

# The Garden Gazette: Executive Board Edition

Planting Seeds of Leadership



*Friendship, Joy, New Beginnings*

Each member's voice adds richness to our club and community, and by communicating, understanding, and taking action, we create a vibrant club that thrives on collaboration and mutual respect.

## DEFINITIONS OF RESPONSIBILITIES: PRIMARY OFFICER VS. CO-OFFICER

### ◆ PRIMARY OFFICER (e.g., President, Secretary, Treasurer)

The **Primary Officer** holds the official authority and ultimate responsibility for their designated role under the organization's bylaws and governance structure.

#### Key Responsibilities:

##### Leadership & Decision-Making

- Serves as the chief decision-maker for the responsibilities associated with the role.
- Has final authority on matters within the scope of the position, unless overruled by the board.

##### Official Representation

- Acts as the official spokesperson or signatory for the organization in matters related to their role.

##### Oversight & Accountability

- Ensures that duties of the office are fulfilled fully, ethically, and in alignment with the mission.
- Reports directly to the Board of Directors.

##### Delegation

- May delegate specific tasks to the Co-Officer but retains oversight and final accountability.

##### Conflict Resolution

- Has the authority to resolve disagreements related to role execution, unless escalated to the board.

### ◆ CO-OFFICER (e.g., Co-President, Co-Secretary)

The **Co-Officer** serves as a support or shared partner in fulfilling the duties of an officer role but does **not** automatically share equal authority unless otherwise defined by the bylaws or board resolution.

#### Key Responsibilities:

##### Support & Collaboration

- Works closely with the Primary Officer to carry out responsibilities of the role.
- Assists in decision-making, task execution, and communication.

##### Task Sharing

- May be assigned specific duties by the Primary Officer or as agreed upon jointly.
- Acts within the scope of delegated authority.

##### Representation

- May represent the organization in an official capacity only with the approval of the Primary Officer or the Board.

##### Communication

- Maintains regular communication with the Primary Officer to ensure coordination and avoid duplication or contradiction.

##### Escalation

- Raises concerns or disagreements to the Primary Officer first. If unresolved, the issue may be brought to the Board.

## RESPONSIBILITIES OF CLUB PRESIDENT

- Perform all the duties of the President.
- Preside at all meetings of the Garden Club and Board of Directors
- Appoint Parliamentarian and Chairpersons of Standing Committees and Special Committees
- Serve as ex-officio member of all committees except the nominating committee
- Serve as official representative of the club or appoint a representative
- Shall prepare budget with the aid of the Treasurer
- Sign checks in absence of the Treasurer
- Appoint an Audit Committee
- Reserve meeting places for club activities
- Be knowledgeable about local, district and state Bylaws
- Promote the aims and objectives of FFGC
- Compile calendar of events to avoid conflict with district, state, regional and national events
- Encourage membership participation on all levels
- Publicize and follow directives from District and FFGC
- Prepare and submit annual report of club activities as directed

## FIRST VICE PRESIDENT

- Perform all the duties of the President in the absence of the President.
- Serve as the Chairman of the Program Committee (Bylaw Article VI, Section 5)
- Serve as advisor of the Yearbook Committee (Bylaw Article VI, Section 5)
- Attend all Board of Directors and Lake Placid Garden Club meetings.
- Assist the President in Garden Club activities.
- Encouraged to attend District IX meetings and FFGC convention.
- **PROGRAM CHAIRMAN**
  - Select a speaker/program for each of the 9 business meetings.
  - Review the adopted budget for financial allotments.
  - Confirm with the speaker and program prior to each of the scheduled meetings
- **HORTICULTURE-** Seek monthly speakers from the membership to do meeting horticulture topics.

## RESPONSIBILITIES OF CLUB SECOND VICE PRESIDENT

- Perform the duties of the President in the absence of the President and First Vice President.
- Attend all Board of Directors meetings and Lake Placid Garden Club meetings.
- Assist the President and First Vice President in Garden Club activities.
- Encouraged to attend District IX meetings and FFGC convention.
- Serve as the Coordinator for Ways and Means Committee (Article VI, Section 6 Coordinator)
- The Ways & Means Committees are, but not limited to: Fifty Fifty (50/50) , Opportunity Table, Holiday Home & Garden Tour, Plant Sale.

