
Comox Valley Horticultural Society

Position Description: President

Duties include:

- Acts as Chair in the Board Meetings;
- Acts as Chair in the General Meetings (typically the third Monday of every month except July and December) and at the Annual General Meeting (in October);
- Ensures all Board members adhere to CVHS bylaws and constitution;
- Serves on the Board;
- Prepares, with the Secretary, the Agenda items for Board Meetings, and sends information to Board members in time for each Board meeting;
- Reviews Minutes from the Board Meeting before they are sent out to the Board;
- 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 Chairs/Co-Chairs;
- Keeps a list of current Board and Committee members;
- Ensures that Board positions and Committee Chair/Co-Chair positions are filled;
- Prepares, with the Secretary, the Agenda and "speaking notes" for the Annual General Meeting, and arranges other Board member participation in AGM Business;
- Writes the Newsletter (mostly administrative information) each month to be sent to all current CVHS members;