

Kelowna Garden Club Job Descriptions—October 2017

President, VP, Secretary, Treasurer

Directors take on an additional role, e.g. Director/Advertising, Director/Publicity. These additional roles are given separately.

President's duties

With the help of the executive, volunteers and committees, the president will:

- Administrate and generally oversee the club's activities.
 - Prepare and circulate agenda for executive meetings, asking directors for additions/ changes/ deletions. Email final agenda in good time for meeting date.
 - Chair minimum 3 executive meetings per year usually Jan/Feb., May and Sept.
 - Plan and circulate general meeting agenda to executive, then chair monthly meetings, March –June and Sept-Nov. Provide copy of agenda at the meeting for the Secretary.
 - Coordinate the arrangements for annual events: Christmas potluck, June Fair and/or Summer picnic.
 - Organize entertainment for Christmas pot-luck dinner
 - Write and email President's Message to Newsletter Editor for the Weeders' Digest deadline of 10th of the month (e.g. 10th Oct for November NL)
 - Write annual report for November NL
 - Ask executive committee for names of members who've volunteered for the past 10 years, then order special name tag pins for these members (until the Wall of Honour has been in operation for ten years.)
 - Attend as many Open Gardens as possible.
 - Present awards at the Annual Flower Show
 - Attend SIHA meetings, presenting reports, in person and in writing.
- ... and
- deal with anything else that comes the way of the president by email, mail, telephone or face-to-face encounters!

(Original prepared 2010- 2011, updated 2016)

Vice President(s)

Takes on President's responsibilities in the absence of the President, such as chairing monthly meetings

Prepares to move into the President position (which can be a shared position: co-Presidents).

If in a co-VP position, work closely with the other co-VP to share information and coordinate attendance or absence.

Look for opportunities for special guest speakers and/or special events

2017: Co-VPs agreed to accept the responsibility for getting speakers for 2018's monthly meetings.

Speakers

- Obtain speakers for general meetings in March, April, May, June, September and October. If June is to be anything other than a general meeting (e.g. potluck or member event) then no speaker is required. Also no speaker required for November's AGM meeting or December's Christmas social.
- Ask speaker what their fee is, and ask for a short bio. From this, write an equally short introduction.
- Give bio to Newsletter Editor, Website maintainer and Publicity in time to meet their deadlines.
- As speakers are confirmed, advise President, Newsletter Editor, Webmistress and Publicity Director of speakers, let them know of any changes. (*Information is used for flyers for Seedy Saturday, Plant Sale and Flower Show, as well as being added to our newsletter, Facebook page and web page.*)
- Advise speakers of
 - Date and time of meeting
 - Address
 - equipment that the club provides (screen, projector, microphone)
 - length of time allowed for presentation (maximum 45 minutes for talk, 15 minutes for Q&A)
- Let the treasurer know ahead of the meeting whether or not the speaker requires a cheque and include the club's thank you note signed by yourself and the President. The thank you note, designed by Rosemary Botner, is a Publisher document and will be emailed to you.
- Watch for speakers' arrival, greet and make introductions.
- After the presentation, thank the speaker and present with the cheque and thanks note.

In the past, the club has had special guest speakers: Sir Roy Evison, Sara Williams, Ted Baker. If the directors are looking to boost the club's presence in the community with a special guest speaker they will come up with suggestions (with your input) and ask club members to volunteer to help. This kind of speaker should interest other clubs, e.g. members of SIHA, OXA, and Master Gardeners, so that the costs can be shared.

Secretary's Role and Responsibilities

Attends both general and executive meetings as a voting member, prepared to give input, ideas and suggestions on all matters under discussion or consideration.

The Secretary is also a signing authority for KGC's cheques.

From notes taken at the general meetings held in March, April, May, June, September, October, and November:

- Prepare KGC General Meeting Minutes
- Send draft to president, very shortly after every executive committee meeting, for proof reading/changes
- Send minutes to Newsletter Director by 10th of each month
- *Note: Minutes are published on line and therefore available to the general public so dollar amounts of KGC's financial dealings such as expenses, income, etc. are not included*

KGC Executive Committee Meetings are held 3-4 times per year. After each meeting:

- Prepare Minutes
- Highlight action items
- Send draft to president, shortly after meeting, for proof reading/ changes
- Send Minutes to executive committee members

Minutes are filed in binders and stored in the Trophy Box.

