

Title	Role Description
President	The President provides leadership to the Society and represents the Society at OHA District and Ontario
Past President	The Past President assists the President
Vice – Presidents(s)	Backup to the President and prepares to step into Presidents role
Recording Secretary	Records minutes of all meetings
Correspondence Secretary	Creates and responds to all correspondence and keeps a log
Treasurer	Keeps all financial records, writes cheques and prepares budget. Does Grant and Charity Status applications and HST Rebates
Advertising Chair	Recruits and interacts with advertisers for the Yearbook
Bloomin' News Editor	Creates the quarterly newsletter
Board Nominations Chair	Leads a committee to develop a slate of officers for positions and recommends members for recognition awards
Cheer	Sends greeting cards on behalf of the Society to members at appropriate times
Civic Beautification Chair	Manages a team of gardeners who maintain designated community gardens
Flower Show Chair	Plans and organizes 4 Flower shows and Floral Design workshops
Garden Tour Chair	Selects Gardens, plans and organizes the annual Garden Tour
Historian (Scrapbook)	Creates historical records of the society and logs them with Simcoe County Archives
Bloomin'Good Gardens Chair	Liaises with a team of captains who identify and recognize home gardeners within specific areas of the township
Membership Chair	Accepts membership fees, maintains and reports accurate membership records of the Society

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North Simcoe Life Correspondent	Writes a regular column in North Simcoe Life
Plant Sale Chair	Plans and organizes the annual Plant Sale
Programs Chair	Secures, selects and invites speakers for the Society's meetings
Publicity Chair	Ensure publicity for the Society's events is posted in local publications
Seed Exchange Chair	Manages the Society's Seed Exchange Program
Social Chair	With a team, organizes refreshments for the Society's meetings
Information Officer	Maintains the Society's website and sends out meeting and event notices via email
Welcome Chair	Welcomes members to meetings, maintains attendance records, and manages name tags
Yearbook Editor	Produces the Society's Yearbook
Youth Leader	Liaises and assists youth leaders who plan activities for the society's youth groups
Greeter	Greets all members at the Society's meetings
Bookmarks	Creates Society's bookmarks
Facebook	Maintains the Society's Facebook page
Mailings	Sends the quarterly newsletter to those requiring hard copies
Name Tags	Creates all members name tags
Photo Contest	Plans and organizes the Society's Photo Contest