



# President's Quick Start

*This resource has been created to provide answers to most of your questions and offer guidance to a novice Society/Club President.*

*Updated: March 20, 2022*



# PRESIDENT'S QUICK START

Congratulations! You are now the President of your Horticultural Society/Club (hereafter referred to as Society in this document).

Now what?

You should have received documents and files pertaining to Society, District and OHA business from your Society's Past President. Each Society President and the District Director should have a copy of the *President's Quick Start*. This resource has been created to provide answers to most of your questions and offer guidance to a novice Society/Club President.

To get started, the OHA suggests that you review the roles and responsibilities for each board member, located in the OHA Pamphlet "General Guide for Horticultural Society Officers" found on the GardenOntario site at <https://gardenontario.org/wp-content/uploads/GeneralGuideforHorticulturalSocieties-March-2022.pdf>

**Of interest:** OMAFRA has provided a comprehensive booklet "Running Effective Meetings" and "Board Governance Guidebook", created by the Government of Alberta, but extensively edited and revised for Ontario context, which may already be in your President's files. If not, you can order it at: <http://www.omafra.gov.on.ca/english/nfporgs/factshts.htm>. It is found under the heading "Managing Meetings".

Included in your Quick Start is where to find **contact lists** for:

- a. Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) – <http://www.omafra.gov.on.ca/english/>
- b. OHA Administration – <https://gardenontario.org/about/>
- c. Province-wide Ministry Staff and OHA Districts administrators – <http://www.omafra.gov.on.ca/english/rural/returns/hortcontacts.htm>

**Important:** Take the time to copy (a and b) and the "District" your Society is part of (c); as you will likely contact one or more of these individuals during your term in office.

Good luck in your new role of leadership! Your District contacts should be your lifeline & heartbeat; you get emails of information on District and OHA happens from them and they should be your first go to with any questions (no questions are silly), if unable to get answers/help then go to the OHA Officers directly and quickly, we are here to help you be the best thriving Society you can be and want only to help you succeed.

WE ARE HERE FOR YOU.

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## Yearly Schedule of OHA Matters (Details on these items are found within this booklet)

### **JANUARY**

- Make sure you have OHA web access: contact the Website Coordinator [webmaster@gardenontario.org](mailto:webmaster@gardenontario.org)
- Submit OMAFRA Annual Society Return and Grant Application Form online (2021 Return is due October 31, 2022) (normally due before Feb 1)
- Submit OHA Society Annual Information Report online, which includes your OHA Volunteer Hour Record (due before Feb 1)
- Submit Award Nominations and Grant Requests for OHA on or before February 28
- Submit OHA District Service Award Nomination to District Director by January 15
- Review special events insurance needs for year and request certificates or vendor insurance, as required

### **FEBRUARY**

- OHA Resolution Amendments for the OHA Annual General Meeting (optional)
- Update Society Web Page at OHA Site <http://gardenontario.org>
- Submit Award Nominations and Grant Requests for OHA on or before February 28

### **MARCH**

- District Dues invoiced with payment directions.

### **APRIL**

- Pay District Dues as per instructions.

### **MAY**

- Insurance and OHA dues invoice received by e-mail
- Select Voting Delegates for the OHA Annual General Meeting
- Submit Registration or Proxy forms (please see deadline posted on [gardenontario.org](http://gardenontario.org))

### **JUNE**

- Pay OHA Dues and Insurance before June 30

### **JULY**

- Attend OHA Convention and Annual General Meeting.

### **AUGUST**

- Nomination committee should be planning for Board succession

### **SEPTEMBER**

- Review OHA Awards & Grants information on-line at [www.gardenontario.org](http://www.gardenontario.org) for recognition of Society members and for potential grant submissions for next year.
- A meeting with committee chairs should take place to plan activities and prepare a budget for the new year

### **OCTOBER, NOVEMBER, DECEMBER**

- Conduct Society Annual General Meeting and invite District representation
- Plan for new year (speaker, activities, flower shows and plant sales etc.)

## Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Website

Horticultural Societies - Annual Return Information can be found on the ministry website at:  
<http://omafra.gov.on.ca/english/rural/returns/index.html>

\* Guide for completing the Annual Return using Transfer Payment Ontario (TPON):  
<http://www.omafra.gov.on.ca/english/rural/returns/hortguide.htm>

Video--How to submit Annual Returns to OMAFRA <https://gardenontario.org/resources> .

### OMAFRA Contacts:

<http://www.omafra.gov.on.ca/english/rural/returns/hortcontacts.htm>

For more information:  
Toll Free: 1-877-424-1300  
E-mail: [ag.info.omafra@ontario.ca](mailto:ag.info.omafra@ontario.ca)

### OHA Administration and Website

**OHA Website:** <https://gardenontario.org/>

**OHA Contacts:** <https://gardenontario.org/about-us/>

OHA President:	president@gardenontario.org
OHA Vice President(s)	vp@gardenontario.org
OHA Secretary:	secretary@gardenontario.org
OHA Treasurer:	treasurer@gardenontario.org
OHA Past President:	pastpresident@gardenontario.org
S/W Regional Representative:	oha-sw-rep@gardenontario.org
N/E Regional Representative:	oha-nw-rep@gardenontario.org

## OHA District Contacts

**District Director:**

**Assistant District Director(s):**

**Past District Director:**

**Secretary:**

**Treasurer:**

**Website Coordinator (if applicable):**

# OMAFRA Annual Reporting Requirements

## Annual Reporting Requirements

- Under the *Agricultural and Horticultural Organizations Act* of Ontario, Horticultural Societies, which are incorporated under the Act, must provide the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) with an annual return.
- This is a legally required submission in order to remain in good standing under the *Agricultural and Horticultural Organizations Act*. (AHOA)

## OMAFRA Annual Return and Grant Application Form

**Societies must submit their Annual Return form through Transfer Payment Ontario (TPON) <http://omafra.gov.on.ca/english/rural/returns/index.html> in order to remain in good standing under the *Agricultural and Horticultural Organizations Act*. Societies will be notified of the due date by OMAFRA.**

**This is a legally required submission.**

## Annual General Meetings

Societies are required to hold an annual general meeting prior to submitting their Annual Return. Please ensure supporting documents are ready to submit with your return - Financial statements, Review Certificate (signed prior to AGM) and a list of incoming Executive and Directors.

