



DIRECTOR'S QUICK START



Congratulations! You are the new District Director and an Ontario Horticultural Association Board Member.

The Officers and all members of the board welcome you. We hope you have the same enjoyment from your term as the Directors who have gone before you. We are a friendly, happy group and look forward to getting to know you. We hope you will soon feel part of the group.

Bring a positive, enthusiastic attitude to the board. Get excited about whatever you are talking about. The board does not necessarily act on ideas, therefore express them as a motion. Have a sense of humour (even when things go wrong!). When in doubt, do not be afraid to call the President or a fellow board member or check the website.

You have likely received lots of files; some pertaining to District business and some Board of Directors' business. Each Society President and the District Director should have a copy of the *President's Quick Start*. These resources, while containing a wealth of information can be a bit overwhelming to a novice Director.

To get started, the OHA suggests that you get:

- Contact info for every member of the District Executive
- Contact info for each Society in your District
- Contact info for the OHA Secretary, Treasurer, and President
- The date and location of the next OHA Board Meeting (usually in conjunction with the Annual OHA Convention) and mark it on your calendar
- Your web password for the backend of the website

Make sure to **send your contact info** as soon as possible to the OHA Secretary at ohasecretary@gmail.com and the webmaster at webmaster@gardenontario.org

HELPFUL OHA PUBLICATIONS

As a Director, you should have an updated copy of these publications for handy reference:

- Most recent OHA Annual Yearbook
- Corporate Report
- OHA Awards Booklet
- Agricultural and Horticultural Organizations Act
- Ontario Judging and Exhibiting Standards (OJES)
- Manuals as supplied by the OHA

DIRECTOR'S YEARLY SCHEDULE

More details on these items are found within this booklet.

JANUARY

- Submit (online) - OHA Volunteer Hours for the District (due Feb 1)
- Submit (online) - Annual OHA Yearbook for Districts
- Work on OHA Committee assignments for the March OHA Board Meeting
- October to December Expense Claims due as soon as possible after year-end

FEBRUARY

- Submit agenda items for March OHA Board Meeting
- Finalize the cost and menu for District Annual General Meeting with host Society

MARCH

- Submit Committee Reports or Agenda Items for OHA Board Meeting by prescribed deadline
- Attend OHA Board Meeting or ensure district representative can attend (Bylaw 7.6)
- Finalize agenda for the District AGM with the District Executive and host Society as soon as possible after OHA Board Meeting

APRIL

- Upon receipt of the OHA President's Message, the OHA Secretary will email it to all District Directors to present at the District AGM's they will be attending on behalf of the President. This can be used by the Directors to create their own message for their District as to not repeat announcements. The OHA President's Message can then be emailed to all societies.
- Submit OHA March Expense Claims as per Directors Expense Guidelines
- District submission for OHA Annual OHA Yearbook (due May 1 - summary of Societies' previous years' activities)
- District Annual General Meeting (date dependent on District)
- Submission of reviewed Annual District Financial Statement and supporting documents by the District Treasurer to the OHA Treasurer (or as soon as possible after approval by the membership at the District AGM, depending on District's constitution)

MAY

- When you become a Director, make sure you have OHA web access (contact www.webmaster@gardenontario.org)
- Committee work for next OHA Board Meeting

JUNE

- Attend GardenOntario Week activities where possible

JULY

- **Purchase District \$25.00 gift for convention for the Early Bird draw**
- **Bring free-standing District banners to convention**
- Submit Committee Reports and Agenda Items for OHA Board Meeting by prescribed deadline
- Attend OHA Convention, AGM and Pre-and Post OHA Board Meetings or ensure district representative can attend (Bylaw 7.6)
- Submit Expense Claims to OHA Treasurer as per Director's Expense Guidelines

AUGUST

- **FAMILY TIME**

SEPTEMBER

- Work on committee assignments for the Fall OHA Board Meeting
- Continue to plan District Fall Advisory Meeting

OCTOBER

- Submit Committee Reports and Agenda Items for OHA Board Meeting by prescribed deadline
- Attend Fall OHA Board Meeting or ensure district representative can attend (Bylaw 7.6)
- Submit OHA Expense Claims as per Director's Expense Guidelines
- District Fall Advisory Meeting – Start planning for District AGM
- Report OHA Fall Board Meeting highlights to Societies
- Encourage planning for next year's Garden Ontario Week

NOVEMBER and DECEMBER

- Remind Societies to submit their OHA Annual Information Report (Appendix B) and OMAFRA Annual Report, their OMAFRA Grant Application (Appendix A) and their OHA Volunteer Hours Report (Appendix C) in time for the February 1 deadline. (Assist as needed). These can be sent in right after the Society's Annual General Meeting
- When invited attend Society Annual General Meetings and perform elections and installation ceremony for Societies' boards
- Ensure all expenses incurred for OHA are submitted to OHA Treasurer before year end

DUTIES OF DISTRICT DIRECTOR

Responsibilities to Societies:

- Promote the Ontario Horticultural Association Mission, Vision and Programs
- Forward promptly the highlights from each Board Meeting and all information as requested by the Officers
- Encourage activities, inspiration and member participation
- Attend meetings and/or shows of each Society in the District as able
- Provide support and guidance when needed
- Assist Societies in completing Annual Information Reports
- Encourage Societies in maintaining a current webpage/Facebook site
- Encourage Societies to apply for grants and give awards (check deadlines)
- Make sure a succession plan is in place

Responsibilities to District:

- Encourage year-round activities and educational opportunities
- Provide leadership for the District Board
- Oversee the planning of all District meetings, especially the AGM
- Ensure the District Webmaster keeps an up to date District Web Site
- Ensure each Assistant Director has a portfolio
- Be alert and respond quickly to problems within the District or a Society. Consult an OHA Officer sooner rather than later in resolving the situation
- Ensure that there is a succession plan in place

Responsibilities to the Association:

- Be a personal liaison between the Society, District and OHA
- Complete District Returns (Appendix E), records, and forms on time
- Represent the Societies on the OHA Board of Directors
- Be willing to chair or sit on an OHA committee
- Abide by and respect the decisions made by the Board of Directors
- Respect the confidentiality of discussions at all OHA Board Meetings
- Advise the OHA Secretary when planning vacations
- E-mail OHA Committee Reports to OHA Secretary for distribution at least one week prior to OHA Board Meetings
- Check e-mails daily and answer promptly
- Keep updated, accurate filing system
- Attend District AGM's as the OHA representative, as requested by the OHA President
- Submit expenses to the OHA Treasurer in a timely manner (monthly is ideal)

OHA ADMINISTRATIVE WEBSITE ACCESS

You must contact the Webmaster for your password which you will need to input the OHA Society or District Reports and Volunteer Hours. No one else can do this except the Webmaster. If you need to update your Societies' information on the website after the report is completed, then the Webmaster is the person you contact for help.

