

WCGC EXECUTIVE JOB DESCRIPTIONS

President

The President is an Officer of the WCGC together with the Secretary and the Treasurer, and has many responsibilities including:

- Preparing the agenda for, calling and chairing all General, Annual General and Executive meetings;
- Delegating tasks and ensuring they are completed in a timely manner, including forming committees for special projects and events;
- Representing the club at external meetings, e.g., OHA District and OHA meetings, and meetings with other garden clubs;
- Executing their financial authority by signing cheques, financial and other legal and administrative documents as required;
- Compiling and presenting forms and reports : a review of the club's activities at the annual general meeting, annual report to OMAFRA, reports to OHA, etc;
- Communicating with executive committee members and general membership through emails and at meetings;
- Ensuring the smooth operation of club activities on an ongoing basis, including that all required reports are completed and submitted on time (e.g., financial reports, operational reports), all committees are staffed and supported ((e.g. community garden design and maintenance) and all financial matters are in order.

Vice President

The Vice President is a voting member of the WCGC Executive Committee:

- Shadowing the President to learn their duties;
- Attending meetings with the President at district level;
- Participating in Club activities like plant sales, Seedy Saturdays, community garden maintenance, etc;
- Filling in for the President when they are unavailable;
- Leading or serving on committees such as Organizing committees, membership recruiting committees, or any other committee set up by the President;
- Normally taking over as President when they step down from the role;
- Attending all Executive and General Meetings;
- This job can be coupled with another portfolio.

Secretary

The Secretary is an Officer of the WCGC, together with the President and the Treasurer, and has many responsibilities, including:

- Recording and distributing minutes of Executive, General and Annual General Meetings (AGMs), as required.
- Scheduling meetings and sending meeting links to the President, as required;
- Keeping a spreadsheet of contact information for officers, executive members, and committee leaders, as required;
- Handling Club correspondence, apprising the President of relevant correspondence and acting on it, as directed;
- Collecting and compiling committee reports; Maintaining the constitution, facilitating the process for amending the constitution and keeping an official copy;
- Collecting, managing and retaining the archives of the garden club;
- Attending all general and executive meetings.

Treasurer

The Treasurer is an Officer of the WCGC together with the President and Secretary, and is responsible for the Club's finances, including:

- Receiving money and depositing it into the club's bank account;
- Paying all club expenses;
- Keeping accurate records of income and expenses;
- Producing and circulating to the executive committee the club's monthly financial reports;
- Maintaining the club's bank account and being one of the people who can sign checks along with the President;
- Arranging for external reviewers to review the clubs annual financial statements and submitting them for review and approval by the membership at the club's annual general meeting;
- Managing any securities held by the club, as directed by the executive committee;
- Retaining financial records for the required time period;
- Arranging for the rental of meeting space;
- Attending all general and executive meetings.

Programme Director

The Programme Director is a voting member of the WCGC Executive Committee and is responsible for planning the Club's monthly meetings, including:

- Creating a calendar of program presenters for general meetings, September to May; ensuring that speakers are identified and retained at least six months in advance;
- Negotiating contracts with speakers and liaising with Treasurer to ensure that their honorarium is prepared;
- Securing promotional material from the speakers for use in the newsletter and other promotional material;
- Introducing and thanking speakers at general meetings;
- Participating as the lead in special projects involving programme from time to time;
- Attending all general and executive meetings.

Webmaster

The Webmaster is a voting member of the WCGC Executive Committee and is responsible for the Club's online presence, including:

- Creating, updating, and maintaining the club's website. This includes selecting appropriate operating software and website hosts, designing and uploading content, photos and documents, editing pages on an ongoing basis;
- Maintain, update and service the WCGC laptop and ensure that the laptop has the necessary storage/software required for WCGC presentations;
- Maintain the domain names held by WCGC with the domain name registrar.
- Maintaining the email alias list and all forwarding to the correct, personal email addresses;
- Being the official contact for all matters related to the club's website;
- Recommending and arranging the purchase of required audiovisual equipment as required to be used by the Club to conduct its activities;
- Liaising with speakers to ensure they are supported in their presentations using the Club's audiovisual equipment and/or for Zoom meetings and that they send any presentation file(s) before the presentation meeting;
- Setting up and coordinating online meetings using Zoom or other technology, as required (Executive meetings, General meetings, etc.);
- Attending all general and executive meetings.

