Fundy Gardeners Administration:

roles, responsibilities and procedures

Preamble

The following document is intended for those in or considering volunteering or standing for election to leadership positions in the Fundy Gardeners organization (FG). It will hopefully also provide a model for a stable, sustainable administration of FG to be tested/modified over the next 2 years. The content of this document can be changed at any time at the discretion of the executive to reflect current practices or constitutional changes.

The Administration of FG is entirely provided by member volunteers in support of its Mission and guided by its constitution. No change in the constitution is needed to allow for this proposed administrative structure though needed amendments to the constitution may become apparent by the next Annual General Meeting, where they can be presented for discussion and/or ratification by the general membership.

Mission:

To provide a forum for gardeners to share their interest **in** and enthusiasm **for** gardening.

Structure:

Administration of the activities of FG is provided by its executive in collaboration with the leadership of its Activities Committees and projects.

Executive

The executive group oversees the planning for and running of the regularly scheduled general membership meetings, Annual General Meeting (AGM), the Program, planning meetings and any ad hoc Executive meetings.

The Executive has responsibility for the management of the annual approved budget and overseeing the financial sustainability of FG, including payment of operational costs incurred in providing FG activities.

Its leadership includes President-Elect (when available), President, Past President, Treasurer, Scribe and Technology support.

President

- is elected annually with the expectation to serve a continuous 2-year term, following which they are expected to stand for election for a term as Past President.

- chairs/plans regular (“monthly”) general membership meetings. Sets the meeting agenda and ensures a record has been taken and subsequently filed.

-chairs meetings of the Executive, Planning Committee, and Annual General Meeting (AGM)

- oversees the operations and activities of FG in support of its mission and constitution. The President may delegate these responsibilities as deemed fit., facilitating FG leadership in successfully completing their roles and responsibilities.

-represents the organization as a signatory on legal documents required for FG functioning. Note: The practice in 2021 for banking/financial documents has 3 signatories (2 past Presidents and Treasurer) and will continue unless/until one Past President steps down from providing that function. The current President would assume that signatory function during their term.

- Should a vote be called during a meeting, the President can only cast a vote should there be a tie. As per the constitution, decisions are reached by consensus or majority vote. Votes are typically called at the AGM for all elected leadership positions and when a decision is required but consensus has not been obtained, and a quorum of 20% of paid membership is present.

President-Elect

- is identified in the last year of the serving President’s term, ideally serving 3-6 months.
- Purpose is to gain an understanding of the administration of FG. Following the completion of their term, they are expected to stand for election as FG president, ensuring continuous leadership transition.
- serves on the executive committee assisting the President in discharging their responsibilities

Past President

- is elected annually with the expectation to serve a continuous 2-year term, having served as President previously. In the event, there is no past President, the executive may appoint an FG member at large to a “pro tem” position on the executive.

- serves on the executive and planning committees.

-ensures corporate memory continuity in decision-making for FG

- may carry out other executive duties as mutually agreed to with the President

- represents FG in the absence of the President and will preside as chair at all meetings of FG in the absence of the President.

Treasurer

- elected annually. No term limit.
- Serves on Executive and Planning committees
- Oversee the financial operations of FG, including registration/collection of membership dues, payment of FG expenses and keeping appropriate financial records
- Provides regular reports to executive, general meetings as well as the Annual General Meeting

Scribe

- a non-elected position with no term limits.*
- serves as a non-voting member of executive and planning committees
- takes notes for FG Meetings of the Executive, Planning committee and AGM and ensures an accessible digital record is kept
- typically provides the meeting chair with a digital meeting record within the next 2 weeks
  ***Note:** as per “volunteer” status articulated in the constitution. This would require a constitutional amendment to make it an elected executive position

Technology Support

- a non-elected position with no term limits.
- serves as a non-voting member of the executive committee, but a voting member of the planning committee

- collects an annual photographic record of garden tours and FG group activities
- supports guest speakers in giving their talks
- provides the membership with notice of the general meeting and related information

Technology Support cont'd

- assists Exec leadership as needed with technical support for meeting planning and delivery
- maintains social media tools for members s/a Facebook, Blog and email

Note: Though not typically an executive position, technology has become key to the effective planning and delivery of events for FG as well as providing key links to member communication through social media.

Planning Committee (Committee of the Whole)

This is a combined committee of the executive and the Activities Committees chairs (or their designates). It is responsible for developing and overseeing a Fundy Gardener annual strategy for activities and events supporting its Mission. This group identifies topics with speakers and ensures scheduling along with feedback on remuneration. It also provides a discussion forum for Activity Committee chairs on upcoming initiatives and identifies any needed resource support. There is one representative from each committee. At least 1 and usually 2 meetings occur per year,6 months apart.

Just prior to the annual meeting, the leadership of Activities Committees and initiatives will be asked to confirm their commitment to the subsequent year and identify who will provide the annual report for the AGM. Any issues regarding the sustainability of activity should be articulated at the same time.

Activities Committees currently include the following:

Nominating Committee- chaired by the Past President and 2 other members - ideally one new (under 5 years membership) and the other a member of more than 5 years. The task is to prepare a slate of officers willing to stand for election at the next AGM.

Bus Tours

Arranges group visits to gardens and features of interest, usually outside of the KV region

Planning Committee cont

Garden Tours

Schedules opportunities for members to open their Gardens to visitation by FG colleagues during summer months.

Discounts

Identifies garden supply businesses interested in supporting FG membership by providing discounts to registered members. These businesses may be current supporters or new opportunities. The annual list of confirmed supporting businesses and their discount rates will be made known to members.

Workshops

Assists in facilitating group participation in workshops of special interest to members.

Special projects

Organizing projects open to participation by all members, such as group purchasing of gardening supplies (compost), Car “boot” sale of plants by members or plant purchases from SJ Public Gardens.

Publicity

Promote membership through the media through promoting membership and making the public aware of meetings and special events.

Social and refreshments*

*On hold in 2020 -2023 due to Pandemic restrictions. In the past have provided refreshments at General meetings and other occasions as required.

Ex officio members of the Activities Planning Committee

Those members responsible for general meeting-specific activities **(Door Prizes, the 50/50 draw and book sales)** are not required to attend planning committee meetings, though they are

welcome to attend as non-voting participants if they wish to discuss issues related to their activities.

Annual General Meeting (AGM)

Held on the regular general meeting date in November, being the start of the new Fiscal year for FG. A quorum of 20% of paid-up members must be present if motions are to be voted upon.

The approved meeting agenda will include:

- the Treasurers report on FG's financial performance and end-of-year status. A budget and setting of membership fees will be presented for approval.
- presentation of a slate of executive officers willing to stand for election.
- any motions for changes to the constitution.
- annual reports by Activities Committees Chairs or their delegates will be provided digitally and/or in person.

Executive meetings

There are no regularly scheduled meetings of the Executive. However, if an administrative decision is required by the President which cannot wait till a regular meeting of the planning committee, an ad hoc meeting of the executive may be convened either virtually or face to face as circumstances dictate.

Drafted by John Steeves President Fundy Gardeners and reviewed/accepted by Committee of the whole executive 23 March 2022.