OHA REPORTS THAT THE DIRECTOR MUST COMPLETE

The Director needs to submit three Annual OHA Reports:

- District Information Report due Feb 1- Appendix E
- District Volunteer Hours Report due Feb 1- Appendix D
- District Summary for Annual OHA Yearbook due May 1- Page 13 (as soon as possible after all Societies' reports are received).

OHA BOARD MEETINGS

The Director should attend the 3 OHA multi-day Board Meetings or ensure district representative can attend (Bylaw 7.6):

- March (dinner Friday to after lunch Sunday)
- July or August- all day (Thursday) Pre- Convention, AGM & Post Convention (early Sunday afternoon)
- October (dinner Friday to after lunch Sunday)

DIRECTORS'/OFFICERS' GUIDELINES FOR OHA MEETINGS

If a Director cannot attend an OHA Board of Director's Meeting, the Director must inform the OHA Secretary and President and provide a substitute (Bylaw 7.6).

The substitute should be an Assistant Director, a Past Director or a member of the District Board who is reasonably familiar with the OHA.

The substitute will send the completed expense form to the Director for review, approval and sign off. The Director will then forward the signed and approved expense form to the OHA Treasurer who will then provide a cheque to the substitute for their reimbursement.

If an Assistant Director (who will become the new Director) wishes to attend a meeting with the Director, the OHA will not cover the expense of the attendance of the Assistant Director.

ONTARIO HORTICULTURAL ASSOCIATION DIRECTOR'S EXPENSE GUIDELINES

It is extremely important that ALL expense claims such as accommodations, phone calls, postage, ink, paper and travel be clearly documented on an OHA Statement of Expense Form supported by appropriate receipts and be directly related to OHA activities. **Appropriate receipts do not include debit or visa receipts. Receipts supporting expenses must show the details and taxes.** Mileage claims for personal auto travel to Society or District meetings must name the starting point, destination point and the return trip. The OHA does not reimburse for alcoholic drinks.

There are five accounts where expenses can be charged:

- 1. District Expenses**
- 2. District AGM Meetings attended as an OHA Representative**
- 3. OHA Committee Meetings**
- 4. Board/Executive Meetings**
- 5. Convention**

1. DISTRICT EXPENSES

The OHA provides each District Director with a specific maximum expense allowance as shown. This amount is intended to compensate District Directors for their personal expenses in communicating with the Societies in their District.

Sample

Districts 5, 7, 15, 17, 19	\$	700.00
Districts 6,9,16	\$	800.00
Districts 1, 2, 3, 4, 8, 10, 11, 18	\$	1,000.00
Districts 12, 13	\$	1,250.00
District 14	\$	1,400.00

Expense Allowance covers

- Mileage to society meetings and district annual meetings etc. @ \$.40/km or rental vehicle costs with kilometers (whichever is less) to be paid to the driver
- Telephone calls to societies. (submit a record of calls, photocopied phone bills or long distance call report slips or other official receipts)
- Postage for communications with societies (submit receipts)
- Printer paper and/or print cartridge(s) (submit receipts)
- Wherever possible, billets should be arranged with consideration for special needs. It is recommended in such instances that a thank you gift be given to the host/hostess.

Expenses of Assistant District Directors should be paid by the District except when the Assistant District Director is representing the District Director at an OHA Board Meeting or at a Society Meeting. Expenses for District newsletters, District Meetings, District supplies, etc. should be paid by the District.

2. DISTRICT ANNUAL GENERAL MEETING ATTENDED AS AN OHA REPRESENTATIVE

OHA representatives attending the District AGMs in District 12 or District 14 will be entitled to claim accommodation expenses upon the approval of the OHA President. Evaluate air travel as an option since it may be more cost efficient for longer distances than car travel. Book in advance to get the best rates for air, train and bus travel.

Expenses of Assistant District Directors should be paid for from the District Treasury except when the Assistant District Director is representing the District at an OHA Board Meeting or representing the OHA and District Director at a Society Meeting. Expenses for district newsletters, district meetings, district supplies etc. should be paid from the District Treasury.

3. OHA COMMITTEE MEETING EXPENSES

It is expected that from time to time, Standing Committees may be formed where some members of the committee are not board members. This is allowed by the Constitution and By-Laws however a board member shall be a part of each committee. This practice places an onus upon the board member when he/she does not chair the committee to ensure Expense Guidelines are complied with.

In the case of there being an ad-hoc or standing committee formed outside of a board meeting, then this new committee shall be approved by the board as per the Constitution and By-Laws. In some cases, all members of the committee may not be board members. This is allowed by the Constitution and By-Laws however a board member shall be a part of each committee. This practice places an onus upon the board member when he/she does not chair the committee to ensure Expense Guidelines are complied with. This committee may be allocated a budget. Once approved by the board, this committee shall follow the Expense Guidelines as listed below.

- Mileage to Committee Meetings @ \$.40/km or rental vehicle costs with kilometers (whichever is less) to be reimbursed
- Other expenses such as paper, ink, postage, T-cons etc. requires a Statement of Expense form (submit receipts)

Committee involvement in other minor expenses such as postage, phone calls etc. requires a Statement of Expense form (with receipts) which is validated by the chair of the committee. In the case of a non-board member being the chairperson, these expenses will go through a committee member who is on the current board. The person responsible for validating the expense will forward the completed Statement of Expense form(s) to the OHA Treasurer.

Each Committee member shall submit a completed Statement of Expense form to the committee chairperson for validation. In the case of a non-board member being the chairperson, these expenses will go through a committee member who is on the current board. The person responsible for validating the expense will forward the completed Statement of Expense form(s) to the OHA Treasurer.

Committees are allocated a budget by the board. It is the expectation that committees always stay within budget and seek approval for any expenditure(s) that exceed the approved budget before costs are incurred.

- The committee shall submit a financial report for the year's activities to the OHA Treasurer in October.
- Committees shall include a financial report component with each committee report given to the board.
- This financial update is critical to reflect the financial aspects of the ongoing operation of the committee.

Each committee member should submit a completed Statement of Expense form (APPENDIX F) to the Committee Chairperson for validation. The Chairperson will then send it to the OHA Treasurer.

4. BOARD MEETING EXPENSES

Currently, a meeting is held in October and another in March. These meetings take place on Friday evening, Saturday and Sunday morning. The accommodations and meals are modest but satisfactory. The other is at Convention when meetings are held the day prior to the Convention start and in the afternoon of the day ending the Convention.

