

OHA District 2

District 2 Executive (Elected) - Job Descriptions

District Director (Elected) – approx. time 40 hours per month

Your responsibility will be to preside over District meetings, Society Annual Meetings (AM), Fall Advisory Meeting (FA) and Special Meetings (SM) and anniversary celebrations within District 2 and attend all meetings of the OHA Board.

- Elected at the D2 Annual Meeting.
- Sign the Oath of Office, Acceptance of Position and Code of Ethics forms and return to the D2 Secretary within the required timeframe.
- Should there be a conflict or you are unable to attend, you should request the appropriate Assistant District Director (ADD) to attend on your behalf.
- Attend OHA Board Meetings- 4 per annum – (March, prior to Convention, post-Convention and October) and provide an appropriate replacement should you be unable to attend.
- Participate in OHA Board Committees as required.
- Complete OHA survey/documents as requested.
- Complete OHA D2 Annual Report online by required deadline.
- Complete District Annual Historical Report by requested deadline for publication in the Annual Historical Report of OHA Societies.
- Attend the annual OHA Convention and participate in some of the functions.
- Co-operation between the District Director, Assistant District Director(s), and other members of the Executive as well as District Program Chairs is most important for the smooth operation of District 2. Provide consultation and support as required.
- Prepare and Chair District 2 meetings – Spring AM Meeting and Fall Advisory Meeting.
- Attend the District Summer Flowers and Edibles Show.
- Consult regularly with D2 Treasurer to ensure expenses are kept in line with the Budget.
- Call Executive and Board meetings as required.
- Prepare regular D2 Newsletter input with the Newsletter Editor.
- Ensure the D2 Website is continually updated with fresh material.

- Attend Society Annual Meetings and perform Installation of Officers ceremony.
- Attend Society's monthly meetings at least once a year.
- Provide assistance to District 2 societies in the completion of Annual Reports by proposed deadlines as requested.
- Research and provide assistance to District 2 societies needing information regarding OHA Awards, District 2 Awards, etc.
- Chair District 2 committee(s) as determined by District 2 needs.
- Member of the District 2 Awards Committee to help decide District 2 Service Award.
- Determine District 2 Appreciation Awards in consultation with the ADD's and Society Presidents.
- Approve Board expenses for District 2 and the OHA and send them promptly for payment.
- Ensure Board members maintain volunteer hours and submit them annually in January.
- Maintain signing authority for the District 2 bank accounts.
- Must have access to Desktop or Lap Top computer.
- Must be proficient in Word, Excel, Zoom, Email, Google, OHA/Garden Ontario Websites
- Must be able to drive to various locations across the District and Ontario to fulfill obligations of a District Director.

Assistant District Directors (Elected) - for each River Basin (Mississippi, Rideau and Upper Ottawa) and At-Large – approx. time required 8 hours per month.

Your responsibility will be to assist the District Director in every way possible. Should the District Director be unable, for any reason, to attend/preside at OHA, District 2, Society or other meetings, you may be asked to take his/her place.

Co-operation between Assistant District Directors and other members of the Executive and the Board is most important for the smooth operation of District 2.

- Elected at the D2 Annual Meeting
- Sign the Oath of Office, Acceptance of Position and Code of Ethics forms and return to the D2 Secretary within the required timeframe.
- Attend District 2 meetings – Spring AM Meeting, Summer Flower and Edibles Show and Fall Advisory Meeting.
- Attend Executive and Board meetings when called to address District 2 issues.
- Attend District 2 Society Annual Meetings and perform Installation of Society Boards ceremony if the District 2 Director is unavailable.
- Attend District 2 Society monthly meetings at least once a year.
- Submit OHA and D2 related expenses to the Director for approval in a prompt timeframe according to financial guidelines.
- Provide assistance to District 2 societies in the completion of OHA and OMAFRA annual reports by proposed deadlines. Be prepared by attending annual online process updates.
- Research and provide assistance to District 2 Societies needing information regarding OHA Awards, District Awards, Grants, etc.
- Report to District 2 Director on any District 2 needs and organizational concerns.
- Participate as a Member of the District 2 Awards Committee to help decide the District 2 Service Award.
- Must have access to Desktop or Lap Top computer.
- Must be proficient in Word, Excel, Zoom, Email, Google, OHA/Garden Ontario Websites

- Must be able to drive to various Societies across the District and Ontario if you are substituting for the District 2 Director.