- Special meetings may be called throughout year - minutes to be recorded as usual
- Make additions to Inventory (name of item, quantity, description, location/ member, date of purchase) as reported to secretary throughout year
- Collect other inventory lists (i.e. Library, Flower Show) & add lists to secretary's binder with general inventory list
- Submit Secretary's / Secretaries' Annual Report (October, for November newsletter)

The practice of handing over several binders of minutes from Secretary to Secretary became problematic as the number of binders grew. In 2017, Minutes of both executive and general meetings—from as far back in time as was possible-- were put into binders, to be stored on the bottom shelf of the Trophy Case.

There should be a process for safer storage of records than paper copies that are required to be kept "in perpetuity".

Treasurer's Role and Responsibilities

The Treasurer attends and actively participates in both general and executive meetings. When necessary, it is up to the treasurer to ensure new signing authorities are set up with the bank along with changing over online access for creating and releasing payments.

The Treasurer is responsible for drafting the annual budget and presenting it to the executive for discussion. At that point changes are made and the budget is then presented to the membership at the March meeting. Prior to the March general meeting, it is up to the Treasurer to apply for the lotto license for the upcoming year.

The Treasurer is responsible on a monthly basis to collect, record and deposit incoming monies into the Club bank account as well as record expenses and pay monies for valid expenses from the Club Bank Account. Part of this process on a monthly basis is reviewing the bank statement provided by the club's bank. While performing this role, the treasurer keeps track of actual revenue and expenses as compared to budgeted revenue and expenses. Variances of concern will be communicated to the executive on a timely basis.

The Treasurer has the following responsibilities:

Monitor the payments email address – This is used on all of our promotional literature, website and Facebook Page. Members use this email address to pay their dues, fees for workshops along with other communications.

Track any investments to ensure that they are rolled over or cashed out as approved by the executive

Ensure BC CGC dues/insurance (sent in December for the upcoming year) – update the contact info on the BC CGC website at that time.

Issue membership dues cheque for SIHA

Okanagan College Foundation bursary cheque is issued and delivered in the fall

Church rent (Lease is signed in June of each year)

Present budget at March general meeting

Present budget update at November's AGM meeting

At the conclusion of the year (December 31) it is up to the Treasurer to prepare a final summary for the year and have it reviewed by an independent volunteer. A volunteer is requested at the first general meeting of the following year.

Job Descriptions for Assistants

50/50

Sells 50/50 tickets at monthly meetings

Counts money, puts half into one envelope, half into another, marks amounts on envelopes and gives them both to Treasurer.

If expenses are incurred for envelopes or tickets, give receipts to Treasurer for reimbursement.

Door Prizes

Buy three door prizes for each monthly meeting, except for December (which has a separate door prize budget)

Award prizes at monthly meetings, calling out numbers of red/door prize tickets

Greeters

Hand out name tags and red door prize tickets (to members only) at monthly meetings

Ask guests to sign guest book and for a donation (if guest joins that evening, donation is refunded)

Collect name tags after meeting and sort into labelled bags

Put tins containing bags of name tags into file cabinet

Photographer

Take photos at meetings and events

Every month send to Newsletter Editor and to the member who does Year in Review

If possible, keep them on file for the year

Workshop list

Keeps list of workshops offered.

As workshops are announced, advises Newsletter Editor for inclusion in newsletter.

Advertising

(Alicja Paradzik, September 2015. revised October 2015 as suggested by Rosemary Botner, NL Editor)

Write an email letter (copy available from previous Advertising Assistant) to all previous advertisers plus whatever new ones you can think of, asking them to advertise, in a new way, to our 150 plus members in our monthly newsletter, explaining: that to make advertising easy for them and us, we're offering their ad in every one of our monthly newsletters (8) at a discount which is: Instead of \$\$ x 8, we'll put ad in 8 times and charge for 7. Advertisers should accept this offer before our 10 February deadline (for our March newsletter) and send one cheque or make one epayment for the full amount.

Send all advertising information to the KGC newsletter editor by 10 February for the March newsletter.

NL Editor will accept new copy according to the season or special events provided it's received by the 10th of the previous month.

Give all cheques to Treasurer for deposit.

