



EXECUTIVE DUTIES

Each member of the Executive and all Committee heads shall keep accurate, concise, complete records throughout the year. A copy of each year-end report specific to the position shall be made available for their successor.

1. President/Co-President:

- i. Provide leadership to the Executive Committee
- ii. Chair meetings of the Executive Committee and General Meetings
- iii. Ensure that committee chairpersons are appointed, and serve as ex officio member of committees and attend their meetings when needed
- iv. Keep the Board's activities focused on the organization's mission
- v. Provide an Agenda for meetings
- vi. Introduce the guest Speakers and present thank-you card and cheque
- vii. Put forth motions to a vote and announce results; vote only to break a tie
- viii. Sign copies of the Constitution and By-laws following any amendments; maintain copies of these documents
- ix. Act as a signing officer on club bank accounts

2. Vice-President:

- i. Act in the absence of the President/Co-President
- ii. Learn the duties of the President/Co-Presidents and keep informed on key issues
- iii. Prepare to serve a future term as President/Co-President
- iv. Act as a signing officer on Club bank accounts
- v. Purchase a gift not more than \$30 for the current retiring President at their end of the term

3. Secretary:

- i. Keep accurate minutes of all meetings, providing a copy of official minutes at general meetings
- ii. Record all motions and decisions at meetings
- iii. In the absence of the President/Co-Presidents and Vice-President, chair the meetings until the election of a President/Co-President
- iv. Act as a signing officer on Club bank accounts
- v. Purchase a gift no more than \$30 for the current retiring President at the end of the term

4. Treasurer:

- i. Deal with the day-to-day financial affairs
- ii. Keep full and accurate accounts of all receipts and disbursements
- iii. Receive and bank all monies due to the club

DIRECTOR DUTIES

Directors serve on the Executive Committee and attend their meetings. They participate on subcommittees as required. There will always be a Director sitting on a subcommittee to act as liaison between it and the Executive. The Director will provide leadership and guidance to the sub-committee. Director positions may be shared between two club members.

1. Communications:

- i. Collect information at Executive Committee meetings and send out a monthly email Newsletter to all members
- ii. Send email notices when required by the President/Co-President or Committee head; for example, when plant sale volunteers are needed
- iii. Contact the Webmaster to have notices posted on the Sechelt Garden Club website
- iv. Prepare advertising copy for the newspaper and other media promotion
- v. Collaborate with the Webmaster regarding inquiries from club membership and the public. Respond to emails that come through the website

2. Guest Speakers:

- i. Procure speakers for the general meetings
- ii. Obtain Guest Speaker biography and forward on to the Webmaster and Communications Director for the Newsletter

3. Membership:

- i. Set up a table to collect fees and member information at General Meetings
- ii. Issue membership cards and nametags
- iii. Introduce new members at General Meetings, and provide the Communications Director with email names and addresses for the Newsletter
- iv. Prepare membership reports for Executive Meetings
- v. Prepare summary of funds received at General Meetings and turn over to the Treasurer
- vi. Maintain an up-to-date database of all current members, including dates dues were paid and contact information

4. Correspondence:

- i. Send out thank-you cards to ill members, or to members who are celebrating a special occasion
- ii. Send out thank-you cards to hosting homes on garden tours, following the tour

5. Social Convener:

- i. Form and chairs a sub-committee to work on specific projects as needed; examples are Christmas Luncheon, Strawberry Tea and hosting events for other garden clubs
- ii. Work in collaboration with and reports to the Executive Committee

6. Community Projects:

- i. Collaborate with individuals, groups, associations, businesses and institutions to beautify outdoor landscapes within Sechelt
- ii. Present prospective projects to the Executive for discussion, including a work plan, resources and budget necessary to complete the project. Executive approval shall be given prior to undertaking such projects
- iii. Duties will be carried out in consultation with the Executive by keeping them appraised of ongoing projects at meetings, and if necessary by email, once Executive approval has been given
- iv. Plan, attend, and coordinate related meetings and events
- v. Raise the Sechelt Garden Club's profile and public pride in the Sechelt community

7. Webmaster:

- i. Maintain and update the Sechelt Garden Club website on an ongoing basis; examples are: content, web links, password and security maintenance
- ii. Collaborate with the Communications Director and membership to ensure website content is up-to-date and relevant
- iii. Collaborate with the Treasurer regarding domain fees and other related expenses
- iv. Collaborate with the Communications Director regarding inquiries from club membership and the public