If your Society cannot hold their annual meeting within the 15 months of their last meeting due to unusual and extenuating circumstances, Societies can send an email to the OMAFRA Director at [AHOA.admin@ontario.ca](mailto:AHOA.admin@ontario.ca) to request an extension with a proposed new date (month/year) and provide reason for the AGM delay. The ministry will approve extensions and notify Societies via email.



## Completing the Horticultural Society Annual Return

- All Societies must complete the OMAFRA application form on an annual basis
- Completion of all sections of the form are required.

### Legal Name and Location Details

- Please ensure that the full **legal** name of the Society, mailing address including postal code, phone number, fax number, and email address are correct. This will be our first point of contact with any further correspondence.

### Society Information

- Complete all information as requested

### Activities of Compliance with the Act

- Please complete the form and check the boxes that show how your Horticultural Society encouraged interest and improvement in horticulture. Ensure that you check only those categories that apply to your Horticultural Society. If your application is audited by the ministry, you will be required to provide justification and evidence to show how your Society performed the checked off statements.

<http://www.omafra.gov.on.ca/english/rural/returns/hortguide.htm>

## Completing Horticultural Society Grant Application

- Complete all sections of the Annual Return and Grant Application.
- All grants are based on Society eligibility
- Grants may be pro-rated if the amount of funds appropriated is insufficient, as stated in Regulation 16 made under the *Agricultural and Horticultural Organizations Act*.
- All grants are based on expenditures made by the Society for a one-year period - the fiscal year just ending.
- Copies of all paid receipts of expenditures must be kept on file; and if requested, made available to the Ministry of Agriculture, Food and Rural Affairs for audit purposes.
- **Regulation 16, Section 8** - Financial assistance for Horticultural Societies is available to any Society which:
  1. carries out the objectives of Societies as established under the *Agricultural and Horticultural Organizations Act*
  2. maintains a **membership of at least 50 (or 25 in Northern Ontario)**
  3. has proof of eligible expenditures of horticultural-related activities
  4. submits an audited/reviewed financial statement, and a list of incoming executive Officers and incoming Directors by the OMAFRA deadline

## Eligible Expenses

- Expenses must contribute to the objectives of a Horticultural Society, such as:
  - meetings on theory and practice of horticulture
  - planting of trees, shrubs, and flowers
  - field trips, contests, competitions, and exhibitions related to horticulture
  - distribution of seeds, plants, bulbs, flowers, trees, and shrubs
  - promotion of the environment
  - promotion of horticultural information through the media
  - promotion of therapeutic horticulture
  - promotion of stimulating interest in horticulture
- **Please note:** These expenses must be visible and identified on your financial statements; provide a separate breakdown of these expenses if necessary.
- **Maximum Eligible Grant**
  - 50% of total eligible expenses incurred and will not exceed Maximum Grant Levels based on number of voting members as outlined below.

Number of Members (18 years and over)	Maximum Grant Level
200 or more members and eligible expenses are over \$3,000.00	\$1,500.00
50 - 199 members (25 - 199 members in Northern Ontario) AND eligible expenses are over \$2,000.00	\$1,000.00
49 members or less (24 members or less in Northern Ontario)	Not eligible

## Other Requirements

### Certification by Authorized Signing Officers

- Ensure two authorized Officers of the Society sign the annual return and grant application. However, if you are submitting electronically, signatures are not required.

### Financial Reviewers

- Society financial records must be reviewed for the protection of the Treasurer and members and to ensure the proper management of the organization
- Two financial reviewers are to be appointed at the annual meeting. **They should not be Board or Executive members; not related to one another; and not related to the Treasurer**
- When a professional firm performs the audit, one signature is sufficient
- A Financial Review Certificate template is available on the OMAFRA website or by calling your OMAFRA designated regional contact.

## Attachments

The following documents must be submitted with your Annual Return and Grant Application:

### 1. Executive Officers and Directors

- Attach a list of the incoming **Executive Officers** and **incoming Directors** of the Society for the upcoming year. Please include complete addresses (including postal codes), phone numbers, and email addresses as per CRA requirements.

### 2. Annual Financial Statements

- An audited/reviewed financial statement must be submitted with your annual return. This statement should contain the same information that was presented at the Society's annual meeting, and must include at least:
  - Statement of Receipts and Disbursements at the end of the fiscal year
  - Statement of Assets and Liabilities at the end of the fiscal year
  - Reconciliation of Accounts
- **Statements of receipts and disbursements** should contain enough detail to allow a clear and direct comparison with the figures submitted on your Annual Return and Grant Application.

### 3. Financial Report

- Attach an Auditor's Certification - either an audit report (reviews; not compilations) from a professional accounting firm (copies are acceptable); or Financial Review Certificate signed by two financial reviewers
- Must be completed and dated prior to the Society's annual meeting

For more information:

- For further information, contact your designated Regional OMAFRA or MNDM contact or call the Agricultural Information Contact Centre at 1-877-424-1300. You can find the contact list on the [ministry website](#).

If your banking information or address has changed you must update this by completing the Supplier Registration and Application for Direct Deposit/Electronic Funds Transfer Form. [A link to the form can be found here](#)

## Client Care: Transfer Payment Ontario (TPON) Questions

Please contact:

Transfer Payment Ontario Client Care from Monday to Friday 8:30 a.m. to 5:00 pm, except for statutory holidays, at:

- Tel: 416-325-6691
- Toll-free: 1-855-216-3090
- TTY: 416-325-3408
- Toll-free TTY: 1-800-268-7095
- Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

If you are not able to submit your application electronically, send an email to [ahoa.admin@ontario.ca](mailto:ahoa.admin@ontario.ca) and request a copy of the application. You can also reach out to your **Regional Contact**.

### TPON Checklist:

(See the "[Guide for Completing the Annual Return & Grant Application](#)" for details)

- All sections of the application form are complete.
- Two authorized signing Officers have signed application (for paper copy submissions only).
- List of incoming Executive Officers and Directors including contact information
- Reviewed Annual Financial Statements
- Report from Auditor (Reviewed by professional accounting person) OR
- Financial Review Certificate (Reviewed by non-professional accounting persons)
- All receipts for expenditures retained in your files
- Keep a copy for your Society's file

## The Agricultural and Horticultural Organizations Act

The Agricultural and Horticultural Organizations Act may be found on the Ontario government website at: <https://www.ontario.ca/laws/statute/90a09>

The Agricultural and Horticultural Organizations Act is the legislation that provides legal status for Agricultural Societies, Horticultural Societies and Agricultural Associations in Ontario.