This revision eliminates phone calls from the KGC asking for payment, eliminates the need to mail invoices, and requires advertisers to send just one cheque and changes the Advertising person's responsibilities from an Accounts Receivable job to something more in line with what a garden club volunteer might expect to be asked to do.

Membership job description (Marian Ingram, 2017)

In January, write an email (for NL Editor to send out) to all members reminding them that Early Bird renewals are put into a draw for a free membership if the renewal is received by (specify date)

Send current version of Membership form to Website Maintainer and Newsletter Editor who put the form onto the website and into the March newsletter (respectively).

This has to be done early to allow early-bird renewals to be made in January and February

Receive renewal forms/dues by mail and at the general meetings

Submit all cheques and cash to Treasurer

Email membership list (as at end of April) to members of the executive committee and to the Open Gardens & Speakers & Excursions Assistants.

The assistants may need the list to contact all members, however the Newsletter Editor will be the primary contact for any 'all member' e-mails we need sent out. ONLY if the NL Editor is unable to, and the matter is urgent, will other directors or the two assistants above send out 'all member' e-mails

Make name tags for new members with Club's new vector file logo in top corner and FIRST name of member in larger font than last name of member.

Make a copy of membership list for Greeters so they can identify new members

Greeters will put a ladybird stickers onto their name tags (stickers to remain on tags for one year). Name tags are given to Greeters who distribute/collect at general meetings

Send regular updates of membership list to NL Editor who needs it to ensure all paid up members receive the newsletter.

Announce at March and April meetings how many renewed/new members so far

In 2017, the committee decided that May would be the last newsletter non-renewers would receive. If they renewed, they would get the next newsletter but no back issues would be sent.

(After redesigning the membership form, eliminating the current questions which get varying responses, Marian proposes a 3-4 question mini survey to be emailed to all members at a random time during the year; responses are by e-mail)

NATURES GOLD COORDINATOR:

From Carol Taylor, NG Coordinator

- Review previous years' files for details: contact current coordinator Carol Taylor @ 250-764-9046
- in February decide on a deadline date for orders, plus APRIL dates for delivery by NG and pickup by members. Coordinate the delivery date with David Marshall and/or Sharon Murphy at Natures Gold,
- Prepare a members' order form for fertilizer, potting soil and mulch, giving order deadline, prices, where to pick up, etc. (Carol Taylor has sample forms)
- Send this form to Newsletter Editor by 10 February (so it goes into March newsletter) asking members to complete the form and bring cheques to next mtg. Payment can also be made by epayment.
- Take a few printed forms to March meeting.
- Total number of products ordered and add an estimated number for Open Garden hosts, and phone total to: Sharon Murphy at N.G to establish delivery date
- hire a student to assist with the 4 hour sale event
- turn proceeds over to KGC treasurer

Newsletter editor duties (from Rosemary Botner)

Throughout the year:

1. Attend executive meetings as requested by president, serve as director and exercise voting privilege.
2. Compile and maintain email distribution list of active members from information provided by the membership chairperson
3. Distribute email messages to membership as and when necessary.
4. Compile, edit and distribute "Weeders' Digest", the publication of the Kelowna Garden Club, with issues published for March, April, May, June, July/August, September October, November and December.
5. Advise regular contributors of the submission deadline.
6. Edit submissions as necessary.
7. Email newsletter (NL) two weeks prior to the meeting date. There are three Life members who still receive a B&W copy of the NL by Canada Post. Otherwise all distribution is done by email.
8. Save a digital copy of the NL plus one hard copy for club records.
9. Distribute NL by email to non-members who are interested parties for example: SIHA member clubs, our advertizers etc. Maintain a distribution list of such persons.
10. May's issue will be the last newsletter sent out to people who have NOT paid their dues. (2017 04 and 05 executive committee minutes).
11. Back issues are not sent to people who are missing newsletters due to unpaid fees.

January: Contact membership coordinator with regard to distribution of membership forms for upcoming year.

- Email membership form to the previous year's distribution list, plus any other information, e.g. date of free membership draw deadline, and the address of membership coordinator.
- Mail by Canada Post the same information to the three life members who do not have email.

February : Send out a reminder by email with the same membership information as in January's email.

