

## Hinton Community Greenhouse Society

### Board Members Job Descriptions

#### **President** *currently filled by Ian Gosney*

- Acts in the absence of the President
- Member of all Committees.
- Provides leadership to the Board of Directors.
- Make sure the Board adheres to its bylaws and constitution.
- Prepares the Board's agenda with input from Board Members.
- Chairs meetings of the Board.
- Keeps the Board's discussion on topic by summarizing issues.
- Keeps the Board's activities focused on the organization's mission.
- Evaluates the effectiveness of the Board's decision-making process.
- Orients Board Members and committee chairpersons to the Board.
- Makes sure there is a process to evaluate the effectiveness of Board Members, using measurable criteria.
- Recognizes Board Member's contributions to the Board's work.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Promotes the organization's purpose in the community and to the media.
- Prepares a report for the Annual General Meeting.
- Orients the new President.

#### **Vice President** *currently filled by Cathy Tipler*

- Acts in the absence of the President

#### **Secretary** *currently filled by Marie-Eve Lenghan*

- Keeps copies of the organization's bylaws and the Board's policy statements.
- Keeps lists of officers, Board Members, committees and General Membership.
- Notifies Board Members of meetings.
- *In charge of HCGS Email account and communications with members.*
- Keeps record of Board attendance.
- Makes sure that there is a quorum at Board meetings (5 members, or 2 directors)
- Keeps accurate minutes of meetings, and uploads to Society's webpage
- Records all motions and decisions of meetings.
- Records all corrections to minutes.
- Keeps copies of minutes of both Board and committee meetings.
- Distributes copies of minutes to Board Members promptly after meetings.
- Makes sure members are notified of General Meetings (*via email and in the newspapers at least 3 weeks before the AGM*)
- *The Secretary shall have charge of the Seal of the Society. When used, the Seal must be authenticated by the signatures of both the Secretary and President, or if either is unable to sign, by the Vice-President.*

- Orients the new Secretary.

**Treasurer** *currently filled by Marg Swain*

- Pick up mail at post office
- Pay all bills and take any correspondence to the meetings
- Deposit all money received
- Keep track of chequing and grant accounts and submit monthly reports to meetings
- Do all accounting and have year end completed for AGM. Must have books audited and ready to submit financial papers by June.
- Take all registrations and plot rentals. Keep a well organized worksheet on registrations and plot purchases in Excel. Submit this info to the secretary via email.
- Make sure registration forms are current and signed by members.
- Do up final reports for grants as required.
- Orients the new Treasurer.

**Volunteer Coordinator** *currently filled by Lisa van Leeuwen*

- Assess the need for volunteers to enhance community culture.
- Develop, post and maintain the volunteer "to do" list available for members.
- Use registration forms and form groups of volunteers & match them with appropriate coordinators.
- [Ensure that Volunteer log is being used by members and compile volunteer hours at the end of the growing season.](#)
- Contact members and build relationships.
- Orient the new Volunteer Coordinator.

**Grounds Coordinator** *currently filled by Howard Anderson*

- Maintain hoses, nozzles in good working condition.
- Maintains garden tools & equipment in good working conditions.
- Trains greenhouse volunteers on how to use equipment.
- Arranges schedule for grounds maintenance including but not limited to lawn cutting & maintenance, port-a-potty cleaning.
- Sends or gives brief monthly update to board meeting.
- Orients new Grounds Coordinator.

**Compost Coordinator** *currently filled by Karen Graham*

- Maintain compost heap, and mixes/add as necessary
- Educates members on how to use compost pile during special events
- Sends or gives brief monthly update to board meeting
- Orients new Compost Coordinator

**Public Relations Coordinator / Website Maintenance Coordinator** *currently filled by Ian Gosney/Laura Finnegan for the Facebook part*

- Develop social media strategy plan for Facebook
- Uploads content to the website as required
- Recruits bloggers or other news stories for website
- Prepares newsletter for general membership
- Orients new Public Relations Coordinator

**Workshop & Event Coordinator / Education Coordinator** *currently filled by Christine Allen*

- Develops workshops and events for greenhouse members
- Provides information to Secretary or Public Relations Coordinator for release
- Sends or gives brief monthly update to board meeting
- Orient news Workshop & Event Coordinator

**Greenhouse Maintenance Coordinator** *currently filled by Cathy Tipler*

- **Overlooks everything related to the greenhouse (from the greenhouse system to plumbing issues, hose leaking, screw breaking, problem with the sides, etc. )**

**Dated: March 8<sup>th</sup>, 2016**