant Growing Context

-Discuss awards for June Meeting

JUNE CLUB MEETING

President - Ask for Volunteer to go to BCCGC Fall Meeting

Show Director – Conduct Rose + Bloom Show @ Cranley

-Give out seeds for Plant Growing Contest

Show Secretary-Assist Floral Show

Social Media – photo booth at meeting for pictures of Rose & Bloom entries and draw winners

–pictures of draw winners

Program Director- - Discuss plans for Summer garden tours, pop-up garden tours, bus trips,

Distribute member's survey at meeting for the members to complete.

Bring sign-up sheet for bus tour to meeting

JUNE EXECUTIVE MEETING

Program Director--Bus Trip, Garden Tour

Social Media –pictures of trip and garden tour

Membership – continue with online registration as required

JULY AND AUGUST

no general meetings; executive meeting last week in August.

AUGUST EXECUTIVE MEETING

Show Director Confirm arrangement for September Mall Show

Confirm Photo contest topic

Program Director- - Discuss survey results for planning future events etc.

Treasurer -Start Budget planning discussion – send out actual spending totals for last year and estimate for this year (Executive to bring suggested budget items to next meeting) and consider Monthly Cash Flow

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SEPTEMBER CLUB MEETING

President- Ask for Rep for BCCGC Meeting

Show Director – Conduct Fall Show at the Mall and Fall Parlour Show @ Cranley

- mention photo contest for October Meeting

-Judging of Plant Growing Context

Show Secretary-Assist Floral Show

Social Media – photo booth at meeting for pictures of Fall Parlour Show and draw winners

– photo booth at Semiahmoo Mall for Fall Dahlia & Floral Art show

–pictures of draw winners

Awards Director-present awards from June Rose and Bloom Floral Show

SEPTEMBER EXECUTIVE MEETING

Program Director - Discuss plans for speakers/workshops for the Spring

President -Appoint Search Committee for following year Executive

– Ask current Executive if they will continue or run for different positions and arrange to contact Committees re continuing or not

Treasurer-Discuss Budget proposals of Directors for each item and **Vote to approve**

OCTOBER CLUB MEETING-

Show Director - Photo Contest photos to be handed in

Program Director-Introduce Speaker

President --Ask for nominations for Executive Positions and volunteers for Committees

Social Media–pictures speakers presentation and draw winners

– Ongoing-post to FB, Instagram, Twitter, and YouTube as the entries become available.

Awards Director-present awards from Fall Mall Show and September Parlour Show

Treasurer-Present and Discuss Budget proposals

OCTOBER EXECUTIVE MEETING

Treasurer -- Insurance renewal at B.C.Council of Garden Clubs for January. Forms need to be received by us ASAP in preparation for the Mall Show in April. Include information for extra certificates of Insurance for 2 mall shows and Plant Sale.

-Arrange for Audit

President -Report on search for new Executive -Suggestions for recruiting new executive

-Discuss plans for Christmas Party

Program Director - needs to have finalized plans for speakers/workshops for the Spring

NOVEMBER CLUB MEETING -

Show Director - Photo Display Best Photo voted by members.

-Discuss Christmas floral arrangements for Come Share Society

Program Director-Introduce Speaker

Social Media –photos draw winners

Treasurer-Present Budget proposals and **Vote to approve**

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NOVEMBER EXECUTIVE MEETING

President - Finalize plans for Christmas Party

-Remind Directors to submit Annual Reports

-discuss Awards and Directors reports and Elections and donations (food bank, etc)

Treasurer -Finalize and vote on budget based on members feedback at Nov. meeting

Membership Director- Remind members of Membership renewal For January

DECEMBER CLUB MEETING

- Christmas Party, round tables

- small arrangements to be given away to Come Share Society

- Directors' Reports

- Elections for following year

-Vote on Budget

-Entertainment

-Awards Director-present awards -Photo contest, Service, Most points in the year, etc

Membership Director-Remind Membership renewal in January

-Social Media –pictures of activities, Trophy winners, Awards and contest/draw winners and

Come Share Entries - Photos of draw winners