Newsletter and Social Media Director

The Newsletter Editor is a voting member of the WCGC Executive Committee and is responsible for the Club's newsletter and posting all publicity online and on social media:

- Consulting with President and other Directors, gathering information for inclusion in the newsletter: monthly meeting presenters, flower shows, and finding leads for articles, photos, and other clubs and gardening-related information;
- Assembling and composing the content into a draft newsletter, reviewing, editing and formatting it;
- Having the final version posted on the website, and distributing it to members by email at least two weeks before a general meeting; sending out meeting reminder notices;
- Arranging to print and mail hard copies of the newsletter to members who do not have email;
- Ensuring that information about the Club's meetings and events is submitted to various media outlets in a timely manner;
- Managing the Club's social media accounts, e.g., Facebook, Instagram, and responds to queries therefrom;
- Attending all general and executive meetings.

Hospitality Director

The Hospitality Director is a voting member of the WCGC Executive Committee with responsibilities that include:

- Planning and organizing the overall hospitality offerings for general and special club meetings, including special events, enlisting assistance when required.
- Purchasing cream and milk for each meeting and ensuring supply of consumables like tea, coffee and sugar; submitting receipts/cash donations to Treasurer as required;
- Arriving early for each meeting to supervise setup of meeting room; setting up and receiving food from members donating;
- Ensuring supplies are packed away in storage cupboard and kitchen is returned to walk-in condition at the end of meetings;
- With the President and others, organizing the annual festive potluck and other special events;
- Attending all general and executive meetings.

Membership Director

The Membership Director is a voting member of the WCGC Executive Committee, responsible for processing all new and renewing memberships:

- Maintaining the membership database, including the tracking of lifetime members;
- Printing and distributing name tags at monthly meetings;
- Distributing membership materials to current members either in person at monthly meetings or via email;
- Collecting membership fees at monthly meetings and outside events and remitting and reconciling them with the Treasurer;
- Maintaining the membership database, producing and updating an email listing for use by President and Newsletter editor;
- Managing the Membership Desk at each monthly meeting and at any outside events;
- Participating in membership drives on occasion as required.
- Attending all general and executive meetings.

Flower Shows & Photo Competitions Director

The Flower Shows and Photo Competitions Director is a voting member of the WCGC Executive Committee, responsible for:

- Creating and revising a minimum of two (2) flower show schedules per year (July and September), referencing *Ontario Judging and Exhibiting Standards for Floral Design and Horticulture* in consultation with the President;
- In early February, providing the Newsletter Editor and Webmaster with digital copies of the flower show schedules for the year as well as the "Rules for Exhibiting" document;
- In February/March: Obtaining an accredited and/or certified judge for each show. Providing judges with the show information, confirming their participation and arrangement with the Treasurer to have honorarium cheques prepared;

Organizing and conducting flower shows: tables, signage, sign-in sheets, etc. and educating volunteers for their role(s) in show set-up and take-down;
- Creating and maintaining a spreadsheet to record show results and to document annual show award winners along with their accumulated prize points; in the week after a show, provide the Newsletter Editor with the winner results for show and any pictures of the show, if available;
- Having award trophies engraved between the fall show and the November Annual General Meeting (AGM). Awarding annual show winners trophies at the AGM;
- Monitoring show supplies (show entry tags, show ribbons and/or stickers, etc) and purchasing as required in consultation with the President;
- Attending all executive and general meetings.

Executive Member-At-Large

The Executive Member-at-Large is a voting member of the WCGC Executive Committee without a specific portfolio. Responsibilities include:

- Assisting the President or any other executive committee member with various delegated tasks;
- Acquiring a good overall knowledge of the club activities;
- Attending and participating in executive committee meetings;
- Assisting and/ or standing in for any executive member/ acting as team lead to accomplish tasks;
- Eventually being able to take on responsibility of vacated executive positions;
- Attending all general and executive meetings.

The above reflects responsibilities as at current date and are subject to change

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