### *Duties of Coordinator*

#### **50/50**

- Serve as the Coordinator for the 50/50. Assist as needed

#### **Opportunity Table**

- Serve as the Coordinator. Assist the Chairman as needed.

#### **Holiday Home & Garden Tour**

- Serve as the Coordinator and assist the Holiday Home & Garden Tour Chairman to promote and ensure a successful HH&GT.

#### **Plant Sale.**

- Serve as the Coordinator and assist as needed

## RESPONSIBILITIES OF RECORDING SECRETARY

- Shall keep the minutes of all meetings (board & business)
- Shall keep a record of attendance at all meetings.
- Attend all Board of Directors meetings and Lake Placid Garden Club meetings.
- Assist the President and Vice Presidents in Garden Club activities
- Encouraged to attend District IX meetings and FFGC convention
- Ensure that club activities are provided to the Chamber of Commerce (HH&GT, Plant sale)
- If required by the club, take the roll call at meetings
- Can request that the motion or amendment at meeting are put in writing
- Provide paper, pen and pencil for votes required in writing

## RESPONSIBILITIES OF CLUB CORRESPONDING SECRETARY

- Shall handle all business and social correspondence of the Club.
- Perform duties of the Recording Secretary in the absence of the Recording Secretary.
- Attend all Board of Director meetings and Lake Placid Garden Club meetings.
- Encouraged to attend District IX meetings and FFGC convention.
- Correspondence
  - Read incoming correspondence at the business meetings.
  - Write and send thank you notes to merchants for HH&GT.
  - Write and send get well notes or cards to ill members.

## RESPONSIBILITIES OF CLUB TREASURER

- Shall receive and distribute all monies authorized by the Budget Committee and pay all itemized bills approved by the President or First Vice President.
- Shall be a Chairman of the Budget Committee.
- Compile a financial report and present at each meeting. Submit the financial records of the club for an annual audit.
- Collect dues and send delinquency notices if necessary.
- Deposit club's funds in a bank approved by the Board.
- Secure bank card/signature card and any other forms necessary at the end of the term for transition of incoming administration.
- Attend all Board of Directors and Lake Placid Garden Club meetings.
- Assist the President and Vice Presidents in Garden Club activities.
- Encouraged to attend District IX meetings and FFGC convention.

### TREASURER'S REPORT

- Keep accurate account of all bank assets and liabilities.
- Read report on money transactions for the month at business meetings.

### MEMBERSHIP DUES

- Shall take membership dues and keep an up-to-date membership list.
- Shall send a record of all club members, along with a check for FFGC state dues by June 1<sup>st</sup> of each year to FFGC headquarters.
- Shall send a record of new members, along with a check for their FFGC state dues in a timely manner to FFGC headquarters.

### CLUB FUNDING PROJECTS

- Shall keep an accurate account of expenses and income for each project. authorized by the Board of Directors.
- Opportunity Table Drawings/Fertilizer Sales.
- Table Decorations.
- 50/50 Drawings.
- Holiday Home & Garden Tour.
  - Plant Sale.

### TRIPS AND TOURS

- If fees are collected in advance, keep list of members/money.
- Make one check for fees of entire group.

### RECORD KEEPING

- Keep yearly financial statements for seven years.
- Keep bank statements, deposit slips, vouchers and receipts for seven years.

## RESPONSIBILITIES OF THE PARLIAMENTARIAN/PROTOCOIL CHAIRMAN (Appointed by the President)

The Parliamentarian is a consultant who advises the president and other officers, committees, and members on matters of parliamentary procedure. The parliamentarian's role during a meeting is purely an advisory and consultative one. Parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries. A member of the assembly who acts as parliamentarian has the same duty of impartiality as the presiding officer.

The Parliamentarian should be knowledgeable of the FFGC Charter, Bylaws and Standing Rules.