The OHA is incorporated as an “Agricultural Association” under the Act. All Societies and clubs are incorporated as organizations under the Act.

The Ontario Minister of Agriculture, Food and Rural Affairs is responsible for the administration of the Act. The Minister appoints a Director at OMAFRA to oversee the administration of the Act.

The Act provides for every organization to be a corporation without share capital (section 3) and to be a legal entity. Organizations incorporated under the Act are also called “not for profit” corporations. This means that the activities of the corporation shall not be carried on for the purpose of gain for its members and any profits shall be used in promoting its objects as stated in the Act.

The Act came into effect on December 15, 1988 and it replaced the Agricultural Societies Act, the Horticultural Societies Act and the Agricultural Associations Act. All Societies that were established under these earlier pieces of legislation were continued under the Act.

## Changes to the Act

In the fall of 2019, **changes to the Act** were made. Some of these include: (refer to the Act for further details)

- **Notice of Annual Meeting** – removal of the requirement in subsection 10(3) of the Act that the notice of annual meetings must be both mailed and published. This change provides more flexibility to organizations to decide on the method of providing the required notice to their members – saving time and money.
- **Security Against Loss** – removal of section 12 of the Act so that the Treasurer will no longer be required to give security to cover any loss of funds for the organization and Directors of the board will no longer be personally liable for loss. Nevertheless, organizations are still strongly encouraged to purchase liability insurance for their board members. Please see page 23 for insurance details.
- **By-laws of Organizations** – removal of sections 31 and 40 of the Act regarding by-laws of Agricultural and Horticultural Societies. These sections are not needed for Societies to create by-laws for awarding prizes for the sale of goods or produce on their exhibition grounds.
- **Ontario Horticultural Association** – removal of section 39 of the Act which prevents the Ontario Horticultural Association from creating minimum standards for membership. There is no similar provision for the Ontario Association of Agricultural Societies.

# Roles and Responsibilities of Organization

## **Directors**

This is an excellent reference document for Societies to give to their Directors so all are aware of the responsibilities and roles of those in the Society.

## **Table of Contents**

- The Board of Directors
- Role of the Board
- Responsibility of the Board
- Legal Status and Liability
- Implications on Incorporation
- Protecting the Assets - Insurance for Organizations
- Checklist for Directors of Effective Boards

This Factsheet can be found on the OMAFRA website at:

<http://www.omafra.gov.on.ca/english/nfporgs/96-013.htm>

OMAFRA provides online resources to help build effective organizations. These can be found on the ministry website at: [Effective Organizations - Factsheets](#)

Effective Organizations, Resources and Factsheets:

<http://www.omafra.gov.on.ca/nfporgs/factshts.htm>

## **Agricultural and Horticultural Organizations Annual Return – What’s New**

<http://www.omafra.gov.on.ca/english/rural/returns/index.html>

## **Building Organization Capacity Online Courses:**

<http://www.omafra.gov.on.ca/english/rural/elearning/indexdetail1.htm>

From the Act...

### **Dissolution of a Society**

If for any reason a Horticultural Society is no longer able to carry out its objectives it should be officially dissolved as a corporate entity. The Minister may dissolve an organization provided that the membership has passed a resolution to that effect at a meeting of the members duly called for that purpose (section 19).

The Minister may also cause a Society to be dissolved for failure to comply with the annual reporting requirements as outlined in the Act (section 18). The Minister must give the organization twelve months' notice of the intent to dissolve the organization and that the board has the right to prevent that dissolution by bringing the organization into good standing within that period.

### **Incorporation of a New Society**

The Act provides for the creation and incorporation of new Horticultural Societies in any municipality of not less than 200. If the population of a municipality is greater than 25,000 there may be two Societies and for each additional 25,000 in population, there may be an additional Society. Amalgamation does not affect Societies that have already been incorporated.

At least 50 residents of a municipality must sign the articles of incorporation in order for a new Society to be incorporated. In a territorial District of northern Ontario only 25 residents are required.

### **Formal Name Change of a Society - Approved by OMAFRA**

If a Society wishes to change its name the Society must receive approval from the Minister of Agriculture, Food & rural Affairs ((AHOA) Agricultural and Horticultural Act, section 9). An amendment form is available by contacting the Ministry. Changes proposed by the board of Directors must be ratified by the membership at the annual meeting or a special meeting convened for that purpose before being submitted to the Ministry for approval. The words "Horticultural Society" must be included in the name.

See **OHA Society Re-Branding** page 33 of this document.

### **No Compensation for Directors, Officers or Members**

The Act provides that no compensation shall be paid to a Director, Officer or member of a Horticultural Society other than the Treasurer, Secretary or Secretary-Treasurer (section 13. This section also provides that a Society may pay reasonable expenses incurred by its Directors, Officers or members in the performance of their duties. if a Society has paid staff other than its Treasurer, Secretary or Secretary-Treasurer, such employees cannot be Directors, Officers or voting members of the organization.



## **Annual Meetings**

The Act states that a Society must hold an annual meeting of its members and that meeting must be held within 15 months of the last annual meeting (section 10). Usually, the annual meeting will be held at about the same time every year. The membership must be given at least two weeks' notice of the annual meeting date, time and location.

At the annual meeting the membership must elect a board of Directors and appoint a Treasurer or Secretary-Treasurer (section 11). The method for selection of these positions should be outlined in the by-laws or constitution of the organization. The by-laws or constitution may also fix the number of Directors allowed; however, the minimum number of Directors allowed is three (subsection 23B (2) of the Corporations Act).

## **Expenditures Restricted**

The Act states that a Horticultural Society shall not spend more than half of its total annual receipts, excluding grants or donations made for the specific purposes, on any one of the objects of a Horticultural Society except for the planting of trees, shrubs and plants on public ground and the promotion of outdoor beautification (section 37).

## **Code of Conduct/Ethics**

Many nonprofits are adopting a set of principles to guide their organization's decision making and activities, as well as the behaviour of its employees, volunteers and board members. These principles might be called the nonprofit's "statement of values" or "code of conduct". Honesty, integrity, transparency, confidentiality and equity are examples of values that are typically expressed in a nonprofit's code of ethics. The purpose of adopting such a statement is to provide employees, volunteers and board members with guidelines for making ethical choices and ensuring that there is accountability for those choices. When board members of a nonprofit adopt a code of ethics, they are expressing their commitment to ethical behaviour. Such a commitment goes a long way to earning the public's trust and reducing conflicts. The OHA now has a template Code of Conduct document for Societies to use if they choose which can be found at <https://gardenontario.org/wp-content/uploads/OHA-Code-of-Conduct-Societies-Clubs-Sept-27-2021.docx>

## **Constitution and By-Laws**

Every Horticultural Society should have a constitution that outlines the governance and rules for the Society. The "objects" or purpose of a Horticultural Society are outlined in the Agricultural and Horticultural Organization Act (section 36).