Any costs incurred by the Director over and above those pre-approved by the OHA must be borne by the Director. **Expenses for significant others are not covered by the OHA.**

- Mileage to Board Meetings and Executive Meetings @ \$.40/km or rental vehicle costs with kilometers (whichever is less) to be paid to the driver
- Overnight accommodation, when necessary - (Submit receipts). A Director requesting a room to themselves, will, if necessary, pay the difference in the room rate as if it could have been occupied by two Directors. This does not include situations when there isn't an alternative to a Director occupying a room by themselves.
- A Director will reimburse the OHA for any extra charge when a room is occupied by the Director and a non-board member.
- Tips at convention for assistance with baggage, equipment etc. (\$40.00)

** Approval of tip claim based on need & circumstances (i.e. host director when convention is held at a hotel)*

When accommodation is paid directly by the OHA a receipt is not required, however, Directors are requested to inform the Treasurer when they are accompanied by a spouse or friend so this expense can be reimbursed to the OHA.

5. CONVENTION

- Convention registration for accommodations and meals for the pre-convention and post-convention board meetings are made by the OHA Secretary. Each Director should complete the special Convention registration form for Directors and submit it to the OHA Registrar for their registration and convention meals. Any extra costs (such as a bus trip) incurred by the Director over and above those pre-approved by the OHA must be borne by the Director. Expenses for significant others are not covered by the OHA. A Director requesting a room to themselves, will, if necessary, pay the difference in the room rate as if it could have been occupied by two Directors. A Director will reimburse the OHA for any extra charge when a room is occupied by the Director and a non-board member
- Tips at convention for assistance with baggage, equipment may be covered. (\$40.00) *
- When accommodation is paid directly by the OHA a receipt is not required. However, Directors are requested to inform the Treasurer when they are accompanied by a non-board member so this expense can be reimbursed to the OHA

** Approval of tip claim based on need & circumstances (i.e. host director when convention is held at a hotel)*

To access current convention information, check the website www.gardenontario.org. You'll find information about Competitions Schedules, Accommodations, Bus Tours & Speakers; and What to Expect When Attending an OHA Convention.

All expense claims should be submitted in a timely manner, usually within the month of when the expense was incurred.

The change of Directors officially takes place at the District AGM. The retired Director may attend the Convention, but it is not covered by the OHA. The newly elected Director's duties start the day after the AGM. This allows the outgoing Director to charge for relevant travel expenses home.

Treasurer Email: treasurer@gardenontario.org See website for mailing address.

All Expense Forms are sent to Treasurer, Ontario Horticultural Association

GOVERNANCE

Board Governance

- The Ontario Horticultural Association (OHA) is incorporated under the Agricultural and Horticultural Organization Act found at: <https://www.ontario.ca/laws/statute/90a09#bk35>.
- The OHA is a non -profit organization, a legal entity, and a registered charity
- The official address of the Ontario Horticultural Association is:
Ontario Horticultural Association
c/o Kelly Taylor, OHA Secretary
448 Paterson Ave,
London, ON N5W 5C7
- Presentations by the Agricultural Organization Specialist with OMAFRA (Ontario Ministry of Agriculture, Food and Rural Affairs) assist the Board in meeting its oversight responsibilities

Helen Scutt, Agriculture Organization Specialist

Client Services Branch

3rd Floor, 1 Stone Road West

Guelph, ON N1G 4Y2

Phone: 1-888-466-2372 Ext 6-3115 Fax: 519-826-3254

Email: Helen.Scutt@ontario.ca

Constitution and By-Laws

Review the Constitution and By-Laws of the Ontario Horticultural Association at:

<https://www.gardenontario.org/abo/cons.php>.

District Governance

- Be familiar with the District Constitution (if applicable) and Bylaws. Encourage regular reviews and updating
- Obtain a copy of all Society Constitutions and Bylaws and be willing to assist Societies when changes are necessary
- Contact the OHA Constitution, Bylaws and Resolutions Committee for a generic constitution template

Parliamentary Procedure:

“Robert’s Rules of Order”, the official rules of order used by the OHA, provide that:

- Every member has rights equal to every other member
- The will of the majority must be carried out
- The minority must be heard
- Only one topic will be considered at a time

Remember, we are all volunteers and meetings can be relaxed and fun while conducting the business in an informal, professional manner.

Of interest: The OHA has also provided comprehensive booklets created by the Government of Alberta “*Running Effective Meetings*” and “*Board Governance Guidebook*”.

DISTRICT IN GOOD STANDING POLICY

(This document is under review and will be distributed once it has been finalized)

OHA BOARD & EMPLOYEES CODE OF CONDUCT

(This is the current document, however it is under review)



Ontario Horticultural Association Code of Conduct - OHA Board & Employees

Oath of Office & Confidentiality Agreement

Oath of Office and Confidentiality Agreement

I, _____, a Director/Officer/Employee of the Ontario Horticultural Association, declare that, in carrying out my duties as a Director/Officer/Employee, I will:

1. Exercise the powers of my office and fulfill my responsibilities in good faith, to the best of my abilities and in the best interests of the Ontario Horticultural Association (hereafter referred to as the OHA).
2. Carry out these responsibilities exercising all reasonable care.
3. Respect and support the Constitution and By-Laws, Policies and Procedures, Code of Conduct of the OHA and the decisions of the Board and the membership of the OHA.
4. Review all related meeting information prepared in advance, attend and participate in discussions of the board and various standing committees, at all times keeping in mind the best interests of the OHA as a whole.
5. Conduct myself in a spirit of collegiality and respect for the collective decisions of the board and set aside my personal interests to the best interests of the OHA.
6. Immediately declare any personal conflict of interest that may come to my attention.
7. Immediately report any potential breach of this Code of Conduct to the Officers in writing and immediately step aside until such time as a review has been conducted. If upon a full review and decision by the board and following any subsequent appeal, I am found in breach of the Code of Conduct, resign my position effective immediately.
8. Immediately step aside if an issue of breach has been raised by either the board or any member of the OHA. If upon a full review and decision by the board and follow any subsequent appeal, if any, I am found in breach of the Code of Conduct, comply with the decision of the Board and/or appeal body.
9. Respect the confidentiality of discussions at a Board Meeting.