Secretary (Elected) Approx. time 20 – 25 hours per month

- Elected at the D2 Annual Meeting
- Sign the Oath of Office, Acceptance of Position and Code of Ethics forms and return to the D2 Secretary within the required timeframe.
- Keep an accurate record of the proceedings of all meetings, including District 2 Annual Meeting (AM), Fall Advisory (FA), Special Meeting (SM) and the Executive and Board meetings that may be called.
- Prepare minutes of meetings and read minutes at the next meeting or send in advance.
- Receive and dispatch all correspondence of District 2 promptly and efficiently.
- Maintain a copy of the current Constitution and By-laws, Board Installation process, Meeting process, Action Register, Motion Register, Awards, In Memoriam list and Job Descriptions
- Send all notices of meetings in advance as outlined in the By-laws.
- Manage District 2 Zoom account.
- Always co-operate with all members of the District 2 Executive and Board.
- Perform analysis of District 2 information as requested.
- Prepare Fall Advisory/Annual Meeting PowerPoint presentation, containing Agenda, past Minutes, District 2 Director report, Financial Report and other related meeting information.
- Prepare registrant name tags, voting paddles and Society name tags as required for both the Fall Advisory/Annual Meeting and any Special Meetings.
- Maintain contact with the Host Societies of the Fall Advisory/Annual Meeting to ensure space, safety and technology needs are met.
- Manage registration for both Fall Advisory and the Annual Meeting. The Host Societies may be asked to manage the registration.
- Provide minutes of the previous AM at the current AM for review and approval. Send out minutes at least one month in advance.
- Maintain updated list of all Societies with the main contacts (President, Secretary and Treasurer), monthly meeting date and location, name, email and phone number and AM date and location.
- Maintain a list of all Society AM dates and locations and share with the District 2 Director and ADD's.

- Update District 2 Brochure as required for use at major shows (Canada Blooms, CNE, Royal Winter Fair, Canadensis Fall Splendour, D2 Summer Flower Show, etc.).
- Maintain current copies of all District 2 Society Constitution and By-Laws.
- Maintain signed copies of the District 2 Executive and Program Chairs Code of Conduct, Oath of Office and Acceptance of Position documents.
- Maintain a current listing of Motions and Action Items.
- Maintain a current package of all District 2 Society annual reporting to OHA and liaise with Societies re incomplete or late submissions.
- Must have access to Desktop or Lap Top computer
- Must be proficient in Word, Excel, Power Point, Zoom, Email, Google, OHA/Garden Ontario Websites and My Account
- Must be able to drive to locations around the District for various meetings.

Treasurer (Elected) - Approx. time 6 hours per month

- Elected at the D2 Annual Meeting
- Sign the Oath of Office, Acceptance of Position and Code of Ethics forms and return to the D2 Secretary within the required timeframe.
- Receive and collect all monies due to District 2, i.e. Annual Society Dues, fundraising receipts, etc.
- Issue receipts as required
- Keep accurate accounts
- Ensure payment of District contributions to
 - a) District 2 AM (\$300)
 - b) Annual Flower and Edibles Show (\$200)
 - c) Fall Advisory (\$100)
 - d) NOTE: no receipts required but a request from the Society involved should be forwarded to the Treasurer.
- Pay all bills and be one of the signing authorities for all cheques.
- Prepare Year-End Annual Financial Report that is clear, accurate and timely. Review with the District 2 Director prior to submission to the Financial Reviewers.
- Ensure the year-end financials are approved by the appointed Financial Reviewers no later than March 31st.
- Copy all Financial documents for the previous year and prepare a package of the original documents and receipts to be sent to the OHA Treasurer no later than May 1st.
- Present Audited Year-End Financial Annual Report at the District 2 Annual Meeting and be prepared to answer any questions.
- Prepare invoices for all District 2 Societies for payment of District annual dues by mid-March.
- Support financial end of any District 2 or OHA fundraising activity.
- Liaise with OHA Treasurer as required.
- Keep a calendar of important dates and reporting deadlines.
- Have a backup plan for making sure District 2 meets deadlines in case the Treasurer is ill or is not available for Executive business unexpectedly.

