

## ***Executive Positions: roles and responsibilities***

Currently, the Executive consists of 5 members, listed below *[as per motion-Spring AGM 2017]*, and a quorum of 3 Executive members is needed to conduct meetings. Other support roles continue with Section Leads, Work Party Leads, and committees reporting to the Executive.

- Chair
- Vice Chair
- Secretary
- Finance Chair
- Membership Chair

### Committees *[examples]*

- Website Support
- Soup Kitchen Support
- Event Coordination

### **All Executive members are expected to:**

- attend two Annual General Meetings [AGM] and at least three work parties *[one annual work party credit is given for participating in the Executive]*
- attend occasional Executive meetings, including the Executive meeting prior to the Spring Annual General Meeting [AGM]
- act as the Membership Committee when a meeting is called to decide the standing of individuals on Conditional Membership
- be around the garden whenever possible in order to monitor and assist with mentoring of members, and development of the garden overall
- encourage member participation in other roles in the garden such as Work Party Lead, Section Lead, special projects, etc.
- work together on other items that come up throughout the year in order to support the principles of Maple Community Garden and the membership at large.

### **Chair**

- assist with the overall operations of Maple Community Garden and share duties in collaboration with other members of the Executive
- ensure that an agenda is developed for all Executive and Annual General meetings
- conduct Executive and Annual General meetings based on Robert's Rules of Order while
  - participating in the discussion, making motions, and voting the same as other members
  - encouraging all members to participate in discussion
  - arriving at decisions in an orderly, timely and democratic manner
- Act as the primary contact for all external enquiries, including City of Vancouver [for matters such as water, refuse, compost], BC Council of Garden Clubs, etc.

### **Vice Chair**

- assist with the overall operations of Maple Community Garden and share duties in collaboration with other members of the Executive
- support the Chair and perform duties as delegated, or as required in the absence of the Chair

- review the MCG Annual Task Timeline regularly to help ensure monthly duties are carried out, and due dates for preparations are met
- assist in organizing Executive and Annual General meetings by contributing to agenda items and motions, and helping the Chair develop the agenda
- review MCG Annual Contract and Conditions of Membership membership contracts annually, incorporating any changes resulting from motions that year Or any other updates required

### **Secretary**

- assist with the overall operations of Maple Community Garden and share duties in collaboration with other members of the Executive
- take minutes in order to prepare Records of Decision for Executive and Annual General meetings so there is a clear record of all motions voted on and decisions made by the Executive and membership, draft minutes must be approved by the Executive before publishing
- log records of Work Party and records for alternative work performed by members
- Prepare interim attendance information for each Section Lead **by June 15**, so each member can be advised of the total amount of work parties they have completed, and the number of remaining work parties in the season
- produce photocopies of agendas, information sheets, financial statements and previous minutes for Executive and Annual General meetings as needed
- email reminders to all members with dates, location and time for all AGM's, indicating that cheques are the preferred method of payment for membership fees at the Spring AGM
- assist the Membership Chair in collecting completed contracts and annual fees at the Spring AGM
- print and post blank sign-up sheets for alternative work by members, such as watering the common areas and maintaining composters
- prepare letters as required in consultation with other Executive members
- provide support to other Executive members as needed

### **Finance Chair**

- assist with the overall operations of Maple Community Garden [MCG] and share duties in collaboration with other members of the Executive
- maintain records of the plot sizes and tiered fee system for the plots in consultation with the Vice Chair and Membership Chair
- maintain ongoing financial records for MCG funds, including the Budget Fund, Maintenance Fund [known as the Section Improvement Fund until AGM 2016], Commons Improvements Fund, and the Reserve Fund [a GIC designated for water emergency only]
- administer the funds held in the MCG accounts at Vancity bank, 4<sup>th</sup> Avenue Community Branch, 2233 West 4<sup>th</sup> Avenue, Vancouver
- prepare cheques for pre-approved expenses from members upon receipt of valid invoices, then have them signed appropriately and delivered to the member
- ensure that water bills, BC Council of Garden Clubs membership, and insurance are paid on time
- review annual financial statements with the Executive prior to them being included in the agendas and official minutes for AGM's

- deposit all membership fees in the bank account as soon as possible following collection at the Spring AGM and alternate sign up date

Prepare INTERIM financial statements for the **Fall AGM** [September] covering:

- Detailed Operating Income and Expenditures from January 1 - August 31,
- Projected expenses from September 1 - December 31,
- and the Reserve Fund [a GIC designated for water emergency only]

Prepare ANNUAL financial statements for the **Spring AGM** [February] covering:

- Budget expenditures from September 1 to December 31
- Detailed Operating Income & Expenditures from January 1 - December 31 of the *previous* year
- Projected expenses from January 1 - December 31 for the *current* year
- and the Reserve Fund [a GIC designated for water emergency only]

### **Membership Chair**

- assist with the overall operations of Maple Community Garden and share duties in collaboration with other members of the Executive
- keep ongoing Waitlists in the order requests are received, of people interested in becoming members of the garden for regular plots [External Waitlist], current members wishing to move within the garden [Internal Waitlist], Wheelchair Accessible plots, and plots in the Children's Garden [Section 7]
- allocate plots to new members according to the Waitlists
- identify vacant plots, and work with the Vice Chair to make any necessary modifications to the vacated plot before reassigning it
- work with the Membership Support person and the Secretary to prepare annual contracts for signing and fee collection with all individual members at the Spring AGM, conduct any follow-up required
- ensure that any change to the annual plot fee is communicated to the individual member *before* the Spring AGM
- confirm total amount of membership fees collected with Finance Chair at the Spring AGM so they can make prompt deposit
- provide orientation as needed to Section Leads in supporting members in their Section and taking an active role in the garden

### **Committees reporting to Executive**

#### **Membership Support**

- assist Membership Chair and Secretary in preparing Annual Contract and Conditions of Membership for all MCG members: prepare contracts; verify annual plot fees; organize alphabetically by Section for the Spring AGM
- assist in getting Annual Contracts signed and membership fees collected at the Spring AGM, so that finance chair can make a timely deposit

#### **Event Coordination**

- arrange for speakers, live demonstrations, etc. to enhance member skills and knowledge [e.g. demo of how to amend/improve soil, demo on splitting irises, info session on beekeeping]
- survey members to develop a Member Skill Bank showing special garden interests, hobbies, skills of each member
- consult with members for topics of interest
- arrange Seed Swap at Spring AGM

### **Website Support**

- edit and post articles, info, photos to the Maple Community Garden website as needed and approved by Executive
- encourage members to contribute articles and information for approval by Executive and posting to the website
- ensure website safety, troubleshoot any issues, and provide ongoing general maintenance of website

### **Soup Kitchen Support**

- assist with planting, watering and attending soup kitchen plots assigned by the Executive
- rotation of areas and crops to prevent disease
- delivery of produce to beneficiaries