Code of Conduct

Board members and staff of the Ontario Horticultural Association (hereafter referred to as the OHA) will at all times conduct themselves in a manner that:

1. Supports the objectives of the OHA.
2. Serves the overall best interests of the OHA.
3. Brings credibility and good will to the OHA.
4. Respects the principles of due process and fair play.
5. Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances.
6. Respects and gives fair consideration to diverse and opposing viewpoints.
7. Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events and in all other activities on behalf of the OHA.
8. Demonstrates good faith, prudent judgment, honesty, transparency and openness in their activities on behalf of the OHA.
9. Ensures that the financial affairs of the OHA are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities and public trustees.
10. Avoids real and perceived conflicts of interest.
11. Conforms with the Constitution and By-Laws and the Policies and Procedures approved by the Board.
12. Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the OHA's business.
13. Adheres to the [Agricultural and the Horticultural Organizations Act R.S.O. 1990 c. A.9.](#)
14. Encourages a positive environment in which individual contributions are encouraged and valued.
15. Employs established communication channels when questions or concerns arise.
16. In dealing with other organizations or persons, they do not accept payment nor benefit financially through OHA involvement, other than the reimbursement out of pocket expenses pursuant to the OHA Financial Policy and Procedure and/or generally acceptable financial practices and/or through the normal business practices of the board.
17. Contributes from personal, professional and life experiences to enhance the decision making process of the Board.

18. Refrains from trying to influence other board members outside of board meetings that might have the effect of creating factions and limit free and open discussion.
19. Discloses any involvement with other organizations, businesses or individuals where such a relationship might be viewed as a Conflict of Interest.
20. Does not act in any manner which may be perceived as or is actually [harassment](#) or [abuse](#) as defined here in.

Conflict of Interest Guidelines

A Conflict of Interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect a Director's objectivity, judgment or ability to act in the best interests of the OHA. A Conflict of Interest may be actual, potential or perceived in nature.

Examples may include but are not limited to:

1. Personal interests which conflict with the interests of the OHA or are otherwise adverse to the interests of the OHA.
2. Accept payment or benefit financially through OHA involvement, other than reimbursement of out of pocket expenses pursuant to the OHA Financial Policy and Procedures and/or generally acceptable financial practices and/or through the normal business practices of the Board.

Complaint Process

1. The board shall, at the board meeting held after the Convention and AGM form a Code of Conduct Committee comprised of five members. This is allowed under By-Law 8, 8.4. The general membership of the OHA shall be advised of the committee chair.
2. Any member of the OHA, who is In Good Standing, may file a complaint regarding an alleged breach of the Code of Conduct by any member of the board.
3. The complainant shall deliver a written complaint to the Secretary of the OHA. Should the Secretary be the subject of the complaint, the complainant shall deliver a written copy of the complaint to the President of the OHA.
4. The person receiving the complaint shall deliver a copy of the complaint to the Chair of the Code of Conduct Committee.
5. The Chair of the Code of Conduct Committee shall advise two members of the Code of Conduct Committee and cause an investigation to be made regarding the complaint.
6. The Chair of the Code of Conduct Committee shall advise the person who is the subject of the complaint that an investigation has been commenced. The investigation shall be completed as expeditiously as is practical considering all of the circumstances.
7. The Chair of the Code of Conduct Committee shall advise the person who is the subject of the complaint and the Board of its findings and its decision. The decision of the Code of Conduct Committee shall be in writing and is final, subject to any appeal process.

8. Any person found by the Code of Conduct Committee to be in violation of the Code of Conduct and subject to the subsequent ramifications, may, within 15 days of being notified of the decision of the Code of Conduct Committee, appeal the decision of the Code of Conduct Committee to the Officers of the OHA. The appeal shall be in writing and set out the reasons for the appeal.
9. The decision of the Officers of the OHA regarding an appeal of the decision of the Code of Conduct Committee shall be final and there is no further appeal process available within the structure of the OHA.

Once read, the lower right corner of each page should be initialed by the member to indicate that each page has been read.

Signed this _____ day of _____, 20_____.

(Signature)

Definitions: (THIS PAGE IN DRAFT FORM AS IT HAS NOT YET BEEN APPROVED BY THE BOARD)

a. Harassment:

Harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or people, because of a particular characteristic of that person or people, including the person or peoples' level of empowerment relative to the harasser. The behaviour must be unwelcome and the sort of behaviour a reasonable person would recognize as unwelcome and likely to cause the person to feel offended, humiliated, or intimidated.

b. Sexual Harassment:

A person is deemed to have sexually harassed another person (the person harassed) if

- a. the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed, or
- b. the person engages in unwelcome conduct of a sexual nature in relation to the person harassed, As Amended in Ottawa, Ontario, October 2, 2016 17 in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated, or intimidated. "Conduct of a sexual nature" includes making a statement of a sexual nature to a person, or in the presence of a person.

c. Behaviour constituting harassment:

Can take many different forms and may be explicit or implicit, physical, verbal, or non-verbal.

Examples include, but are not limited to:

- a. jokes or comments directed at a person's body, looks, age, race, religion, sexual orientation, or disability;
- b. abusive behaviour aimed at humiliating or intimidating someone in a less powerful position;
- c. unwelcome remarks including teasing, name-calling, or insults;
- d. innuendo or taunting;
- e. homophobic comments and/or behaviors;
- f. uninvited touching, kissing, embracing or messaging;
- g. unwelcome staring, leering or ogling;
- h. unwelcome smutty jokes and comments;
- i. unwelcome persistent or intrusive questions about a person's private life;
- j. repeated invitations to go out, especially after prior refusal;
- k. unwelcome sexual propositions;
- l. the use of promise or threat to coerce someone into sexual activity;
- m. sexual insults, taunts, or name-calling;

d. Abuse:

Abuse can be defined as, but not limited to any act of threat involving molestation, harassment, corporal punishment or any form of physical, sexual or mental abuse; the misuse of power or authority; treatment of an individual or persons in a harmful, injurious, and or offensive manner; speaking insultingly, harshly and /or unjustly to or about another person(s); or committing an act of sexual assault.

