

Lakefield and District Horticultural Society

Operating Policies

Suggested Duties for Executive Officers

President

The President is a key figure in horticultural Society activities and programmes. The President provides leadership by coordinating and delegating tasks and seeing that these tasks are completed.

The President:

Chairs general and board meetings of the society.

1. Prepares an agenda in consultation with the secretary.
2. Is conversant with the society's constitution, the Agricultural and Horticultural Organizations Act, and the structure of the Ontario Horticultural Association.
3. Is an ex-officio member of committees
4. Involves vice-presidents wherever possible to prepare them for the role of President.
5. Ensures that everyone who has a role at meetings is aware of their duties and has prepared in advance.
6. Ensures that all correspondence, newsletters, are shared with the membership.
7. Ensures that required forms and reports are completed and submitted before the deadline.
8. Presents a review of the year's work at the Society's annual meeting.
9. Attends and encourages others to attend OHA District Meetings and Provincial Conventions.
10. Must pass all information, books, records, to the next President once the term of office is complete.

Vice-President/Second 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(s):

1. Prepares to become President, by:
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- a. chairing some committees to acquire a thorough understanding of society activities,
 - b. becomes familiar with the society's past activities,
 - c. Attending OHA District Meetings and Provincial conventions.
2. Must pass all records to next Vice-President once the term of office is complete.

Secretary

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

The Secretary is appointed by the board according to the constitution of the Horticultural Society.

The duties of the Secretary may be divided between two people: for instance, a recording secretary and a corresponding secretary.

The Secretary:

1. Records the minutes of all general and board meetings of the society and keeps these as permanent, complete records of the society.
 2. Makes minutes available at the next general meeting.
 3. Keeps the board informed of all correspondence and newsletters, notifies the president, committee chairmen or other appropriate individuals of relevant correspondence without delay, and acts upon these as directed.
 4. Notifies Board Members of Society meetings.
 5. Keeps a copy of society correspondence.
 6. Keeps official correspondence and records for 7 years.
 7. Maintains and passes on to the next secretary all society files including Society Constitution and By-laws, OHA Constitution, Certificate of Insurance, and Society Operating Procedures
 8. In conjunction with the president prepares an agenda before each meeting
 9. Receives committee reports of the society's activities.
 10. Attends OHA District Meetings and Provincial Conventions. Compiles annual Society report for OMAFRA by required date.
 11. Sends out minutes of the previous year's AGM to members at least two weeks prior to the next AGM.
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Treasurer

The Treasurer of a Horticultural Society is appointed annually, by the elected board members, possibly at the first board meeting held after the society's Annual Meeting.

The Treasurer:

1. Maintains accurate records, keeping records of all transactions of income and expense.
2. Ensures the distribution of all funds after a motion for expenditure has been seconded and approved by the Board.
3. Deposits all monies received in the Society bank account. This account should have two designated signing officers, with two signatures necessary to sign a cheque, one of which should be the Treasurer, with another Board member.
4. Submits an up-to-date financial statement at all meetings – with one copy for inclusion in the Secretary's records.
5. At the end of the fiscal year prepares books of account for auditing or financial review.
6. Presents an audited, detailed financial statement for the previous fiscal year at the Annual Meeting, either by reading the statements or by emailing a digital copy to each member.
7. Submits the audited annual financial statements to OMAFRA by the required date, to maintain status as a society incorporated by the Agricultural and Horticultural Organizations Act, and to qualify for the Legislative grant administered by OMAFRA.
8. Must retain all records for at least seven years, or as required by law.
9. Prepares a yearly budget for Board approval, estimating receipts and expenses as a guide for the year's activities.
10. Attends District Meetings and other OHA meetings.
11. Must pass all records (including records for the past seven years) to the incoming Treasurer, as soon as possible, when the term of office is completed.
12. Ensures the continuity of Society's charitable status.
13. Applies for HST refund each year.

Immediate Past President

The Immediate Past President is an executive officer and can contribute the knowledge gained from experience on resources and past events within the Society. The Immediate Past President:

1. is an ex officio member of the Board of Directors.
 2. continues to attend meetings and events, being available for consultation, offering encouragement and constructive advice when appropriate.
 3. is chair of the Nominating Committee
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4. chairs the awards committee

Auditors/Financial Reviewers

At each Annual Meeting, two financial reviewers shall be elected to hold office until the next Annual Meeting OR a certified accounting firm may be designated to perform the auditing service. Financial reviewers must be from outside the board of directors and unbiased.

Board of Directors

Directors

Directors are elected at the Annual Meeting in accordance with Constitution of the Society. The Board of Directors of the Horticultural Society is responsible to the members for the operation of the Society in accordance with the Constitution and By-laws of the Society. Regular Board Meetings are essential.

In accordance with the Agricultural and Horticultural Organizations Act, members of the Board of Directors are responsible for replacing society funds which have been lost to the society through the malfeasance of the treasurer, unless the treasurer is adequately bonded.

Committees

The Board establishes committees in order to conduct its business more effectively. All committees are accountable to the Board which shall define the responsibilities of each committee. The committee chairperson is often a director or vice-president.

Suggested Committees

- * Sunshine
- * Membership
- * Liaison with Township
- * Beautification
- * Programme
- * Yearbook
- * Monthly Floral Competitions
- * Media and Public Relations
- * Social Convener
- * Annual Plant Sale / Potting Day
- * Garden Tour / Bus Trips
- * Annual Flower Show
- * Website
- * Archives
- * Draws
- * Awards
- * Rose Show

Every Committee Chair needs:

- a) To keep a portfolio of the Committee Activities to be handed to the next chair.
 - b) To provide a written report to the Society Secretary
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