

LYNN VALLEY GARDEN CLUB

PRESIDENT

Constitutional definition:

The president shall preside at general and executive meetings and shall preserve order. The president shall be a member ex officio of all committees. Following completion of term as president, the past president will attend LVGC executive meetings ex officio for three months.

Description of Duties

1. Prepares agenda for the executive and general meetings.
2. Chairs executive and monthly meetings. Executive meetings are held in the first week of the month, usually the Wednesday. This may be changed at the president's discretion. General meetings are usually held on the third Thursday of the month. No meetings in July & August.
3. Selects an auditor in the fall (by November) and receives auditor's report through treasurer in January.
4. Makes a brief report on the year's activities at AGM, which is also printed in *The Leaf*.
5. Acts as a signing officer for the club (with treasurer and vice president).
6. Supports the treasurer who prepares a proposed budget in October for the following year.
7. Reminds treasurer to renew Lynn Valley Garden Club's membership in the BC Council of Garden Clubs and to renew the insurance for LVGC through the BCCGC in January.
8. Selects committees - hospitality, sunshine, plant table, newsletter, website. [This should be done before January. Committee terms are for two years.]
9. Responds to any mail in conjunction with the secretary.
- 10.** Considers hosting one Executive Meeting a year.
11. When away, arranges for a fill-in, usually VP.

[These tasks fall to the President if no one else helps: Organizes/oversees Members' Garden Tour, Bus/Field Trip, Donation Committee, Nominating Committee, and Searches for new venue as needed. It's too much to expect from one person and others should help. Good luck!]

Executive Meetings

1. Sets venues for exec meeting with other exec members early in the year. Generally, hosts volunteer a few months in advance.
2. Circulates the agenda a few days before meetings and makes any changes noted.
3. Presides over the meeting. Motions should have a mover and seconder recorded. Only Executive members vote on a motion although committee members attending an executive meeting participate in the discussion. (Note proceedings and decisions.)
4. After meeting, takes action on immediate decisions and notes for monthly meeting.

Monthly Meetings

1. Consults with other executive members for agenda items, as needed.
2. Prepares agenda for self, VP, and secretary.
3. Opens hall and turns off alarm system on Thursday by 6:20 p.m. on meeting night. Meetings start at 7:15 p.m. precisely.
4. Sets up executive table, helps with microphone & sound. Ensures chairs and tables are set up, as needed.
5. Ensures that chairs and tables are returned as found.
6. Turns off all lights in the Sanctuary, lobby, kitchen, washrooms, and hallway.
7. Locks all doors and re-sets alarm system. (President retains key at Mt. Seymour United Church.)
8. Assigns another Exec member to open hall and lock up when president is away.
9. After meeting, checks decisions made and notes for follow up at executive meeting or takes immediate action, as directed.

Leaf Newsletter

1. Writes President's Message to be published in *The Leaf* monthly. This usually reflects business or policy items, forthcoming plans, or appreciation of work done relevant to LVGC.
2. Prepares other items for *The Leaf* as decided at Exec meeting.
3. Emails *Leaf* submissions to editor before deadline. (*The Leaf* is usually prepared by the editor the week before the general meeting.)
4. Writes a short overview of what occurred during the year for *The Leaf* before the AGM in November. See previous *Leafs* as to format to copy.

Only at St. Stephen's Church Monthly Meetings

1. Day before meeting, ideally Wednesday a.m., get hall key from Vienna Sequoia, church secretary, at the church office. Ask her about heat in the hall and whether you need to turn it off after the meeting. (At Mt. Seymour United Church, the President retains the key.)
2. Take pictures of how the tables/chairs are set up and leave hall in this arrangement.
3. Make sure heat is off by pressing the button, if asked by Vienna. (Thermostat is located on the right side of the stage between the stage and the stage door.)
4. Put key in the church office's mail slot after locking up.
5. Assign two other key picker-uppers to fill in when president is away. In 2019, it was treasurer & a membership person.

JB: Nov 2017

AMD: June 2019 revised

LR: April 2023 & Nov 2023 updated