ONTARIO HORTICULTURAL ASSOCIATION ORGANIZATION

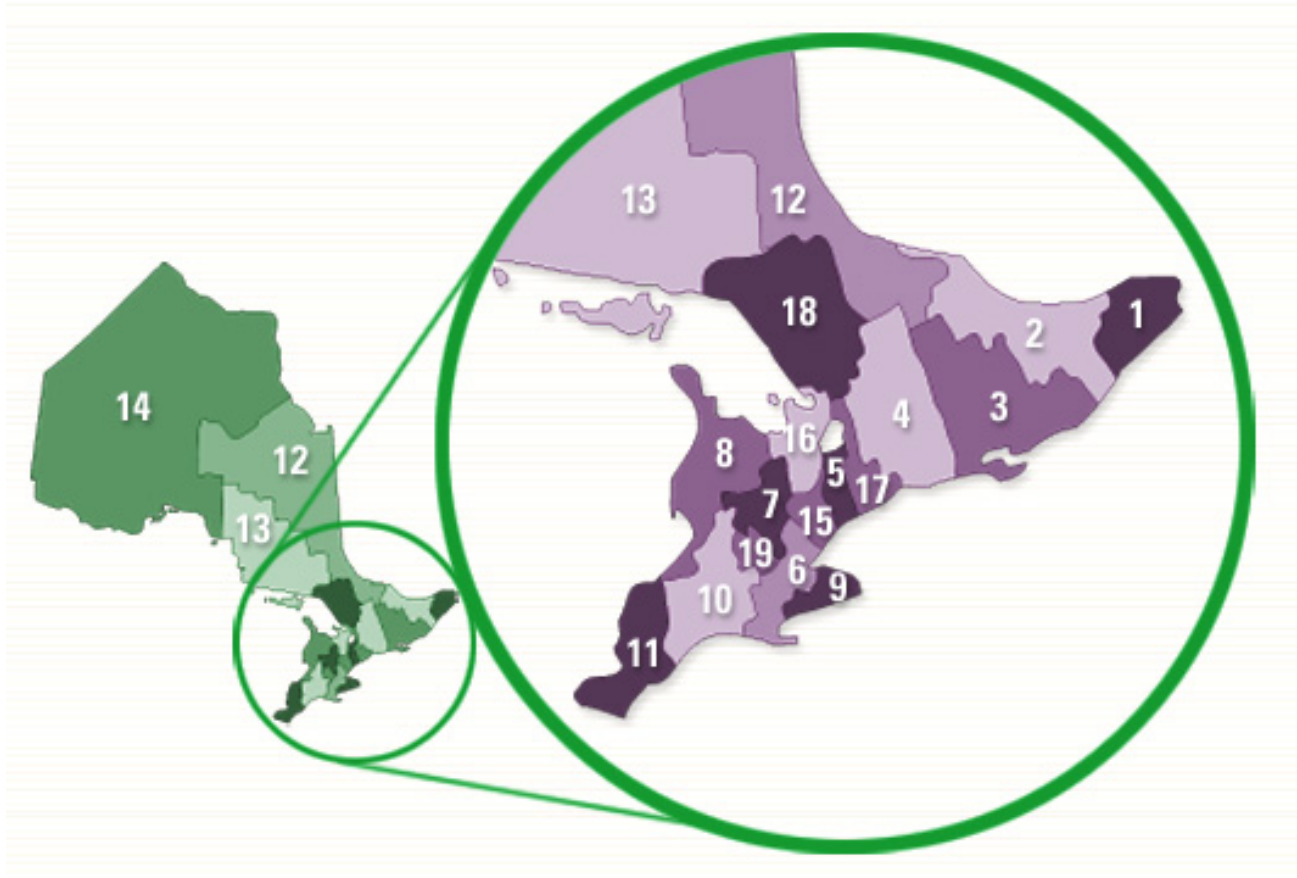
OHA OFFICERS

President
Vice President
2nd Vice President
Immediate Past President
N/E Region Representative
S/W Region Representative
Secretary
Treasurer

The Officers and the Directors of the 19 Districts form the Ontario Horticultural Association Board of Directors.

OHA DISTRICTS

1. Dundas, Glengarry, Prescott, Russell, Stormont, the eastern portion of the city of Ottawa composed of the former municipalities of Gloucester and Cumberland and the municipality of North Grenville.
2. Lanark, Renfrew and the portion of the city of Ottawa excluding the former municipalities of Gloucester and Cumberland.
3. Frontenac, Hastings, Leeds and Grenville except the municipality of North Grenville, Lennox and Addington, Prince Edward
4. Haliburton, Kawartha Lakes, Northumberland, Peterborough,
5. Toronto East of Young Street, and York East of York Road No. 1 except Georgina East of Park Road
6. Brant, Halton, Hamilton, Norfolk and that portion of Haldimand known as Ward #3
7. Dufferin, Wellington
8. Bruce, Grey, Huron
9. Haldimand except Ward #3, Niagara
10. Elgin, Middlesex, Oxford, Perth and that portion of Lambton that is Lambton Shores
11. Chatham-Kent, Essex, Lambton, except for Lambton Shores
12. Territorial District of Cochrane, Territorial District of Timiskaming
13. Territorial District of Algoma, Territorial District of Manitoulin, Territorial District of Sudbury
14. Territorial District of Kenora, Territorial District of Rainy River, Territorial District of Thunder Bay
15. Peel, York west of Road 34, Toronto west of Bayview Avenue
16. Simcoe
17. Durham and the portion of York that includes Georgina
18. Territorial District of Parry Sound, Territorial District of Muskoka, Territorial District of Nipissing
19. Waterloo



OHA BOARD MEMBERS

At <http://www.gardenontario.org/abo/boa.php> you will find the OHA Officers, District Directors and OHA contacts or can type www.gardenontario.org into your internet browser and the website comes up. At the top of the page click on “About OHA”, then scroll down and click on “Leadership”.

Assistant Directors:

In some large areas, there could be one or more Assistant Directors for each county or regional area. It has been found that Assistant Directors can maintain closer contact with their limited number of societies. Each Assistant should have a portfolio.

THE CHANGING OF DIRECTORS

Elected by the Districts, Directors become members of the Association's Board of Directors and take office on the date of the election in their District. **Directors are elected annually and may be re-elected for a maximum of five years and in extreme circumstance for another year.**

The change of Directors officially takes place at the District AGM. The retired Director may attend the Convention, but it is not covered by the OHA. The newly elected Director's duties start the day after the AGM. This allows the outgoing Director to charge for relevant travel expenses home.

OHA BOARD COMMITTEES

As a member of the Board, you are expected to join or chair one or more of the following **Standing Committees** per your interests and skills.

ANNUAL OHA YEARBOOK

Publishes the Association's Annual OHA Yearbook and distributes to societies

<http://www.gardenontario.org/abo/rpt.php>.

(Director submits the report from the District and each Society to the Committee by May 1)

Awards

The OHA Awards Committee is comprised of the Awards Coordinator (Chair of the Committee), President, the Vice President, the 2nd Vice President, the Past President, the Secretary, the Chair of the Past Presidents' Council, and two regional representatives.

Code of Conduct Committee

Receives Code of Conduct complaints, investigates, and reports findings and decision.

Communications

Publishes the Association's *Trillium* newsletter and maintain the GardenOntario on-line news as sources of information regarding the Association and its activities. Submits articles to the OHA Webmaster for posting on the OHA website.