- Maintain templates of financial forms and reports in a digital archive.
- Submit approved Financial Reviewer Report as part of the package to go to the OHA Treasurer and the AM package.
- Maintain signing authority for the District 2 bank account(s).
- Must have access to Desktop or Lap Top computer
- Must be proficient in Word, Excel, Zoom, Email, Google, OHA/Garden Ontario Websites
- Must be able to drive to various locations across the District.

Secretary/Treasurer (Elected)

Must perform the combined function of the Secretary and Treasurer positions.

- Elected at the D2 Annual Meeting.
- Sign the Oath of Office, Acceptance of Position and Code of Ethics forms and return to the D2 Secretary within the required timeframe.
- Perform all activities of the individual roles of Secretary and Treasurer.

Immediate Past District Director (ex-officio)

- After the annual elections, the District Director becomes the Immediate Past District Director.
- Signs the Oath of Office, Acceptance of Position and Code of Ethics forms and returns to the D2 Secretary within the required timeframe.
- The Immediate Past District Director serves the Board in an advisory capacity for one year.

Financial Reviewer (appointed by the D2 Executive and approved at the AM annually)

- Appointed by the D2 Executive for a one-year term at the D2 Annual Meeting
- Sign the Oath of Office, Acceptance of Position and Code of Ethics forms and return to the D2 Secretary within the required timeframe.
- Two individuals shall be appointed and approved at every Annual Meeting.
- Review the books of District 2 no later than mid-March of each year.
- Ensure expenses have been handled according to the District 2 Constitution and By-laws and Generally Agreed Accounting Principles (GAAP).
- Ensure the financials are clear, accurate and complete.
- Sign-off on the OHA District 2 Annual Financial Report.
- Complete and sign the OHA form for Financial Reviewers which is available from the District 2 Treasurer.
- Must have access to a Desktop or Laptop computer
- Must be proficient in Word and Excel

A/V, Facebook and D2 website Chair (appointed by the D2 Executive)

- Appointed by the D2 Executive once the position is vacant.
- Signs the Oath of Office, Acceptance of Position and Code of Ethics forms and returns them to the D2 Secretary within the required timeframe.
- Supports the A/V needs of the District Executive for virtual meetings and other on-line communications.
- Updates the D2 website on gardenontario.org
- Maintains the D2 Gardeners Facebook site with the addition of new material.
- May select an additional Facebook Admin to deal with the workload.
- Adds updated relevant D2 files to the website.
- Must have updated technical skills with A/v equipment and software skills to support the website and District Facebook site.

D2 Awards Committee (the Executive Board)

- The Executive Board shall be the Awards Committee.
- The D2 Secretary shall request submission of nominees for the D2 District Service Award from all Societies within two weeks of the Fall Advisory.
- Reference to the OHA Awards Booklet requirements for this Award shall be provided.
- Nominees may remain in the candidate pool for an extra year if they are not selected in the first year of their nomination.
- The Executive will be sent a digital copy of the file for each nominee. They will make their selection of their top three candidates and send the rank order to the D2 Secretary, who will tabulate the winner. The Executive will be informed as will the President of the Society who made the nomination. Every effort will be made to keep the name of the winner a secret until the presentation at the D2 Annual Meeting.
- The OHA Awards Co-ordinator will be informed by the OHA deadline by the District Director, with the date that the District will present the Award.
- An annual list of winners will be maintained by the D2 Secretary, as this Award can only be won once by a member.

In Memoriam Program Chair (appointed by the D2 Executive)

- Appointed by the D2 Executive once the position is vacant.
- Signs the Oath of Office, Acceptance of Position and Code of Ethics forms and returns them to the D2 Secretary within the required timeframe.
- Prepare a request for In Memoriam submissions to go to Societies by Feb 1. Of each year.
- Maintain “In Memoriam” information listing (from April 1 of the previous year to March 31 of the current year) and prepare niche with the information for the District 2 Annual Meeting.
- Also complete the information in the District 2 In Memoriam Book.
- Provide the information for the slide presentation for the District 2 Annual Meeting. Forward the information to the OHA Secretary by May 1 each year for inclusion in the OHA Annual Meeting presentation.

