

November, 2009

PNWPEPS
Duties of Executive Positions (full)

1. President (elected)

- a. **Convene meetings of the executive on a timely basis to address the business and direction of the society.**
These meetings may be irregular (see item 1g below, which may require extraordinary meetings) but a minimum of 4 per year is suggested, to occur about 2 weeks before the general meetings. All executive meetings should be posted well in advance with date and location clearly specified. The time of such meetings will depend on the executive members schedules etc, but consensus agreement of all executive should occur before the meeting time is set.
- b. **Develop an agenda for executive meetings.**
These agendas should be distributed to all executive at least 1 day in advance of the meeting time. The agenda of the meetings will be flexible, but any last minute add-ons should be minimized if possible. The first items of all meetings should be "Adoption of the Minutes of the previous Meeting" and Business Arising from the Minutes".
- c. **Chair the executive meetings**
May choose to appoint an alternate chair in a manner appropriate to the situation. Although Roberts Rules of Order may be a bit formal for a society such as this, general adherence to its principles is strongly recommended.
- d. **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.
- e. **Act as chair of the Society's general meetings.**
A suitable alternate chair may be delegated.
- f. **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.
- g. **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.

2. Treasurer (elected)

- a. **Maintain records of all financial transactions made by club members on behalf of the society.**
- b. **Maintain the Societies bank account.**
- c. **Receive and disburse funds by appropriate methods (cheque, Visa etc) in order to conduct club financial transactions such as membership, HPI, plant sales, tours, etc.**
- d. **Provide at least annually a detailed report of the club's financial status at the Annual General Meeting, and informal updates at executive meetings**

3. Secretary (elected)

- a. **Attend all executive and general club 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).
- 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, provide a copy of the minutes of the previous meeting to all executive members in order to address president's item 1B above.**
- e. **Responsible for any written correspondence required, or as designated by the president.**

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(If un-elected , all other executive are "Directors at Large")

4. Membership Coordinator (unelected)

- 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 members 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.**

5. Webmaster (unelected)

- 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.**

6. Hardy Palm International Journal (HPI) Editor(s) (unelected)

- a. **Obtain sufficient articles with photographs for the journal.**
This material should be appropriate to the aims of the club, and sufficient for a 32 - 36 page journal, 4 times per annum. In general, photographic material should comprise about 1/3 (or more) of each issue..
- b. **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.
- c. **Coordinate the printing of the journals.**
This includes determining the number of journals to be printed, and calling HPI production meetings to deal with mailing etc (production meetings).
- d. **Report at each executive meeting issues and concerns about HPI.**

7. Mentorship Coordinator (unelected)

- a. **Respond to requests from club 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.**

8. Social Events Coordinator (unelected)

- a. **Develop and update the Society events calendar.**
This should be developed for a calendar year, but with updates at executive meetings. These events may include plant sales, seed exchange, barbecues, local area meetings, garden tours or potlucks. This event calendar information should be provided to HPI editors and the Webmaster.
- b. **Obtain volunteers to oversee the running of each event on the calendar.**

9. Librarian (unelected)

- a. **Maintain the inventory of the club's library of publications.**
- b. **Ensure that the club's publication library is made available to members at the four annual General Meetings.**
- c. **Review new topic-related publications and recommend as to their suitability to add to the library.**
- d. **Contact members as needed to remind them to return books to the Library inventory.**

10. VP positions (Vancouver Island, Washington, Oregon) (unelected)

- 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 regarding society activities in regional areas.**
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