Community Initiatives

Promote the OHA by educating the public regarding what OHA stands for and its resources by increasing scope of information on the website.

Conservation and Environment

Develops environmental and conservation programmes which increase awareness of the environment and distributes the information to Societies.

Constitution, Bylaws & Resolutions

Evaluates, recommends, and prepares changes to OHA Constitution, By-Laws, Policies and Procedures, as required. Receives all resolutions for presentation at the Annual General Meeting.

Convention Competitions

Organizes the competitions at the OHA Convention

Sub Committees: Arts, Flower Show, Creative Writing, Publications, Photography, Youth Competition

Corporate Report

A comprehensive report intended to provide information to Districts, Societies and other interested groups about the OHA's activities, accomplishments and financial status throughout the preceding year.

Corporate Sponsorship

To further, and develop relationships with like-minded partners and to promote the OHA within and at any of our partners' functions. To share web links, logo and any information to promote the OHA.

Fundraising Committee

Seeks sources of funding for programmes or functions. Proposes and runs fundraising campaigns

Judging Committee

Reviews OJES, oversees Judging Schools and Updates, and Qualified Judges Registry

Subcommittees: Judges Registry, Judging Schools

Manuals and Education

Reviews and updates all the Manuals i.e. Youth, Society, District, President's Quick Start, Director's Quick Start and ensures the current version is online.

Publicity and Promotions

Supports initiatives of the OHA such as GardenOntario Week, and outreach activities.

(tablecloth, website, display booth panels, district brochures, Postcards, Posters, Facebook, twitter, magazine articles)

Strategic Planning

Establishes a long range course of action for the OHA in consultation with the other committees, the Officers and the Board.

Volunteer Hours

Receives, tabulates, and reports Society, District, and Board volunteer hours.

Website

Maintains an up to date OHA Website and assists Districts and Societies in managing their websites.

Works in conjunction with the Webmaster.

Youth

Promote and increase youth membership.

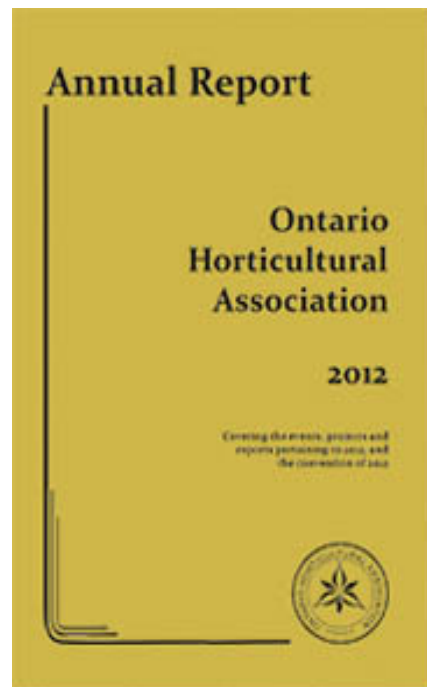
Sub-Committee-Youth Newsletter, Youth Manual

You may also join a task specific **Ad Hoc Committee** such as GardenOntario Week, Youth Standards, Rebranding, or Corporate Sponsorship.

REPORTING TO THE OHA COMMUNITY

Activities and progress of the 19 Districts, the 278 local Societies, and the Association at large are summarized in the Annual OHA Yearbook.

Each Director submits a short (up to 75 word) story (not point form) of the year's District highlights and the brief (up to 100 word) stories from each of the Societies as found in Section E of the Society Annual Information Report on the OHA web site.



RECOGNITION CERTIFICATES, AWARDS, AND GRANTS

Become familiar with the range of recognition pins, certificates, awards and grants available at Society, District and Association level and share within your District. Recommend recognition for those people who give outstanding service to horticulture. Take special note of the District Service Award and District Appreciation Certificate. Carry a copy of the Awards Booklet to Society and District Meetings. Refer members to the full descriptions of the many OHA Awards and Grants found in the *Awards & Grants Booklet* or on the OHA website www.gardenontario.org.

Some certificates can be ordered from the Supplies Coordinator.

Application and nomination forms for Awards and Grants are available on the OHA website.

All nominations and applications with full supporting details are submitted to the Awards Coordinator at awards@gardenontario.org, who will forward the nomination to the Awards Committee.

NOTE: *In order to submit a nomination for an award, or to apply for a grant, a Member or Society must be an OHA member, in good standing (i.e. annual dues paid and Society Annual Information Report submitted).*

COMPETITION

OHA Certified Judges are recommended for all competitions. Organizing a Judging School is normally the responsibility of the District. On the OHA website you will find the Judges List, who to contact for a Judge's School and the Judge's application form.

The *Ontario Judging Exhibiting Standards* (OJES) booklet may be ordered from Supplies.

SUPPLIES

OHA's Supplies Coordinator makes available a number of useful items including service pins, OHA note cards, OHA postcards, OJES books, Pollinator Signs, certificates.

The supplies list and order form can be found on the OHA website. You may take orders from your District Societies and pick them up at OHA Board Meetings (October & March), or at the supplies table at the OHA Annual General Meeting (Convention). This practice saves the postal charges. However, if necessary, supplies can be mailed out, with the postal charge added to the cost of the items ordered.

INSURANCE

District Directors are covered by Officers' and Directors' insurance as OHA Board Members. Insurance information is available on the OHA website along with an insurance certificate request form for District events.

APPENDICES

APPENDIX A – OMAFRA HORTICULTURAL SOCIETY ANNUAL RETURN & GRANT APPLICATION

Please visit http://www.omafra.gov.on.ca/english/rural/returns/hortreturn_grant.htm to learn more about the OMAFRA Annual Return and Grant Application.

The deadline to submit an application is February 1st yearly.

Each society will be sent an information package via email by the middle of November which will contain a link to its online Annual Return and Grant Application.

Before you begin the submission process, please print the following documents:

- Guide for completing Horticultural Society Annual Return and Grant Application
- Checklist for completing and submitting Horticultural Society Annual Return and Grant Application

In addition, please have all of the following documents completed:

- Audited financial statements
- List of officers and directors and their addresses
- Audit certificate or financial review by accounting professional

APPENDIX B – OHA SOCIETY ANNUAL INFORMATION REPORT

OHA Annual Information Report for Societies:

There are 2 ways to complete the OHA Report:

1. On-line. Click here for an [instructional video](#). Filing the report in this way will save postage and effort and allows for association reporting to be done accurately and efficiently.
2. Request a form ([.doc](#)) ([.pdf](#)) from your District Director. (**Note: this method is only to be used should the society not be able to complete the online method**)

Online Form – available at gardenontario.org

Login and password required

Society Annual Information Report

Ontario Horticultural Association

Due Feb 1, 2018

Please complete this form to submit this information to your District Director.

