

## ONTARIO HORTICULTURAL ASSOCIATION

This pamphlet is provided by the Ontario Horticultural Association (OHA) as a general guide to horticultural societies. Every Society/Club should have its own Constitution and By-Laws which sets out specifically how the Society/Club will be organized. There are approximately 260+ societies in Ontario affiliated with the OHA. These societies have a total membership of approximately 26,000. The OHA is an umbrella organization, composed of 19 Districts. Each District elects a Director to represent them on the OHA Board.

### REPORTING:

Reports are due annually both to OMAFRA and the OHA by the deadline stipulated.

### OMAFRA:

Your Society/Club contact will be advised by e-mail from OMAFRA of the Society/Club access code, due date, online completion instructions and the OMAFRA contact for assistance. You will need:

- Examined/reviewed financial statement and year end information.
- Contact details (names, addresses of Executive and Directors).
- Volunteer hours.
- OMAFRA TPON Password to complete report.

### OHA:

You will be advised by the OHA when their system is ready to receive reports. You will need your password to access the system which can be secured from the website coordinator at [webmaster@gardenontario.org](mailto:webmaster@gardenontario.org). Your District Director will be able to assist you if you have questions or issues regarding the report. You will need:

- Contact details for your Board of Directors.
- Volunteer hours in specified categories.
- A summary of the past year's activities and planned activities of the current year.

### BOARD OF DIRECTORS

Directors are elected at the Annual Meeting in accordance with the Constitution/by-laws of the Society/Club. The Board of Directors is responsible to the members for the operation of the Society/Club in accordance with the Constitution and Bylaws of the Society/Club. Regular Board Meetings are essential.

## SUGGESTIONS FOR ANNUAL MEETING AGENDA:

1. Call to order.
2. Introduction of Special Guests.
3. Approval of the minutes from the last annual meeting. Reports:
  - Secretary
  - Treasurer (Including examined/reviewed financial statement)
  - Board
  - Committee
  - President
5. Elections and Installation of Officers (by a District or Assistant Director or a Designated Official).
6. Appointment of a professional firm or 2 Examiners/Reviewers who are not board members of the Society/Club or related to one another or the Treasurer.
7. New President's remarks.
8. New Business/Announcements.
9. Adjournment.

Reports may be printed and distributed prior to or at the meeting and approved as distributed.

Other suggestions to make meetings run effectively:

1. A motion should be made and seconded before it is discussed.
2. The chair may limit the discussion and the number of times a member may address the question.
3. Each motion made and seconded requires a vote.

### BASIC MEETING AGENDAS:

Have a prepared agenda and adhere to parliamentary procedure when conducting meetings.

A suggested order to follow at Board Meetings:

1. Call to order.
2. Approval of minutes of the last meeting.
3. Business arising from the minutes.
4. Correspondence.
5. Treasurer's Report.
6. Approval of Payments.
7. Committee/Officer Reports.
8. Any unfinished business.
9. New Business/Announcements.
10. Program.
11. Adjournment.

Further information on running an effective organization may be found on the OMAFRA web site at

<http://www.omafra.gov.on.ca/english/products/effectorgs.html>

# GENERAL GUIDE FOR HORTICULTURAL SOCIETY/CLUB OFFICERS



ONTARIO HORTICULTURAL ASSOCIATION

Updated March 27, 2025

## EXECUTIVE OFFICERS

(per Society/Club constitution/bylaws)

### IMMEDIATE PAST PRESIDENT

The Immediate Past President may be an executive officer as per Society/Club constitution/bylaws.

1. Is an ex-officio member of the Board of Directors.
2. Contributes knowledge and encouragement gained from experience.

### PRESIDENT

The President is a key figure within the Society/Club. The President provides leadership by coordinating and delegating tasks and seeing that these tasks are completed.