A constitution & bylaws should outline:

- official name of the Society
- legislature under which it is incorporated
- purpose or “objects”
- head office or Society location
- membership details: conditions for membership, terms of membership, categories of membership, privileges of membership
- Directors: number on the board, terms, nomination and election procedures, vacancies and resignations
- Officers: number and title, election procedures, terms, appointment of Treasurer or Secretary Treasurer
- duties of Officers: brief job description of each officer position and expectations
- meetings of the Society: length, method of notification, annual meeting details, general meeting details, special meeting details, voting procedures, quorum
- board of Directors’ meetings: method of notification, voting procedures, quorum, voting procedures, powers and duties, committees
- rules of order
- conflict of interest: code of conduct, discipline of Directors or members
- insurance responsibilities
- finances: fiscal year end, bank account details, signing authorities, accounting procedures, audit requirement
- administration: execution of documents and records of the Society
- constitutional change procedure
- dissolution
- other items as the board and membership deem necessary

**NOTE: If you have any questions or concerns, please contact the Chair of the OHA Constitution, By-Laws and Resolutions Committee.**

### **Strategic Planning**

Strategic planning is a process that helps groups work towards a desired goal. It helps them assess and adjust direction in response to changing environments and allows them to focus their energy and resources. The Strategic Planning Manual was developed by the OMAFRA to support groups that have identified this as a priority. It provides step by step process and has resources and tools to assist with the development of a strategic plan.

### **Strategic Planning Resource Manual:**

[http://www.omafra.gov.on.ca/english/rural/edr/brdgov\\_gbk.htm](http://www.omafra.gov.on.ca/english/rural/edr/brdgov_gbk.htm)

# OHA Report Checklist for Societies

## Overview

The President should be familiar with the OHA report checklist and ensure that each of the executive members is aware of which sections he/she is responsible to complete and submit to the President by the scheduled date(s). In most Societies, the President, the Secretary and the Treasurer are involved in completing the legally required information/forms each year.

**Important:** Keep a copy for your Society records to pass forward to the new executive board.

## OHA Dues and Insurance Invoicing

OHA DUES INVOICING: The OHA Treasurer sends the annual invoice for dues to Societies in May.

OHA Dues are based on the number of Society members reported to the OHA on the Annual Information Report. See [www.gardenontario.ca](http://www.gardenontario.ca) “reports” to download and print a sample.

Each Society must complete an Annual Information Report to be accepted as a Society in good standing. (Annual Information Reports are due on or before February 1<sup>st</sup>.) At that time the OHA will calculate membership dues.

**NOTE:** A Society cannot apply for grants or awards from the OHA without being in good standing with the OHA.

**NOTE:** In the case where a Society closes or is in the process of closing, the dues for the year in which the Society is closed by OMAFRA are still due to the OHA.

**DEADLINE DATE FOR OHA DUES: June 30 of each year**  
**Submitted to the OHA Treasurer**

## Indemnification of Directors and Officers

At an OHA Board Meeting in the fall of 2016, it was suggested that every Society should have an Indemnification section in its Constitution and/or By-Laws. This suggestion was made in consultation with the Cooperators Insurance Company representative.

For the security of all of the Officers/Executive, this should be included in the appropriate section of the Society's Constitution and/or By-Laws.

Each Society will have to follow its established protocol for amending its rules of order but the information below should work for every Society.

### **EXAMPLE:**

Every Director and Officer of the X Horticultural Society and his or her heirs, executors and administrators respectively shall from time to time, and at all times, be indemnified and saved harmless out of the funds of the X Horticultural Society only from and against:

- a. all costs, charges and expenses whatsoever such Director or Officer sustains or incurs in or about any action, suit or proceeding that is brought, commences or prosecuted against him or her for or in respect of any deed, act, matter or thing whatsoever made, done or committed by him or her, in or about the execution of the duties of his or her office;
- b. all other costs, charges and expenses he or she sustains or incurs in or about or in relation to the affairs of the X Horticultural Society; except such costs, charges and expenses as are occasioned by his or her own negligence or default, or failure to act honestly and in good faith with a view to the best interests of the X Horticultural Society. The X Horticultural Society may provide insurance to cover this liability of the X Horticultural Society.

## OHA Annual Information Report

This report determines the number of voting delegates for your Society at the annual OHA Annual General Meeting and Convention. It is your Society's historic record and supplies the OHA and your District Director with valuable data and establishes the number of members for which you will be invoiced (aka membership dues).

All the forms and information requested below must be reported before February 1st. A Society can complete these forms after the Societies Financial Report is completed having had two financial reviewers review the books. Note: ensure reviewers complete the required form and that they are members of the Society but not on the executive board or related to said members). See [gardenontario.org](http://gardenontario.org) – “reports”, “forms”.

**Important:** The Annual Information Report is completed online through the OHA website <https://gardenontario.org>.

**Need Access to the Annual Information Report Section of the OHA Website?**  
If you require the Society login and password, please contact the OHA Website Coordinator via the login section of GardenOntario website.

Once this report is completed online, your District Director can access this information to compile all required District level data in a comprehensive package.

### **Note: OHA Annual Information Report**

Each Society prepares a short review highlighting what the Society has accomplished in that year. This overview is included in the “20xx Historical Record of the Horticultural Societies/Clubs of Ontario” formally known as the OHA Annual Report. It may be helpful to record the details monthly for easier tracking. This information can be saved for use in other reports during the year such as the President's Report for the Society AGM.

**NOTE: This report should be written in sentence form.**

The District Director will access this information to compile the District Year in Review. This information is compiled province-wide and included in the OHA 20xx Historical Record of the Horticultural Societies/Clubs of Ontario and on the OHA website.