Photography Competition Chair (appointed by the D2 Executive)

- Appointed by the D2 Executive once the position is vacant.
- Signs the Oath of Office, Acceptance of Position and Code of Ethics forms and returns them to the D2 Secretary within the required timeframe.
- Sends a notice out to Societies and in the D2 Newsletter after the AM with the following information:
 - Exhibitors must be a member in good standing of a Horticultural Society/Club within District 2. Two entries per exhibitor per class.
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 - All photos submitted to be taken within the specified timeframe.
 - Entries will be accepted in digital format only. Must be able to be printed in an 8" x 10" format.
 - Photos must be provided in .jpg/.jpeg format with a High Resolution. Photos should be at least 2 mb or larger in size, otherwise they will not show well in the PowerPoint presentation. Photos less than 1 mb will be disqualified. Not all camera phones take high resolution photos.
 - Photos may be adjusted for lighting and colour balance or cropped but should not be enhanced by adding photo elements.
 - The Photography Competition Chair will send a Contest Code upon request. Take care to ensure photos are entered into the correct class. Entries should be identified as follows: RENAME your photos using the following format: Your Contest Code_Society Name_Class Number eg: 2023001_SmithsFalls_Class1_1. For Society name, please use the full name of your Society.
 - Photos must be ATTACHED to the email not INSERTED into the email message.
 - Entries to Photography Competition Chair by March 15, 2025. Photos can be sent by email as an attachment (one photo per email) to district2photos@gmail.com Subject line: D2 Photo Competition. Or they can be placed on a memory stick, CD or SD Card and mailed to the Contest Chair.
- For return of the media (CD/DVD, memory stick or SD Card), use the enclosed self-addressed, stamped envelope from the entrant.

- Winning photos entered in a previous District 2 competition will not be accepted.
- Photos with text embedded on them including name or date will be disqualified.
- Photos will be submitted to an external judge. The judge's decision is final. Prepare an invoice for payment to go to the D2 Treasurer for payment. Provide a thank you card.
- Photos will be presented in a slideshow format at the D2 2025 AM prepared by the Competition Chair.
- The **Best in Show** winner of the D2 Photo Competition will be presented with a framed print of his/her photo. Expenses for this item to be submitted to the District Director for approval then forwarded to the D2 Treasurer for payment.

Three Valleys Newsletter editor (appointed position by the D2 Executive)

- Appointed by the D2 Executive once the position is vacant.
- Signs the Oath of Office, Acceptance of Position and Code of Ethics forms and returns them to the D2 Secretary within the required timeframe.
- In conjunction with the D2 Executive, prepares regular newsletters to be communicated to D2 Societies and Communication primes.
- The final draft must be reviewed by the District Director or a delegate prior to publication.
- The newsletters can be issued from 6 to 10 times per year, as the information needs require.
- Digital copies are maintained by the newsletter Editor.

Young Gardeners' Grants Chair (appointed by the D2 Executive)

- Appointed by the D2 Executive once the position is vacant.
- Signs the Oath of Office, Acceptance of Position and Code of Ethics forms and returns them to the D2 Secretary within the required timeframe.
- Each year at the Fall Advisory, a Budget for the Young Gardeners' Grant is proposed, reviewed and accepted. In 2023, the grants were set at \$100 each with up to 10 grants per year available to D2 Societies.
- The Program Chair will prepare a notice to Societies with an attached submission form after the Fall Advisory, to be sent by the end of the year to all Society Presidents outlining the status of the program for the following year. Responses will have a set deadline (e.g. end of June) for submission.
- Applications are accepted on a first-come, first-served basis to the maximum number of annual awards.
- After their project is completed, each Society that has been accepted into the Program must submit a short description of the Young Gardeners' program, with a few photographs. Deadline by November 30th, so grant cheques may be issued in the year of the program.

dated March 10, 2025

Ruth Anderson, District 2 Secretary