Save changes **IMPORTANT** Click the Save changes button to save your changes at least once every 20 minutes.

Section A: Mailing Address & Contact Information for 2018

*Society Name:	ZZZ TEST WEB SHELL Society
District Number:	15
Floral emblem:	Blood root
Founding date:	1882
Society Mailing Address:	1 Berty Bigelow Blvd.
*City/Town:	Yarmouthly
Province:	ON
Postal Code:	N0D 0F6
Society Telephone:	902-777-0147y (ie. 999-999-9999)
Society Fax:	(ie. 999-999-9999)
Society Email:	zzy@gardenontario.org
Email Address to Receive Trillium:	zzy@gardenontario.org
Member Fee:	\$15 individual. \$20 same residence
President:	Vera Jodrey
President Phone:	999-999-999 (ie. 999-999-9999)
President Email:	vera@gardenontario.org
President Street Address:	20 Haines Rd.
President City, Province, Postal Code:	New Canada ON K1C 2M9 (ie. Ottawa ON K1C 2M9)
Secretary:	Amos Hirtle
Secretary Phone:	902-555-1212 (ie. 999-999-9999)
Secretary Email:	amos@gardenontario.org

Societies are encouraged to complete this form using the web site.

If you need a password to log in,

contact webmaster@gardenontario.org

Please complete & return this form to your District Director

Print or type all information

Section A: Mailing Address & Contact Information for 2018

Society Name:	
Floral Emblem & Founding Date:	
Society Mailing Address:	
City, Province & Postal Code:	
Society Email Address:	
Email Address to Receive Trillium:	
President's Name/Phone Number:	()
President's Email:	
President's Address:	
President's City, Province & Postal Code:	
Secretary's Name/Phone Number:	()
Secretary's Email:	
Secretary's Address:	
Secretary's City, Province & Postal Code:	
Treasurer's Name/Phone Number:	()
Treasurer's Email:	
Treasurer's Address:	
Treasurer's City, Province & Postal Code:	
Adult Membership Number*: (Total at 2017 year-end) The Adult Membership number should be the same as the membership count that is submitted to OMAFRA. *THE ADULT MEMBERSHIP NUMBER should include Life members.
Life Members 2017: The Society must pay a membership fee into the membership account for those life members, even if it's \$1.00 to ensure OHA insurance coverage is provided to the life members.
New Members 2017 Out of the total Adult Membership number, this is the number of members who are new to the society and joined in 2017. (The New Members 2017 number is included in the Adult Membership number above. This info. is for statistical purposes only.)

Word/PDF Form

Available at gardenontario.org

(NOTE: This method only to be used if the society is not able to complete the online form)

APPENDIX C – OHA SOCIETY VOLUNTEER HOURS FORM

Please log on to the gardenontario.org website to complete the OHA Volunteer Hours, Executive and Directors Form:

1. On-line. (Click here for an [instructional video](#)) Filing the report in this way will save postage and effort and allows for association reporting to be done accurately and efficiently.

Online Form – available at gardenontario.org

Login and password required

[<< Back](#)

Ontario Horticultural Association Society Volunteer Hours for 2017

Due Feb 1, 2018

Your volunteer hours statistics are an important piece of information about your society. They are an easy reference that illustrates how valuable your society is to the community. Volunteer hours can also be used to show where your society is spending its volunteer time.

Your volunteer hours are added to those from all the societies across Ontario and the resulting total is used by the OHA Board to demonstrate our collective contribution as volunteers to governmental agencies or when applying for grants. The cumulative number of volunteer hours certainly displays to others the value of Horticultural Societies in Ontario. For instance, horticultural society members volunteered over 487,956 hours in 2013!

Please complete this form to submit this information to your District Director.

IMPORTANT Click the **Save changes** button to save your changes at least once every 20 minutes.

Society Name: ZZZ TEST WEB SHELL Society
District Number: 15

Activity	Hours
1. Community Events: Time working at local fairs, community outreach programs, plant sales, Communities in Bloom, Success with Gardening, CNE, etc.	<input type="text" value="0.00"/>
2. Executive, Board and Monthly Meetings: Record hours spent at Executive and Board meetings by each member. This includes the set-up, planning and tasks of regular meetings. (Do not record time spent as an audience member at regular meetings.)	<input type="text" value="0.00"/>
3. Executive and Board Members: Record the total amount of time each executive and board member spends on work related to their role: planning, preparing, doing administrative work, etc. This includes the president, V.P., directors, secretary, treasurer, committee members, etc.	<input type="text" value="0.00"/>
4. Flower Shows, Garden Tours: Record the total amount of time spent planning, preparing and working. (Do not include the time spent by members attending shows or viewing gardens.)	<input type="text" value="0.00"/>
5. Planting, Preparation, Maintenance: Record the total time participating volunteers spend on community beautification and gardening.	<input type="text" value="0.00"/>
6. Special Events: Record the total time participating volunteers spend working on workshops, seminars, courses, District AGMs, OHA Convention hosting, etc. (planning, setting up and working - not time spent as an audience member.)	<input type="text" value="0.00"/>
7. Yearbook, Newsletter, Website: Record the total time spent working on these publications.	<input type="text" value="0.00"/>
8. Youth Activities: Time spent talking to schools, youth groups within societies, etc.	<input type="text" value="0.00"/>
9. Other: (please specify below) - Time spent, planning, setting up and working at tasks not listed above such as fundraising events. <input type="text"/>	<input type="text" value="0.00"/>
Total: This updates after this form is saved.	0

Is this Volunteer Hours Report Complete?:

Mark this complete if all of the information has been entered and is correct. Please mark the form complete when you are done to let your District direct know the form is done. Once this is marked complete you will not be able to edit the information. webmaster@gardenontario.org can re-open the form for you if needed. Print a copy for your Society records.

IMPORTANT Click the **Save changes** button to save your changes at least once every 20 minutes. Click the **Save changes** button before you finish!

APPENDIX D – OHA DISTRICT VOLUNTEER HOURS FORM

Please log on to the gardenontario.org website to complete the OHA District Volunteer Hours, Executive and Directors Form:

1. On-line. (Click here for an [instructional video](#)) Filing the report in this way will save postage and effort and allows for association reporting to be done accurately and efficiently.

