

## PNWP&EPS

### Specified Duties of the Directors of the Society

In these descriptors, the body of directors comprised of the elected table officers and unelected coordinators shall be referred to as the executive committee, as set out in bylaws 5.25.1 to 5.25.3

Any director may, with executive committee approval, carry out additional duties not described below.

#### Elected Directors (table officers)

Basic duties of the 5 elected directors (table officers) are specified in bylaws 7.41 to 7.46

##### 1. President

a. **Convene and chair meetings of the executive committee on a timely basis to address the business and direction of the Society.**

About 4 to 7 meetings per year are suggested. These meetings may be held at irregular intervals but should occur at times appropriate for the planning of Society activities. All meeting times should be posted to executive committee members well in advance, with date and location clearly specified. The time of day of such meetings will depend on the executive committee member's schedules, but consensus agreement of executive committee members should occur before the meeting time is set. Executive committee quorum and procedures must conform to the bylaws set out in part 6.

b. **Develop an agenda for executive meetings.**

Agenda items should be collaboratively developed, with input solicited from all executive committee members. This agenda is to be distributed to all executive at least 1 day in advance of the meeting time. The agenda of the meetings will be flexible until adoption, but any last minute add-ons should be minimized. The first items of all meetings should be additions to and adoption of the agenda, adoption of the minutes of the previous meeting, and business arising from the minutes.

c. **Act as coordinator for any actions that arise from discussion at the executive meetings.**

It is the duty of the president to facilitate and assist others in following directives from the meeting, as appropriate.

d. **Develop a Society activity plan with timeline for the year.** This should be done as early as possible in the year, in conjunction with the members of the executive committee.

e. **Ensure that venues for club activities are booked well ahead of time.**

Activities may include general meetings, plant sales, etc. This responsibility may be delegated as appropriate.

- f. **Act as a general liaison for information about club aims and activities.**  
These may include enquiries from media, other organizations, etc. The president should confer with other executive by email etc before any actions are taken on behalf of the Society. These responsibilities may be delegated as appropriate.

## 2. **Vice President**

- a. **The vice president must carry out the duties of the president during the president's absence.**
- b. **The duties of the president may be shared with the vice president** even if the president is not absent. The allocation of shared duties in this case should be by mutual agreement between the president and vice president.

## 3. **Secretary**

- a. **Attend all executive committee and general Society meetings to record the proceedings, or nominate a suitable alternate.**
- b. **Record the proceedings and actions that arise from the agenda.**  
It is strongly suggested that actions delegated to members be clearly flagged with their name, and a timeline attached (if appropriate). The draft minutes should be distributed to all committee members **as soon as possible after the meeting** to allow for committee member's feedback and action.
- c. **Maintain a copy of all minutes of all meetings for the duration of the secretary's tenure.**  
These minutes should be submitted to the successor for safekeeping when the position changes to another member.
- d. **At executive meetings, have available a copy of the minutes of the previous meeting's minutes.**
- e. **After each Annual General Meeting, complete and submit to BC Registry services the Society Annual Report form.**

## 4. **Treasurer**

- a. **Maintain records of all financial transactions made by Society members on behalf of the society.**
- b. **Maintain the Society's bank account, and ensure that suitable alternates with signing privileges are in place in case of absence (also see 4c below).**

- c. **Receive and disburse funds by appropriate methods (cheque, Visa etc) in order to conduct the Society's financial transactions such as membership, HPI, plant sales, tours, etc.**
- d. **Provide at the Annual General meeting a detailed report of the Society's financial status, and informal updates at executive meetings.**  
The annual report must conform to the requirements of the Societies Act and be available to the Canada Revenue Agency (CRA) or other appropriate external agencies upon request.
- e. **Store the Society's financial records for the time required by the CRA (6 years as of 2013) in a format acceptable to the CRA, or ensure that such records are securely passed on to a successor.**

**5. Membership Director**

- a. **Maintain a roster of past and current members and HPI advertisers.**  
Such records shall include name, mailing address, telephone number and email address. An up-to-date membership email list should be available to whoever has been delegated to issue flyers, web news updates, and other information that is distributed to member by such methods.
- b. **Coordinate and share this information with the treasurer and HPI editors, and other executive as required.**
- c. **Communicate with members concerning their membership status, and issue membership cards as needed.**
- d. **Provide envelopes and address labels for each HPI issue.**
- e. **Mail HPI and event flyers, or appoint a suitable alternate.**
- f. **Report to each executive meeting issues and concerns about membership.**

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**Coordinators (appointed)**

Coordinators are appointed by the table officers as specified in bylaw 5.25.3

**6. Webmaster**

- a. **Develop and maintain the Society's website.**  
This includes layout and format, and maintaining suitable financial arrangements with a web service provider and domain name provider.

- b. **Maintain email services for club executive requiring them.**
- c. **Update the content of the site on a regular basis.**  
An email advisory should be issued to all members whenever there is significant Society news and/or a content shift in the site.
- d. **Report at each executive meeting issues and concerns about the website.**

**7. Hardy Palm International Journal (HPI) Coordinator**

- a. **Develop and coordinate the HPI editorial team, and call meetings of the team on a timely basis.**
- b. **In conjunction with the members of the editorial team, develop sufficient material with photographs for the journal.** This material should address the balance of article content and styles determined by the team as appropriate to the aims of the Society, and sufficient for a 40 page journal, 2 times per annum. In general, photographic material should comprise about 1/3 (or more) of each issue.
- c. **Have available a suitable computer and be able to use a publishing application.**  
Software such as Indesign will be available, to format the journal. Familiarity with Photoshop or a similar photo-editing application is also required.
- d. **Coordinate the printing of the journals.**  
This includes determining in conjunction with the membership director the number of journals to be printed, and calling HPI production meetings to deal with mailing etc (production meetings).
- e. **Report at each executive meeting issues and concerns about HPI.**

**8. Mentorship Coordinator**

- a. **Respond to requests from Society members for expert help.**  
The requests may come from society email or in person at society meetings and events. The coordinator will direct the request to the appropriate mentor.
- b. **Maintain and update a list of Society mentors.**  
These experts, each with their areas of expertise, should be identified to be able to respond to member's requests.
- c. **Report to each executive meeting issues and concerns about mentorship.**

## **9. General Meeting Speaker Coordinator**

### **a. Develop a speaker's list for the Society general meetings.**

This should be developed for a calendar year. The tentative speaker's list should be presented to an executive committee meeting early in the calendar year for comment and review. The coordinator will determine special requirements of each speaker, honoraria, and ensure the method of payment is clearly communicated to the treasurer and president.

### **b. The coordinator should be prepared to introduce the speakers, or delegate others as appropriate.**

## **10. Regional Coordinators (Vancouver Island, Washington, Oregon)**

### **a. Act as a contact person for Society members in regional geographical areas.**

### **b. Liaise with others on the executive as desired on issues relating to regional events, meetings, memberships etc.**

### **c. Provide regional updates to the executive committee regarding Society activities in regional areas.**

## **11. Media Coordinator**

### **a. In collaboration with the executive committee, act as a contact person for Society interaction with media such as television, radio, print media, or other publicity venues.**

### **b. Report to the executive committee results of media interactions.**