**DEADLINE DATE: February 1**

**Submitted on-line to the OHA and disseminated to the District Director.**

## OHA Volunteer Hours

Volunteer hours are very important to collect from each member of your Society. This information provides the OHA with province-wide Horticultural Society hours that they report to OMAFRA. This emphasizes to OMAFRA the importance of continuing the OMAFRA “grants” to Horticultural Societies. This information is helpful when talking to prospective donors.

**NOTE: The Volunteer Hours Report is now completed online as part of the Annual Information Report through the OHA website <https://gardenontario.org>.**

## Society Dues to the District

Each Society pays District dues based on the membership of each organization. Each spring the Society will receive an invoice from the District Treasurer. Dues are determined by the District and submitted to the District Treasurer. Deadline will be indicated on District Invoice.

## What Does It Mean to Be “In Good Standing”?

**For a member to remain In Good Standing with the Ontario Horticultural Association (OHA), the member must:**

- Have paid Annual Dues to a Horticultural Society (hereafter Society) In Good Standing with the OHA,
- Uphold the Constitution and/or By-Laws of the Society,
- Uphold the Constitution and By-Laws of the OHA.

**Ramifications of not being a member In Good Standing with a Horticultural Society In Good Standing with the OHA:**

- Not eligible to enter OHA shows,
- May not enter shows or other competitions open to Horticultural Society members,
- May not receive payment of prizes for shows or other competitions that are open to Horticultural Society members,
- Is not eligible to win OHA awards,
- If an OHA certified judge loses their status due to not being In Good Standing, they would be ineligible to judge OHA shows or attend OHA judging schools or updates,
- Any OHA privilege or program available to a Horticultural Society member is not available to a member not In Good Standing,
- May not vote at any Society, District or OHA Annual General Meeting,
- May not carry a proxy vote at the OHA Annual General Meeting.

**\*\*\*\*\*Members who are not In Good Standing can rectify the problem and regain their full privileges\*\*\*\*\***

**For a Horticultural Society to remain In Good Standing with the OHA it must:**

- Meet the requirements set for Horticultural Societies in the Agricultural and Horticultural Organizations Act, R.S.O. 1990, c. A.9.
- <http://www.ontario.ca/laws/statute/90a09#bk35>.
- Pay membership dues to the Ontario Horticultural Association when billed.
- Pay insurance fees to the Ontario Horticultural Association when billed.
- File a complete Annual Information Report to OMAFRA.
- File a complete Annual Information Report to the OHA.
- File a complete Volunteer Hours Report to the OHA.
- Pay membership dues to the District the Society is in.
- Uphold the Constitution and/or By-Laws of the OHA.
- Uphold the Constitution and/or By-Laws of the Society.
- Uphold the Constitution and/or By-Laws of the District.

### **Ramifications of a Horticultural Society not being In Good Standing:**

- A Society must be In Good Standing in order to obtain insurance coverage through the OHA insurance provider.
- No OHA grants will be awarded or paid to the Society.
- Societies cannot vote at the OHA (Convention) Annual General Meeting.
- Societies cannot carry or grant/direct a proxy vote at the OHA Annual General Meeting.
- Societies cannot vote or participate in District Annual General Meetings.
- Individual members of the Society are not eligible to enter OHA shows.
- Members of the Society may not enter other competitions open to Horticultural Society members.
- The Society or members of the Society may not receive payment of prizes for shows or other competitions that are open to Horticultural Society members.
- The Society and individual members of the Society are not eligible to win OHA awards.
- Members of the Society who are OHA certified judges and lose their status due to not being In Good Standing, are ineligible to judge OHA shows or attend OHA judging schools or updates.
- Any OHA privilege or program available to a Horticultural Society member is not available to a member of a Society that is not In Good Standing.

**\*\*\*\*\*Societies that are not In Good Standing can rectify the specific problem they have and regain their full privileges\*\*\*\*\***

**The following are additional recommended actions in which we'd like to see Societies participate:**

- Be represented at the OHA (Convention) Annual General Meeting by either a delegate or proxy,
- Be represented at its District Annual General Meeting and Fall Presidents' Advisory Meeting by at least one delegate,
- Use OHA certified judges for its shows,
- Take its turn to host District meetings

However, failure to do so will not automatically result in a Society losing its status of "In Good Standing".



## Insurance Matters

The OHA website <https://gardenontario.org/resources/> is the location for all insurance information. It is important to become familiar with the information provided.

Stress the importance to the Society Executive of reading and understanding the “key” items:

- OHA Coverage
- Bus Tours and Non-Members
- Liability and Garden Tours
- Junior Members and Liability Insurance
- Non-members attending Society events
- Abuse liability coverage

## Society Liability and Directors and Officers Insurance

All Societies are covered for liability insurance under the OHA umbrella. Liability insurance costs vary each year depending on the total membership numbers and is to be submitted to the OHA Treasurer annually. Directors and Officers Bond Insurance for the Society is also required. It is a flat rate and comes as part of your invoice.

**DEADLINE DATE: June 30 of each year**

**Submitted to the OHA Treasurer**

## Ontario Horticultural Association - Insurance Coverage

### Summary

Please visit the OHA website for the most current information on OHA Insurance: <https://gardenontario.org/resources/>

Abuse coverage is intended to respond to any act or threat involving molestation, harassment, personal punishment or any other form of physical, sexual, or mental abuse. Any organization that delivers services for children should make certain they have “abuse liability coverage” as outlined by the OHA Insurance carrier.

**Description of Liability Coverage:** [https://gardenontario.org/wp-content/uploads/2018/04/co-op\\_liability\\_coverage\\_description.pdf](https://gardenontario.org/wp-content/uploads/2018/04/co-op_liability_coverage_description.pdf)

Please visit: [https://gardenontario.org/wp-content/uploads/2018/03/co-op\\_bondingabusecoverage2017.pdf](https://gardenontario.org/wp-content/uploads/2018/03/co-op_bondingabusecoverage2017.pdf) to access the request form.

**Waiver and Release of Information:** A waiver and release form is a risk management tool that can be used to reduce the likelihood of a claim or lawsuit being brought against your Society/District. It can also enhance communication and understanding between all participating parties. Bus waivers are to be used whenever a bus trip is involved – either for OHA events, such as conventions, or Society events.