Online Form – available at gardenontario.org

Login and password required

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Ontario Horticultural Association VOLUNTEER HOURS FOR THE YEAR 2017 EXECUTIVES and DIRECTORS

Due Feb 1, 2018

All members of the OHA Executive, District Directors and District Officers of the Ontario Horticultural Association are asked to record their volunteer hours attending meetings, etc. on behalf of the Association. These statistics will be recorded in a similar manner to the Society records.

IMPORTANT Click the Save changes button to save your changes at least once every 20 minutes.

District Name:
 District Number:
 District Director:

Meetings & Activities	Meetings & Activities Hours	Travel Hours
OHA Executive	<input type="text" value="352.50"/>	<input type="text" value="23.00"/>
OHA Board	<input type="text" value="602.75"/>	<input type="text" value="23.00"/>
District Executive	<input type="text" value="58.50"/>	<input type="text" value="8.00"/>
Convention (planning, preparing, working at- NOT ATTENDING)	<input type="text" value="58.50"/>	<input type="text" value="15.00"/>
Presidents Advisory Meetings (planning, preparing, setting up and attending)	<input type="text" value="39.00"/>	<input type="text" value="9.00"/>
Society Meetings	<input type="text" value="39.00"/>	<input type="text" value="19.00"/>
Administration & Preparation (e.g. Mail, Email, Phone)	<input type="text" value="169.00"/>	<input type="text" value="0.00"/>
Other, please specify (Committees, Outreach, Youth)	<input type="text" value="635.00"/>	<input type="text" value="19.00"/>

Is this Volunteer Hours Report Complete?:

Mark this complete if all of the information has been entered and is correct. Please mark the form complete when you are done to let the volunteer hours coordinator (Katharine Smyth) know the form is done. Once this is marked complete you will not be able to edit the information. webmaster@gardenontario.org can re-open the form for you if needed. Print a copy for your Society records. yes no

APPENDIX E – OHA DISTRICT ANNUAL INFORMATION REPORT

Online Form – available at gardenontario.org

Login and password required

[<< Back](#)

District Annual Information Report

IMPORTANT Click the Save changes button to save your changes at least once every 20 minutes.

Section A: Mailing Address & Contact Information for 2018

*District Name:	<input type="text"/>
District Number:	19
Founding date:	<input type="text"/>
District Mailing Address:	<input type="text"/>
*City/Town:	<input type="text"/>
Province:	<input type="text"/>
Postal Code:	<input type="text"/>
District Telephone:	<input type="text"/> (ie. 999-999-9999)
District Fax:	<input type="text"/> (ie. 999-999-9999)
District Email:	<input type="text"/>
Member Fee:	<input type="text"/>
<hr/>	
Director:	<input type="text"/>
Director Phone:	<input type="text"/> (ie. 999-999-9999)
Director Email:	<input type="text"/>
Director Street Address:	<input type="text"/>
Director City, Province, Postal Code:	<input type="text"/> <input type="text"/> <input type="text"/> (ie. Ottawa ON K1C 2M9)
<hr/>	
Secretary:	<input type="text"/>
Secretary Phone:	<input type="text"/> (ie. 999-999-9999)
Secretary Email:	<input type="text"/>
Secretary Street Address:	<input type="text"/>
Secretary City, Province, Postal Code:	<input type="text"/> <input type="text"/> <input type="text"/> (ie. Ottawa ON K1C 2M9)
<hr/>	
Treasurer:	<input type="text"/>
Treasurer Phone:	<input type="text"/> (ie. 999-999-9999)
Treasurer Email:	<input type="text"/>
Treasurer Street Address:	<input type="text"/>
Treasurer City, Province, Postal Code:	<input type="text"/> <input type="text"/> <input type="text"/> (ie. Ottawa ON K1C 2M9)

Section C - Current District Board / Assistant Directors

APPENDIX F – OHA STATEMENT OF EXPENSE FORM

*Please contact the OHA Treasurer for the most recent version of this form.

Ontario Horticultural Association - Expense Reimbursement Form											Invoice#
NAME					DISTRICT or OFFICE			DATE d/m/y			
MAILING ADDRESS											
Reimbursement Reminder! It is very important to always submit your expenses in a timely fashion, within a month of the incurred expense is advised.											
Comments ---->											
All Shaded Areas are for Administration Purposes Only - PLEASE DO NOT WRITE IN SHADED AREAS ! - thank you											
Identify -->	Board - March	Board - Conv	Board - Oct	Convention	District AGM	Pls Include District#	District Exp	Executive	Admin	Fundraising	Committee
TRAVEL MILEAGE FOR REIMBURSEMENT											
MILEAGE	#	Date d/m.	Mileage - Location (to/from) & Reason for Travel	Identify	KM's	AMOUNT	HST (Included)	Net Amount	Account	#	
	1				0.0	0.00	-	-			
	2				0.0	0.00	-	-			
	3				0.0	0.00	-	-			
	4				0.0	0.00	-	-			
	5				0.0	0.00	-	-			
	6				0.0	0.00	-	-			
	7				0.0	0.00	-	-			
	8				0.0	0.00	-	-			
	9				0.0	0.00	-	-			
	10				0.0	0.00	-	-			
	11				0.0	0.00	-	-			
	12				0.0	0.00	-	-			
KM's from MILEAGE LOG above (paid at \$0.40/km)					Total KM's =	0.0	0.00	-	-		
EXPENSES FOR REIMBURSEMENT											
EXPENSES	#	Date d/m.	DETAILS of EXPENSE (Store Name and Description)	Identify	AMOUNT	HST (Included)	Net Amount	Account	#		
	A				0.00	-	-				
	B				0.00	-	-				
	C				0.00	-	-				
	D				0.00	-	-				
	E				0.00	-	-				
	F				0.00	-	-				
	G				0.00	-	-				
	H				0.00	-	-				
	I				0.00	-	-				
	J				0.00	-	-				
	K				0.00	-	-				
	L				0.00	-	-				
** Receipts showing TAX Amounts must be attached					TOTAL EXPENSES	0.00	-	-			
					TOTAL EXPENSES AND MILEAGE	0.00	-	-			
(OPTIONAL) LESS: Donation to OHA General Operations					0.00	A tax receipt will not be issued for donation amount deducted from Expense Report					
					TOTAL PAYABLE	\$0.00					
If you would like a Donation Receipt for a donation to the OHA, please send a cheque payable to the OHA. Do not deduct amount from your expenses.											
Signature							AMT \$	\$ -			
Position with OHA							Donation \$	0.00	(No tax receipt issued)		
Approval							GST	PST	Expenses		
							\$ -	\$ -	\$ -		
Email: treasurer4oha@gmail.com Mail: OHA Treasurer c/o Jane Leonard, 17 Greystone Cres., Georgetown, ON L7G1G8										Rev 18-07	