

PRESIDENT'S DUTIES

The president's term of office shall be from 1 September to 31 August. Following the election of the incoming president at the July AGM, the outgoing president shall continue to be responsible for signing cheques until 31 August.

Monthly

1. Attend and chair Executive Meetings. Set the agenda and distribute it in advance to the Executive. Receive reports from various committees and lend support when necessary.
2. Attend and chair General Meetings. Set the agenda and distribute it in advance to the secretary and meeting participants. Coordinate the meeting, the program, announcements and activities, and offer support to members and visitors.
3. Keep the podium cover, gavel and Robert's Rules of Order and bring to General Meetings.
4. Sign cheques as required.
5. Support all functions of the club, such as the Plant Sale, Annual Flower and Garden Show, garden tours, workshops etc whenever possible.
6. Act as an ex-officio member of all committees and appoint chairpersons of special committees as required.
7. Be aware of the club issues and reply to any member inquiry or concern and/or direct such to the Executive as required.
8. Represent the club at external meetings and functions when necessary or find a suitable alternative.
9. Attend to any external correspondence as required.
10. Along with the Logistics Coordinator, liaise with St. Mark's Church regarding any housekeeping issues.
11. Liaison for Master Gardener's committee and Door Prize committee.

Bimonthly

12. Contribute to the newsletter by submitting the president's message to the editor by the designated deadline.

Annually

13. Provide a list of all meeting dates to the incoming Executive in September.
14. Attend and chair the AGM in accordance with Robert's Rules of Order.
15. Attend annual signing authority with the bank in August.

At the beginning of term, send meeting dates for General meetings, Plant Sale, and Executive meetings to St. Mark's Church staff. Sign paperwork as per church requirements.

Revised November 2018