[https://gardenontario.org/wp-content/uploads/2018/03/co-op\\_waivers\\_description.pdf](https://gardenontario.org/wp-content/uploads/2018/03/co-op_waivers_description.pdf)

**Waiver of Liability Form:** [https://gardenontario.org/wp-content/uploads/2018/03/co-op\\_bus\\_waiver\\_oha.pdf](https://gardenontario.org/wp-content/uploads/2018/03/co-op_bus_waiver_oha.pdf)

**Waiver of Liability Form for Society Events:** [https://gardenontario.org/wp-content/uploads/co-op\\_bus\\_waiver\\_Society.pdf](https://gardenontario.org/wp-content/uploads/co-op_bus_waiver_Society.pdf)

**Photography-Video-Testimonials Waiver and Release Form:**  
<https://gardenontario.org/wp-content/uploads/OHA-Release-Photo-Video-Testimonial-Form-March-2022.pdf>

## Vendor's Insurance

Through a partnership with the OHA, the Cooperators have developed insurance packages specifically designed for vendors at Ontario Horticultural Association (OHA) District and Society/Club events, starting at just \$12 a day.

Backed by Co-operators, Duuo's affordable vendor insurance coverage can be purchased online in just a few clicks, while confirmations of insurance are sent directly to Society/Club event managers making it easier to keep track of who's covered. As a reminder, the Ontario Horticultural Association (OHA), Districts and Society/Club events are required to ensure their vendors are covered during events. Get started at: <https://duuo.typeform.com/to/Sb5LeGtB>

Should you have any questions, the Duuo team is on-hand to provide support. Simply email [partnerships@duuo.ca](mailto:partnerships@duuo.ca) or strike up a conversation using the chat tool on their website!

Please note that you can access the Duuo Vendor Insurance page via the GardenOntario website at: <https://gardenontario.org/new-vendors-insurance-from-duuo/>

## Parliamentary Procedure at a Glance

If your group follows parliamentary procedure “by the book”, the occasional technical question might be asked.

### **Guidelines for Meetings: A General Overview**

This new OHA resource can be found at [OHA-Meeting-Guidelines.pdf \(gardenontario.org\)](https://www.gardenontario.org/OHA-Meeting-Guidelines.pdf)

**Robert’s Rules of Order (newly revised) 12<sup>th</sup> edition** is an excellent reference.

## Elements of a Society Annual General Meeting

Agenda (Underlined and bolded elements are required.)

- Call to Order
- Insure quorum
- Welcome and Introductions
- **Minutes of the previous AGM** – as distributed or as read
  - Secretary asks if there are any errors or omissions and moves acceptance.
  - **Note:** Minutes may be emailed to members and/or posted at the meeting. It is suggested that a Society maintains a booklet housing the AGM agenda, minutes and other pertinent information that members can review at the AGM.
- **Treasurer’s Annual Report** – a summary of incomes and expenses as distributed or as read. The reviewed report will have been approved at a Society board meeting prior to being presented at the Society AGM.
  - **Note:** The Society is obligated to have either two financial reviewers (using signed form) to review the books or use the services of an accredited chartered accountant as an auditor. The auditor will provide a signed audit statement.

- A financial reviewer must not be a member of the Board or a relative of a Board member.
  - **Important to note:** Reviewers may not be current Board or Executive members, nor have been members in the period under review, nor related to each other or the Treasurer. OMAFRA must be informed if the financial reviewers change. These reviewers are to be appointed at the AGM.
- **Auditor's Report or Financial Reviewers' Report** - indicating approval of the above Treasurer's Report
    - Treasurer moves acceptance of the audited/reviewed Report and the Auditor's or Reviewers' Report.
  - **Annual Reports of Committees** (if any) – these are received as read or distributed. The Secretary moves acceptance of all after the last report.
  - **President's Annual Report** –summarizes the past year's highlights. A copy of this may be attached to the Annual Information Report.
  - **Important:** The President must read this report at the AGM.
  - **Approvals:**
    - Motion to approve the actions and decisions of the Executive in the past year.
    - Motion to approve the actions and decisions of the Board of Directors.
  - **Election of Officers and Directors** – usually run by the Past President
    - Report of Nominating Committee (often the Past President or Secretary)
    - **Important:** Each Society should request nominations from their members at three separate times. It is suggested that the Nominating Committee and/or Past President ask for nominations at THREE MONTHLY MEETINGS PRIOR to the AGM. It will still be necessary to ask for nominations from the floor at the AGM, once. See next point.
    - Nominations from the floor - if any
    - Voting or Acclamation for each office in turn as required
  - **Installation of Officers** – usually by the District Director or an Assistant Director; this may instead be done at the next general meeting of the Society. Officers may take office at the end of the meeting at which they are elected or the beginning of the next general meeting which allows for smoother takeover and the completion of paperwork by the out-going executive.

- **Note:** Contact your District Director or Assistant Director who looks after your Society and invite that individual to the AGM. Provide the names of all members standing for office and their respective roles in advance of the AGM.
- Have a copy ready for the District/Assistant Director upon arrival at the AGM.
  
- **New President's Remarks**
  
- **Other Business, Awards, Presentations, Entertainment or Speakers**
  
- **Adjournment**

## Annual General Meeting (AGM) Agenda Example

This portion of your meeting must be done separately from your regular monthly meeting.

When completed, you present your monthly meeting information.

- Minutes of Previous AGM – can be read but can also just be available for members to view
  - Moved as accepted and seconded
- Treasurer's Report – Reviewed Financial Statement – Read reviewers' cover letter.
  - Moved as accepted and seconded
  - Again, a copy can be available for members to view
- Nominations
  - Name the nominations received
  - Ask if there are any further nominations from the floor (three times)
  - If none presented, then the nominations received are the newest Officers.
  - Ask the District executive member attending to install the board. Every position is installed even if Officers are returning to their posts.
- President's Report – Must be read in full – moved and seconded
- Present a motion to accept the actions of the Officers and executive board for the business of the past year.
  - Moved and seconded

**NOTE:** You must send any reports to your members a month in advance or they must be read at the AGM. Otherwise, you may just have a copy available

**NOTE:** It is suggested that each Society create a binder just for the information gathered for each AGM. This allows for the information collected to be used as a reference for future years.

## Society Nomination and Election Procedure

1. Chair introduces Nomination Chair: \_\_\_\_\_
2. **Nomination Chair reports to members** that the nominating committee reported to all Society members at a recent meeting or by email.
3. **All offices are declared vacant.**
4. **By-laws governing the conduct of elections are explained.** If only one person agrees to stand, then he or she is elected by acclamation to that position. If more than one person agrees to stand, then voting by ballot will be required.
5. **A motion to receive the nominating committee report is made.**
6. **Introduce person to conduct election:** \_\_\_\_\_
7. Each office is then brought forward in turn as follows:

The nomination for **Society President is:** \_\_\_\_\_

Call for other nominations from the floor 3 times.