- Review the March newsletter of previous year(s). Compile a list of possible submissions. Contact all executive members and others who submitted information stating the submission deadline (presently 10th of the month)
- Prepare the March newsletter and distribute to members and to those non-members on separate distribution list (SIHA secretary, advertizers, interested parties) two weeks before the next meeting.
- Send copy to Staples printer to printer four B&W copies of newsletter – three from those life members without email and one for the hard-copy file retained by newsletter editor. Collect and mail those for the three members and file the fourth.

March: Review the April newsletter of previous year(s). Then as above plus .

- Update the distribution list with names and emails of new members, as received from membership coordinator

April: Review the May newsletter of previous year(s). Then as previously plus

- Advise members in the newsletter that they will no longer receive the Weeder's Digest if their membership is not renewed at or before the June general meeting

May and June: Review the May and June newsletters of previous year(s). Then as for previous months.

July No newsletter to prepare.

August: Review the September newsletter of previous year(s). Then as for March, April, May and June

September, October, November: Review NLs of previous year(s).

December: No newsletter until preparation of March newsletter in February

Open Gardens Coordinator

(October 2015, from input by previous coordinators Barb & Denis Hicks and Sherrell Davidson)

(In 2016, as a result of input from previous open gardens coordinators, the club's directors decided that instead of the committee choosing dates when Open Gardens would be held, members would offer to open their gardens on days and times of their choosing.)

- Coordinator's name and email address goes into the newsletter, March to September.
- **Members contact the coordinator, giving the date and time when they'd like to open their garden to members.**
- **This can be any week day or a weekend, afternoon or evening—whatever is most convenient for the member**
- Coordinator sends the details to Newsletter Editor for details to go into Weeder's Digest or, if there's not much notice of the event, to send out an all-member email.
- Members read the newsletter/email and go to the Open Garden on the given day and time.
- Members who open their gardens are given two bags of Natures Gold product.

Estimate number of bags needed, based previous year's open gardens, and order them in the spring, same time as members place their orders with Natures Gold coordinator. If estimate proves too low and Natures Gold products run out, the open garden host receives a KGC membership gift certificate instead.

Keep a record of all open garden host(s). From the names a "winner" is drawn at the November meeting to be presented with the Natures Gold cup and a certificate (attached) for 5 bags of Natures Gold product. Winner contacts Natures Gold for pick up.

- *Also in 2016, "judging" of open gardens was abandoned after many members indicated a reluctance to open their gardens because of it.*
- *In previous years, judging was done by master gardeners but OMG were unable to supply judging criteria which raised the concern that judging might be personal choice.*
- Members who want their gardens judged according to BC CGC standards of
 - *Health, vigor and suitability of plants*
 - *Suitability of design to its site and usage*
 - *Maintenance of paths, structures, grassed areas and/or ground covers, working areas, etc.*
 - *Cultivation and freedom from perennial weeds*
 - *Harmonious blending of colours, shapes and textures*might like to contact Communities in Bloom.

Parlour Show Coordinator Job description (Updated by Shirley Hathway Sept. 2017)-

Early February:

Prepare a list of parlour show classes in time for the February executive meeting. When approved, give the list to the newsletter editor **by 10 February deadline** for inclusion in the March newsletter and to the Web page administrator for the KGC's web page.

The shows take place in March, April, May, June, September, October and November. The trophy classes for the lily, sweet pea and delphinium are presented at the September meeting to the winners at the Guisachan Flower Show if won by a garden club member.

You may make changes to the schedule during the year, submitting changes to the newsletter editor in time for the newsletter for the month affected. This may be done depending on the growing conditions for the specific year.

March onward:

On the night of each meeting, the doors open at 6:30. It is prudent to arrive then in order to set up before members arrive with their entries.

Cover the tables, which are already in place, with plastic cloths. Prepare class cards with description according to the schedule as well as instruction for filling out the entry slips. Set them out on the tables. A divider may be placed between each class. Place entry slips and pencils on the table in front of each class. You may design your own slips. Trophy slips will differ from non-judged entry slips.

When trophy classes are part of the show, contact judges ahead of time to arrange for the judging. Judging will be done by members who are certified graduates of the B.C. Council of Garden Clubs Floral Art and Horticultural Judging Program.

Judging begins at 7:25 and they assign a number 1, 2 or 3 on the entry slips. They do not look at the name of the entrant. If only one entry occurs in a trophy class, the trophy is not presented.