1. Chairs general and board meetings of the Society/Club.
2. Prepares an agenda in consultation with the Secretary.
3. Is conversant with the Society/Club's constitution/by-laws, and the structure of the OHA.
4. Is an ex-officio member of committees.
5. Prepares for succession planning by involving members in various duties.
6. Ensures that everyone who has a role at meetings is aware of their duties.
7. Ensures the OHA *Trillium*, OHA News and District News are shared with Society/Club members in timely manner and that all emails from OHA and District are brought to Executive meetings. *Emails are considered Mail and should be shared and discussed.*
8. Ensures that required forms and reports are completed and submitted before the deadline.
9. Presents a review of the year's work at the Society/Club's annual meeting.
10. Attends and encourages others to attend OHA District Meetings and Provincial Conventions.

### VICE-PRESIDENTS

The Vice-President's position is a training period for the position of President.

1. In the absence of the President performs his/her duties.
2. Assists in other duties as requested by the President i.e. chairing committees.

## TREASURER

The Treasurer or Secretary-Treasurer may be elected by the membership or appointed by the board according to the Society/Club's constitution/by-laws. The Treasurer is bonded through OHA insurance for \$25,000. Further indemnification should be stipulated in your constitution.

1. Maintains accurate financial records.
2. Ensures the distribution of all funds as per Society/Club constitution/bylaws
3. Deposits all monies received in the Society/Club bank account. This account should have two or three designated signing officers, with two signatures necessary to sign a cheque, one of which should be the Treasurer, with either the President or the Secretary.
4. Submits an up-to-date financial statement at any meeting. With one copy for inclusion in the Secretary's records.
5. At the end of the fiscal year prepares books of account for auditing or review.
6. Presents an audited or reviewed, financial statement for the previous fiscal year at the Annual Meeting.
7. Submits the financial statement to OMAFRA by the required date, to maintain status as a Society/Club incorporated by the Agricultural and Horticultural Organizations Act, and to qualify for the Legislative grant administered by OMAFRA
8. Retains financial records for at least 7 years, or as required by Law or accounting practices.
9. Prepares a yearly budget for Society/Club approval, estimating receipts and expenses.

#### Committees:

The Board establishes Standing and Ad Hoc committees in order to conduct its business more effectively. All committees are accountable to the Board which shall define the responsibilities of each committee. The committee chairperson is often a member of the Board. Suggested committees:

- Membership
- Planting
- Program
- Youth
- Shows
- Public Relations/Social Media
- Social
- Nominations
- Fundraising/Special Events
- Yearbook
- Communication
- Conservation and Environment
- Plant Sale

## SECRETARY

The duties of the Secretary may be divided between two people: a Recording Secretary and a Corresponding Secretary. The duties of the Secretary may be combined with the duties of the Treasurer in the position of Secretary-Treasurer as per the Society/Club constitution/bylaws. The Secretary or Secretary-Treasurer may be elected by the membership or appointed by the board according to the Society/Club's constitution/by-laws.

1. In conjunction with the President prepares an agenda before each meeting.
2. Records the minutes of all annual, general, and board meetings and keeps these as permanent, complete records of the Society/Club.
3. Provides minutes of prior meetings as required.
4. Keeps the board informed of all correspondence, notifies the President, committee chairmen or other appropriate individuals of relevant correspondence without delay, and acts upon these as directed.
5. Keeps a list of current officers, board members, and committee members of the Society/Club.
6. Keeps and up to date list of members (if this duty is not assigned to another Board member).
7. Notifies Directors and Officers of board meetings.
8. Keeps official correspondence and records for 7 Years.
9. Maintains and passes on to the next Secretary all Society/Club files including copies of:
  - The Agricultural and Horticultural Organizations Act,
  - Society/Club, District & OHA Constitution and bylaws,
  - OHA Awards Booklet,
  - Certificate of Insurance,
10. Receives and compiles committee reports for presentation at the annual Society/Club and District Meetings.

### VOLUNTEER HOURS:

A total of the Society/Club's volunteer hours in specific categories are required for reports. Designating a person to track and record hours throughout the year will make yearend reporting easier. The chair person responsible for a committee could collect hours from all the participants and then provide them to a designated person such as a Secretary, Vice-President or other committee members.