



Comox Valley Horticultural Society

Position Description: President

Duties include:

- Acts as Chair in the Board Meetings (first Wednesday of every month);
- Acts as Chair in the General Meetings (typically the third Monday of every month except July and December);
- Ensures all Board members adhere to CVHS bylaws and constitution;
- Serves on the Board;
- Submits Agenda items for Board Meetings to the Secretary;
- Reviews Minutes from the Board Meeting before the Secretary sends them out;
- Develops Agenda for the General Meetings;
- Sends Agenda for the General Meetings to the Secretary at least one day in advance;
- Acts as a signing officer for cheques and other documents;
- Sends out “Dates to Remember” for the following year to the Board and Committee members;
- Keeps a list of current Board and Committee members;
- Ensures that Committee Chairs are filled;
- Submits a short message to members (via the Membership Communications Liaison) about the upcoming General Meeting or Annual General Meeting including the Guest Speaker’s name and topic and other pertinent information;
- Writes the “President’s Message” for the newsletter every month (deadline is the first Friday of every month) and sends it to the Newsletter Editor at newsletter@comoxvalleyhortsociety.ca;
- Acts as Past President when a new President is elected.