

**LYNN VALLEY GARDEN CLUB  
VICE-PRESIDENT**

**Constitutional definition:**

The vice-president shall perform the duties of the president in the president's absence.

**Description of Duties**

- Attend executive and monthly meetings.
- Act as a substitute for the president when the president is unable to attend meetings.
- Organize speakers for the monthly meetings, seeking input from Club Executive.
- Introduce speaker before the talk and thank speaker afterwards.
- Consult regularly with the Treasurer on the budget available for honorariums.
- Contribute information about upcoming speakers to the newsletter and website.
- Consider hosting one Executive Meeting a year.
- Act as a signing officer for the club (with president and treasurer).

**Speakers**

Speaker selections are initiated several months in advance, and are drawn from a variety of sources (newspapers, magazines, LVGC members' recommendations, BCCGC list of speakers, other garden club suggestions or from personal knowledge or contacts), including LVGC Exec consultation. Speakers are selected to provide diversity and quality for LVGC members, with presentations occasionally complemented by hands-on demonstrations or workshops seeking input from Club Executive. The vice-president leads or supports facilitating hands-on demonstrations and workshops at meetings.

**Speaker procedure:**

- Phone speaker of choice to check interest and availability for LVGC dates. Check fee/honorarium. The LVGC provides the sound system, screen and projector (not slide projector) and requests speakers to bring their own laptop computer. Make a verbal or email commitment with the speaker for date, topic and fee at this time, preferably email for written record. Request information on the topic and speaker, which is used for promoting the speaker and topic in *The Leaf*, on the club website, and for speaker introduction at the meeting. Advise speaker of presentation timing for an hour from 8 to 9 pm with last ten minutes as Q&A. (*Note: During pandemic online Zoom meetings, speaker presents from 7 to 8 pm.*)
- Send confirmation in writing (usually via email). Retain a copy for your files.
- Any fee over \$300.00 requires approval of treasurer and president. The yearly budget for speakers will be considered in the approval process. If necessary, the club can charge admission for special speakers or the budget may be adjusted for a special speaker. Keep the executive informed of all arrangements well ahead of event.
- At least one week before the meeting, contact the speaker again to confirm that all arrangements are still in order.
- Arrange for cheque from treasurer to cover fee/honorarium.
- Pre-write 'thank you' card for speaker. At the meeting, collect the cheque from the treasurer and add it to the card.
- At the meeting, meet the speaker, check that all equipment is set up correctly and is working, provide a table as needed, offer tea/coffee as supplied by hospitality volunteers. Introduce the speaker at the end of the meeting's business component (usually 8 pm but at 7 pm for online Zoom meetings).
- At the end of the meeting, thank the speaker and give the 'thank you' card and cheque.

- Turn off/put away church equipment used by the speaker.
- If unable to attend a general meeting, arrange for another executive member to meet your commitments at the meeting. Ensure the 'thank you' card and cheque are passed on and your replacement is aware of the procedures of greeting the speaker and setting up the equipment, while keeping the President informed.

D.M. & D.S.2003  
2019 edits HM, MI, AMD  
2022 pandemic edits LR  
2023-04 Edits JRB  
2023-09 Edits JRB  
2023-10 Edits JRB  
2023 -11 Edits LR