Hearing none, the candidate is acclaimed.

The nomination for **1<sup>st</sup> Vice President is:** \_\_\_\_\_

Call for nominations from the floor 3 times.

Hearing none, the candidate is acclaimed.

The nomination for **2<sup>nd</sup> Vice President is:** \_\_\_\_\_

Call for nominations from the floor 3 times.

Hearing none, the candidate is acclaimed.

The nomination for **Secretary is:** \_\_\_\_\_

Call for nomination from the floor 3 times.

Hearing none, the candidate is acclaimed.

The nomination for **Treasurer is:** \_\_\_\_\_

Call for nomination from the floor 3 times.

Hearing none, the candidate is acclaimed.

The nominations for **Directors are:** \_\_\_\_\_

Call for nomination from the floor 3 times.

Hearing none, the candidates are acclaimed.

The nominations for **Financial Examiners** are: \_\_\_\_\_

Call for nominations from the floor 3 times.

Hearing none, the financial examiners are acclaimed.

The Installation Ceremony for the Society will then be conducted by the District Director or her/his representative at the Annual General Meeting of the Society.

## Society Installation of Board Ceremony

### Society Installation Ceremony – Annual General Meeting

Note: Installation is usually completed by a District Director, Assistant Director or an OHA Representative.

It is my privilege to install the Officers of \_\_\_\_\_ Horticultural Society for the year \_\_\_\_\_. As your names are called, please step forward.

**Immediate Past President:** \_\_\_\_\_

As the President of the \_\_\_\_\_ Horticultural Society/Club, you contributed greatly to its success. Now as past President, and a member of the executive, your knowledge and expertise will still be of immense help to the Society. We know that you will always be available to advise and assist your successor in every way possible and we extend our many thanks for your past leadership. Do you accept this responsibility? *I Do.*

**President:** \_\_\_\_\_

You have been duly elected to the position of President of the \_\_\_\_\_ Horticultural Society/Club by members of your Society. Yours is the responsibility of leadership within the Society, and you will preside at all meetings of the Society. You will be the liaison between the Society and District \_\_\_\_ and the Ontario Horticultural Association.

You are charged with the responsibility of keeping your Society informed of all pertinent information arising from Board meetings and helping them in any way possible. Your leadership within the Society will ensure the friendly interaction and co-operation between the District and the OHA. Do you accept this responsibility? *I Do.*

**First Vice-President:** \_\_\_\_\_

It is your duty in the absence of the President to preside at the meetings of the Society and executive, to assist the President in every way possible and to co-operate with the other members of the executive for the benefit of the Society at all times. Do you accept this responsibility? *I Do.*

**Second Vice-President:** \_\_\_\_\_

You will serve as second Vice-President and must adhere to all conditions of this position, assisting your President and first Vice-President. You have taken the first step toward assuming the role of leader of the Society. Do you accept this responsibility? *I Do.*



**Secretary:** \_\_\_\_\_

As Secretary, you shall keep an accurate record of the proceedings of all meetings, both of the Society and of the Executive. You shall prepare an abstract of the minutes and have minutes available at the next meeting. (Depends on how the Society manages minutes- can say distributed in advance.) It shall be your duty to receive and dispatch all correspondence of the Society promptly and efficiently, to send all notices of meetings in advance and to co-operate with other members of the Executive at all times. You shall fill out all year end reports for OMAFRA and the OHA in a timely manner. (Depends on who is normally responsible for completing the reports.)

Do you accept this responsibility? *I Do.*

**Treasurer:** \_\_\_\_\_

As Treasurer, you shall receive and collect all monies due to the Society issue receipts, keep accurate accounts, pay all bills and be a signing party for all cheques. You shall pay dues to the District and OHA as invoiced by such. You shall fill out all year end reports for OMAFRA and the OHA in a timely manner.

Do you accept this responsibility? *I Do.*

**Directors:** \_\_\_\_\_

**Directors** of the \_\_\_\_\_ Horticultural Society/Club, you have been elected by your peers to fill the position of Director. Your responsibility will be to assist the President in every way possible. Should the President be unable, for any reason, to preside at the Society or other meetings, you may be asked to take his/her place. Co-operation between Directors and other members of the Executive is most important to the smooth operation of the Society.

Do you accept this responsibility? *I Do.*

**General Membership:**

All the present members of the Society please stand.

Members of the \_\_\_\_\_ Horticultural Society/Club, you too have your responsibilities. Your executive alone, cannot make your Society strong. The Society is no stronger than its individual members. The measure of the lasting effectiveness of this Society's/Club's work is the measure of every member's willingness to give themselves to that work.

Members, do you pledge your full support to your Society and the Officers now duly installed for the year \_\_\_\_\_? *We Do.*

*I now declare that the \_\_\_\_\_ Horticultural Society/Club Board of Directors has been hereby installed for the year \_\_\_\_\_.*

*\*Please take a moment following the ceremony to thank outgoing executive members for their leadership and service, if appropriate at this point.*

## OHA Society Name Re-Branding:

The following steps outline the process we suggest Societies follow to keep everyone informed as you re-brand your Society. This allows the OHA to keep our files updated and know with whom we are communicating when someone approaches us with a different name.

### Rules for Re-branding a Society

1. Societies must keep their existing "Horticultural " name for all legal documents and banking. The "Act " requires "Horticultural Society " in your legal name. The exception is if you have been grandfathered years ago. N.B.: The Ontario Ministry of Agriculture does not need to know about a Society's re-branding – **BUT** you must continue to use the official legal Horticultural Society name on your legal documents and on the OMAFRA Annual Return (as per OMAFRA).

2. Report your new re-branded name to the OHA Secretary by email (secretary@gardenontario.org) and to your District Director. *Example* Waterloo Horticultural Society has re-branded to Waterloo Gardeners, effective date (DD/MM/YYYY).

3. Report your re-branded name to Co-operators Insurance by email. (lapalm@cooperators.ca) *Example* Waterloo Horticultural Society has re-branded to Waterloo Gardeners, effective date (DD/MM/YYYY).

4. Ensure all of the above is noted in your Society minutes (formal approval to re-brand the name, date, etc.) when the motion to re-brand your Society's name has been approved by members.

