

NORTH SHORE COMMUNITY GARDEN SOCIETY

Duties of Directors

The **President** shall:

- a. Preside at all meetings of the NSCGS and of the directors.
- b. Be the chief executive officer of the NSCGS and supervise the other officers in the execution of their duties.
- c. Encourage projects that further the goals of the NSCGS.
- d. Be responsible for soliciting grants and organizing fundraising initiative.

The **Vice President** shall:

- a. Preside as Chair at all General Meetings in the absence of the President. If neither are present within 30 minutes of the called time, the attending members shall appoint an elected committee member to take the chair for the duration of the meeting.
- b. Be responsible for initiating/coordinating community garden and grant proposals
- c. Be the key point of contact for the individual community garden coordinators.
- d. Assist the NSCGS President in his/her duties.
- e. Attend monthly Board meetings.
- f. Attend the AGM

The **Secretary** shall:

- a. Ensure that the appropriate administrative support is provided to the President and committee of the NSCGS
- b. Notify directors/members of monthly Board meetings, annual general meetings (AGM) and special general meetings (SGM)
- c. Prepare the agenda / order of business for all meetings (monthly, AGM, SGM) in consultation with directors and distribute as appropriate
- d. Make arrangements including venue, date and times for meetings in consultation with directors
- e. Prepare minutes for all meetings (monthly, AGM, SGM) and distribute as appropriate
- f. Maintain an accurate and current copy of all NSCGS documentation (Garden Guidelines for each garden within the NSCGS, Director and Garden Coordinator job descriptions, minutes, AGM reports, etc)
- g. Maintain an accurate and current record of directors and members names and addresses
- h. Call for and receive nominations for executive positions for the NSCGS AGM.
- i. Collect reports from directors for the AGM
- j. Collate and arrange for the printing of the annual report.
- k. Attend monthly Board meetings.
- l. Attend the AGM

The **Treasurer** shall:

- a. Be responsible for all funds received/expended. This includes the following bookkeeping duties:
 - i. Keep spreadsheets of Garden Plots, separately for each garden.
 - ii. Deposit Garden Fees received into North Shore Credit Union Garden Society Bank account.
 - iii. Accurately record the payment of fees in the separate spreadsheets.
 - iv. Accurately record the disbursement of any funds to the garden responsible for the expenditure.
- b. Reconcile the bank account at least once per month ensuring the bank account balance matches in total the balances recorded in each garden/apiary fund
- c. Report at any time, to the board, any queries as to financial status of funds.
- d. Present at any time, to the board, any documentation the board requests with regard to the financial affairs of the NSCGS.
- e. Prepare and present a Treasurer's report at the AGM

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Duties of Directors, continued.....

The **Treasurer** shall (continued from page 1):

- f. File the annual report, as required by BC Provincial Government in order to maintain Not For Profit Society status
- g. Generally assist the board in developing/maintaining any other legal or general guidelines or requirements that arise from time to time
- h. Attend monthly Board meetings
- i. Attend the AGM

The remaining **Directors** shall:

- a. Further the aims of the NSCGS
- b. Attend monthly Board meetings to discuss agenda items and contribute ideas
- c. Follow-up on applicable agenda items from monthly Board meetings
- d. Contribute ideas, time and effort to NSCGS projects, community events, AGMS, etc.
- e. Be available to sign cheques when required
- f. Provide general assistance when and where needed

(1) The offices of secretary and treasurer may be held by one person who is to be known as the secretary treasurer.

(2) If a secretary treasurer holds office, the total number of directors must not be less than 5 or the greater number that may have been determined under bylaw 5.2 (2).

(3) In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.