

# BC COUNCIL OF GARDEN CLUBS TERMS OF REFERENCE

## FOR POSITIONS ELECTED IN ODD NUMBERED YEARS President, Secretary, Second Vice-President, Scholarship Trust Committee

### THE PRESIDENT

**This position is elected for a two year term.  
Position can be held for two consecutive  
two-year terms.**

The President has the responsibility to:

- A. Lead and manage within the parameters established by the Council Board, Council members and Council committees.
  - B. Report to the Council Board and Council Members and make recommendations regarding the Council's vision and mission.
  - C. Develop and recommend strategic plans to the Executive Board for the implementation of the Council's vision and mission.
  - D. Direct and monitor the Council's activities.
  - E. Act as primary spokesperson for the BC Council of Garden Clubs.
  - F. Call and attend Board Executive meetings and provide regular reports to the Executive Board
  - G. Submit an annual budget for anticipated expenses to the Treasurer
  - H. Prepare a report to the Council membership to be presented at each of the Council's meetings.
  - I. Coordinates the AGM and Fall Meetings and ensures all related activities are conducted in a timely manner.
- A. Facilitate, in consultation with the President, notification of meetings, preparation and distribution of agenda items.
  - B. Ensure arrangement for meetings are met (booking the space and ensuring payment by the Treasurer).
  - C. Oversee the Special Events Committee.
  - D. Prepare accurate, complete minutes of Executive Board Meetings and BC Council of Garden Clubs' Meetings, to include, but not limited to:
    - a. Date and time of meeting, form and venue, present and absent Executive Board members, confirmation of quorum
    - b. Record of all decisions taken, brief summary of all issues discussed and any directives or authorizations given by the Board, or a Committee, or the members.
    - c. Record whether resolutions were unanimous or include dissents. Election results should be noted.
  - E. Retain and safeguard the official Board and Committee Minute Books and Corporate documents.
  - F. Attend Board Executive meetings and provide regular reports to the board
  - G. Submit an annual budget of anticipated expenses to the Treasurer
  - H. Provide a report to the members at the Annual General Meeting

### THE SECRETARY

**This position is elected for a two year term**

The Secretary has the responsibility to:

### THE SECOND VICE-PRESIDENT

**This position is elected for a two year term.**

- A. Promote the Council's meetings, including:
  - a. Ensuring that appropriate flyers and information are developed and distributed to the membership (working with the Communications Co-ordinator)
  - b. Overseeing the registration process, including but not limited to working with the Treasurer to ensure payments are received, tracking registrations, confirming a quorum.
  - c. Overseeing on-site registration at Council meetings, including preparation of Delegates Packages, name tags and other meeting related requirements.
  - d. Presenting a final report to the Board after each meeting.
- B. Attend Board Executive meetings and provide regular reports to the Board
- C. Submit an annual budget of anticipated expenses to the Treasurer

- G. Provide a report to the member clubs at the Annual General Meeting and the Fall Meeting,
- H. Provide regular reports to the BC Council of Garden Clubs Executive Board by the Chair of the Committee who is also a member of the Executive.
- I. Submit a budget of anticipated expenses for committee activities to the Treasurer
- J. Committee Chair to attend Board Executive meetings and provide regular reports to the board.

## **SCHOLARSHIP TRUST COMMITTEE**

**This position is one of three elected for a three year term. One position is elected each year.**

The Committee has the responsibility to:

- D. Oversee the annual disbursement of scholarship funds by VanCity Community Foundation
- E. Ensure that educational institutes are awarding the funds as per the criteria set by the Committee
- F. Promote the fund to the member clubs, encourage donations and participate in fundraising activities on behalf of the Fund, including organizing and coordinating vendor tables at the Council's AGM and Fall meetings,