5. Re-branding has become a useful tool in bringing "new gardeners" into Societies. The re-branded name can be used in advertising, posters for events, brochures, bookmarks, Facebook, other social media, etc.

**Note 1:** the above does not address the "change" of a "Horticultural" name to another "Horticultural" name.

**Note 2:** refrain from using the term "Garden Club" in your re-branded name. The Garden Clubs of Ontario may put a "cease and desist order" in place as the name Garden Club has been in use by that organization for many decades.

**Note 3:** Some examples for re-branded names include: a) (location) Gardeners; b) (location) Gardening; c) Gardens (location); d) Diggers and Weeders (location) e) Green Thumbs of (location)

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## OHA Awards & Grants

Members who provide leadership and active participation which result in promoting the aims of the Horticultural Societies should be recognized and rewarded. Over the years, a number of awards have been made available by the Association in appreciation of outstanding services. Awards have also been contributed by individuals. Revised in 2021, now also includes grants available to Societies from the Ontario Horticultural Association.

The Awards & Grants information is available on the OHA website, under the tab resources, <https://gardenontario.org/resources/> or here: [gardenontario.org](https://gardenontario.org)

In order to submit a nomination for an award, or to apply for a grant, a Society must be an OHA member in good standing.

### **Awards submissions are sent to:**

OHA Awards Coordinator, [awards@gardenontario.org](mailto:awards@gardenontario.org)

**NOTE: The Awards Coordinator will acknowledge all submission/emails within 3-4 days. If you have not received an acknowledgement, please follow up.**

## Judges List

You can find a complete list of OHA qualified horticulture and design judges who are recommended by OHA for judging at an OHA sponsored event. It is strongly suggested you use OHA judges for Society floral sows.

You will find this list by going to <https://gardenontario.org/judges-listing/>.

## Supplies List

OHA's Supplies Coordinator makes available a number of items helpful for Societies. These include service pins, note cards, OHA postcards, OJES books, certificates, and pins for positions in your Society, as well as many promotional items.

The supplies list and order form can be found at the GardenOntario site, <https://gardenontario.org/resources/#gardenshop>. You can also give your order to your District Director and who can have it delivered to them at board meetings (October and March), or look for the supplies table at the OHA (Convention) Annual General Meeting. By doing this you will save on the postal charges.

## Ideas to Promote Your Society to Help Increase Membership

- Make use of opportunities to hold meetings via Zoom or other online platforms, when appropriate. There are many excellent speakers who enjoy presenting this way. Distance is not a factor for speakers, members or guests!
- Promote activities and events in all local media by email or snail mail and social media platforms. Some print media need one month or more advance notice. Magazines need three months and are often free.
- Get good speakers on interesting and timely topics for open meetings. ie "Pruning in the Spring".
- Create a friendly, positive atmosphere at all Society events such as public meetings, work bees, and board meetings. Laugh a lot!
- Actively seek out positive and forward-thinking people to serve on committees and the board.
- As a board member make it your challenge to get to know members' names, where they live and what interests and talents they might share with the group.
- Bookmarks with Society dates, activities and special gardens you maintain, and youth group locations can be given out with each membership. Also distribute in municipal libraries, municipal offices, Chamber of Commerce, and mailboxes of nearby neighbours.
- Regular newsletters to all members will keep them up to date. Have extras at the Township Offices for non-members to take.
- "Free meeting Coupon" distributed to any new subdivision and Welcome Wagon in your area. Offer workshops such as flower arranging, cement pot making, pruning etc. to members. This encourages those not sure they might join.
- Contact local nurseries to have applications for membership and garden tours available to their customers. Thank them with a note.
- Leadership is key! The President should welcome, engage and make each meeting a fun place to be. Groom the next person to promote the Society in a welcoming way.
- Have a cheer person to send cards for new babies, new jobs, sympathy, get well etc.
- Acknowledge new people or first-time visitors and ask their neighbouring member to help them feel welcome. Find out where folks heard about your meeting ... this helps the media committee.
- Have a welcome desk for signing in or passing out the meeting handout (fact filled information that we don't take time to announce but is important). Hand out lucky draw tickets here too.

- Display a digital photo frame near the Welcome desk, so with the lineup out the door those waiting can see just what we do, the gardens we maintain, the youth clubs, and garden tour they may have missed.
- Have a "free table" - donations of old magazines, extra gardening materials donated, and an information table to take "Invasive weed info etc."
- Have an information binder with rose tips, pruning tips, houseplants that are air purifiers ... this is so they can find what they need and take the sheets home.
- OHA Trillium newsletter is out for viewing.
- Refreshment time at meetings is filled with laughter and the accolades over the home-made goodies.
- Door prizes at the end of the meetings. Members bring in plants and gloves and buy gifts too.
- Relaxed meeting, not stuffy. Invite those attending to help volunteer if it is needed.
- Support local suppliers and advertisers. Promote this in your newsletters.
- Mail and e-mail the newsletter out one week prior to the meeting. The night of the meeting all news since then is condensed into a meeting handout so less time is taken on announcements.
- The executive generally carries membership cards and bookmarks to hand out as they meet people in their travels.
- Have a Society t-shirt which quickly identifies your group when doing community service work. At the plant sale it quickly identifies someone who can help.
- Share plants with new friends and neighbours and offer a bookmark for the next meeting.
- Keep your ear to the ground when looking for new talent on the executive. Find out talents and ask if they are interested. The worst that can happen is they say no.
- Fun, fun and more laughter and folks will want to help, join and dig in with any project.
- Keep dues reasonable and encourage a family membership.
- Phone or email members a week before each meeting.
- At the plant sale, if someone buys a membership, give them 10% off their purchase.
- Celebrate members' birthdays at each meeting and include those birthdays that fall when no meetings are being held.

## How To Recruit Volunteers

Please visit the OMAFRA website to review some helpful tips and information on recruiting volunteers and operating a healthy volunteer program.

Effective Organizations, Resources & fact Sheets

<http://www.omafra.gov.on.ca/english/nfporgs/factshts.htm>

Here you will find:

**Recruiting Volunteers:** <http://www.omafra.gov.on.ca/english/rural/facts/96-005.htm>

**Volunteers: The Heart of Community Organizations:**  
<http://www.omafra.gov.on.ca/english/rural/facts/96-017.htm>

**Working With Volunteers**

<http://www.omafra.gov.on.ca/english/rural/facts/87-012.htm>

Notes

# Notes