The coordinator records the names of the first, second and third place entrants for announcing the winners when called upon. The president will present the trophy to the winner. The trophy remains in the trophy case with the winners name engraved on it, while the member is presented with a medallion as winner of that trophy for them to keep.

The coordinator will record the first, second and third place winners in order to compile points received for the trophy classes during the year in order to award the aggregate trophy at the December meeting. 3,2,and 1 point awarded for the first second and third place winners respectively.

The coordinator will collect the slips for the non -judged classes at the end of the meeting and record a tally of entries for each entrant for the year. A prize is awarded to the member who makes the most entries in the non-judged classes during the year.

November and December

Total the points for the trophy classes for the winner of the Aggregate trophy. It will be presented at the December meeting. Second and third places should also be noted.

Total the points for the non-judged entries made during the year and note the winner for announcement at the December meeting. The winner receives a cash prize by arrangement with the president.

Potluck dinners, Summer and Christmas.

These are presently held at the June meeting and the December meeting.

There is a centerpiece competition where members are encouraged to make centerpieces to be placed on the tables at these dinners. Cash prizes are awarded for first, second and third as voted on by the members. The coordinator will prepare and place numbers for each table and provide voting slips and pencils for members to choose their one favourite. These are filled in and collected before dinner is served and announcement of winners is made after dinner.

Photoboard Assistant:

Ethel Valiant, 2016

Keeps the photoboard up to date with most recent photos taken by self and the club's photographers, prints off the best ones to illustrate what the club does, where, and who takes part.

Takes the photoboard to events such as Seedy Saturday, Plant Sale and Flower Show for the public to see.

If not attending the event, arranges for a member who is going to pick it up and return it.

NOTE:

- Photoboard is not displayed at general meetings because photos are available to members on the website.
- Printing colour copies is expensive; photoboard assistant asks for reimbursement of one set of colour printer ink cartridges a year.
- If photos are printed at Costco, present receipt to Treasurer for reimbursement.

KGC Plant Sale Coordinators(s) job description 2016

From Linda Edser and Pat Zander

Over the last few years the responsibilities of this project have been shared. We have worked with two or three people. We have divided tasks as indicated below:

Pre Plant Sale Publicity:

- Develop a ¼ page flyer and a 8 ½ x 11 poster (templates attached) to be handed out at Seedy Saturday and various garden centres, and distributed by the Okanagan Library system.
 - ¼ page flyers that are prepared in time for Seedy Saturday advertise the April plant sale and, on reverse, the speakers/events for the year.
 - ¼ page flyers are updated to be given out at plant sale advertising the Annual Flower Show and, on reverse, the speakers/events for the remainder of the year.
 - Give 8 ½ x 11 posters to Publicity Assistant who will deliver to the OK Regional Library for distribution to libraries in Kelowna and West Kelowna.
- Send plant sale information to
 - Don Burnett for his radio show and newspaper column well in advance.
 - Ken Salvail for his garden information website.
 - KGC's Publicity person, who will send out to the media list.
 - KGC's Newsletter Editor, giving as much advance notice as possible to get details into March and April newsletters. (Deadlines are 10th of the month previous)
- Speak at KGC monthly meetings in March and April – emphasise importance to the club of the sale.
- Seven–ten days ahead of sale ask Newsletter Editor to send out an email to members as a reminder to bring plants, and asking members to advise friends/family of the sale.

Prior to sale (January/early February)

Contact the City of Kelowna, the Guisachan House Restaurant, and OXA advising date of sale,

Finding Extra Plants to Sell

Contact City of Kelowna Gardener directly at Guisachan Gardens and ask members if they know of anyone with a large garden who might be willing to donate plants.

Presale Tasks:

- Ask for volunteers at the KGC meetings prior to sale (have roster sheets available for members to sign up)
- Two teams of two are needed for cash desk
- Ask Treasurer for float for day of sale, and cash boxes. Also ask Treasurer to collect funds at end of sale for deposit.
- Have a Master Gardener liaison to organize MG shifts
- Arrange coffee for volunteers on Saturday morning. .

