

Nobleton & King City GARDEN CLUB

PRESIDENT/CO-PRESIDENTS

- Call Exec meetings, prepare and send the agendas and minutes of last Exec meeting. Typically, 4 to 5 meetings a year.
- Meet with the Chair of the Committees to follow up on the various events, Plant Sale, Garden Tour, Summer Trip and other special events.
- Oversee creation of Speaker Program with Program Coordinator for the choice of speakers and activities for the upcoming year. Oversee the pamphlet completion once speakers completed and printing of pamphlet for Canada Blooms. Coordinate with Program Coordinator on a Bus Tour/Summer Trip
- Meet with Social Media/Communications/Program Coordinators to mastermind and clarify Social Media and Marketing strategy for the year. To grow membership, increase volunteerism and increase attendees to events.
- Oversee information from our Society that needs to be sent to newspapers, Garden Making Magazine, Trillium, Mozaik, FB, Website, Instagram. (Be aware of deadlines).
- Verify with the Treasurer that the meeting room is paid as well as insurance certificate completed.
- Complete OMAFRA application and OHA Society Reports, and Baker Award application.
- Send monthly meeting agenda to Membership Secretary to email to membership.
- Prepare society entries for AGM categories and Attend Presidents' Meeting, OHA D15 AGM.
- Year prior to Garden Tour, confirm with Committee their findings. Visit the Gardens in the spring to accept and complete Garden Tour list. Do Pre-Tour
- Attend OHA Convention (June/July)
- Work with Treasurer and Auditors to complete Treasurer's Report & Audit.
- Prepare AGM. Invite special guests, send AGM agenda and minutes, prepare an activity. Obtain financial signature.
- Prepare dates for yearly Board meetings
- Bank signature changes if required. Co-sign cheques where needed.
- Read and keep on top of OHA D15 and OHA information, emails and Trillium for any pertinent information.