Equipment and Supplies:

- ❖ Stored in the Guisachan Gardens shed:
 - Tables
 - 2 tents
 - Large 'Plant Sale' sign
 - 2 Sandwich Board Signs (these may be placed on private property only)
 - Signs to indicate type of plant (sun, shade etc.)
 - Watering can (to keep plants fresh)
- ❖ Purchase
 - 1500 plus popsicle sticks
 - 12 or more fine tipped permanent markers.
 - and collect 100 beer flats from liquor outlets.
- ❖ Bring from home

- plastic bags to cover big pots for transport
- Rags for cleaning tables

❖ Ask volunteers at the MG table, KGC info table, cash table to bring their own chairs.

Friday late afternoon/evening tasks:

This will need a crew of 8 to 10, made up of MGs and other garden club members.

- Set up 2 tables for labelling, close to parking.
- Set up tents if weather is wet, to cover marking tables.
- Receive donations at Guisachan.
- Check for health, invasive species, label and price (on popsicle sticks) and put out with like plants on the lawn close to parking. Most plants are displayed on the grass; veg seedlings are safer and easier to access on a table.
- **Note:** pricing is in increments of 50 cents minimum only.

Saturday Morning by 7:00 a.m.

- **Park close to cash area – use personal car as the bank so that there is not a lot of cash in cash boxes.**
- Continue processing donations as they come in.
- Tape off private residence area to prevent public from walking across Karen's flowerbeds.
- Put out sandwich signs, corner of Cameron and Gordon and corner of Rose and Gordon **on private property** to comply with bylaws.
- Set up tables
 - one for cash teams (keep this clear of pathway to allow public access and to give space on the path for trolley/dolley to take away their plants)
 - one for Master Gardeners
 - one for KGC information table and
 - one or two tables near cash area for Odds and Sods.
- Put tulip signs around sales area and Plant Sale sign on the fence.

During Sale, 9:00 a.m. to 1:00 p.m.

- Have volunteers on site to help keep display tidy and help customers with their purchases.
- Begin consolidating and reducing tables as plants thin out.
- Consider half price when crowd has thinned out (perhaps last hour).
- Clean up and store equipment at 1:00
- Remove garbage, recycling and unsold plants.
- Unsold plants have been taken for the Kelowna Hospital Auxiliary Blossomtime Fair.

Post Sale Activities:

- Send list of volunteers to President and Newsletter Editor (for Wall of Honour in December issue of newsletter).
- Write announcement for next KGC newsletter with results and appreciation for volunteers and donors. Note: do not put amount raised in the newsletter, as it will go to other clubs.
- Make announcement of same at the next KGC meeting.
- Thank you emails to City of Kelowna contacts, and include request for next year's plant sale date (last Saturday in April).

Fall Bulb Sale:

This takes place before and after the October KGC meeting. Members bring in their donations of bulbs; they are labelled, priced and sold at a table just inside the door. We have discouraged iris rhizomes as they are poor sellers and to avoid soiling the area.

Publicity

Publicity includes:

- contacting media via email regarding monthly meetings, speakers and special events)
 - adding new contacts to media list wherever possible (suggestions: SIHA clubs, Summerland Ornamental Gardens, BC Master Gardeners, OXA, local nurseries)
 - making and delivering 8 1/2 x 11 posters detailing KGC's speakers to the OK Regional Library on KLO Road.
 - The regional office will inter-office deliver these flyers to the libraries we specify. For speakers, the flyers are usually sent out to libraries in Kelowna and Westbank. For special events, the regional office will accept flyers to be sent up and down the Valley. Whether local or not, these should be full page (8 1/2 x 11) and in colour.
 - making and taking flyers to Seedy Saturday (to publicise our Spring Plant Sale) and to the Plant Sale (to publicise our Annual Flowers Show).
 - Details of the event are on side 1; details of upcoming speakers are on side 2. These are 4/page and can be in black and white to make copies cheaper. Staples will print these double sided and will cut into fours.
 - it would also help publicise the club if our brochures were taken to Seedy Saturday and the Plant Sale.
 - plus anything else the Publicity person can think of to publicise the KGC.
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- ❖ Media email list available from previous publicity person
 - ❖ Templates for flyers both full page and 4/page available

WEBSITE – Darlene Cross

The KGC webmaster duties include:

- updates the site with current club details and events
- is the domain name contact
- replies to and forwards emails from website visitors that come in from the 'contact us' tab on the website.
- add garden related links and articles of interest including club member garden photos, excursion photos, event photos, etc.
- is one of the clubs FB page administrators.