

## **PRESIDENT**

**The President** is responsible for the on-going business and operations of the club and presides at all meetings of the club and of the Executive Committee. She is an ex-officio member of all committees, appoints the members of the Governance Committee, non-officers on the Executive Committee (up to four members), and appoints the Chairs of the Standing Committees. She is to be a signatory on all bank accounts. (See Treasurer's Job Description for procedure.)

### **President Timeline:**

#### Six months before taking over as President

- Six months or more prior to becoming President, the Vice President should work closely with the outgoing President to develop a transition plan and to learn the comprehensive inner workings of the club, its operations and governance. She should develop a deep understanding of the roles of the Executive Committee, the role of the Finance Committee and the Treasurer in developing the budget and familiarize herself with the responsibilities of each committee and the Job Descriptions of each Committee Chair. The Vice President attends the GCA Annual Meeting as a Delegate with the President.

#### January

- Start setting up and/or confirming chairs of all committees by checking with the current Chair to determine if she will continue in the position for another year or if the Vice Chair will agree to move up to being chair if asked. The President appoints all committee chairs and should work with them to be sure there are vice or co-chairs if needed.

#### Spring

- Finish planning the program. Set the dates for three Business Meetings, in addition to the Annual Meeting, so they can be published in the program.
- Business Meetings are meetings in which full reports by Officers and Committee Chairs are given. Non-Business Meetings are meetings with abbreviated reporting. Both kinds of meetings are open to all members and their guests.

#### June

- Take over at end of The Weeders Annual Meeting. The new President officiates at meetings starting after the Annual Meeting.
- Attend the GCA Zone V Presidents' Meeting in June.
- Help the Print and Publications Committee with proofreading the program. Ensure that copies of the first proof go to Flower Show, Horticulture, Program and Conservation Chairs, and any other chairs (e.g., Ronald McDonald, Concourse Lake, Magnolia Tribute) with major material to be published. Membership listings must

be confirmed with the Club Administrator/ Database Manager. The incoming President also provides the Program Chair with GCA, GCA Zone V, and PCGCA dates. Both the Program Chair & Vice-Chair should proofread everything. The President must sign off on final version before it goes to printer.

- Contact the Recording Secretary to find out when you can expect the minutes of the June meeting. They should go out as soon as possible and include all Committee Reports and Budget Report. If this is your first year as President the outgoing President does this, as she will have run the June meeting.
- Work with the Membership Chair to begin planning the New Weeders Luncheon and any other events to support new Weeders. The date of a luncheon depends on when and how many new Weeders need to be welcomed.

### July

- The Program Book should be ready to go to press.
- Prepare your letter to go out with the Program Book mailing.

### August

- Approve the Program Book for printing. It should go to print first week of August.
- Start preparing the Agenda for the September meeting. Each month, besides the meeting notice, the President asks the Corresponding Secretary to send out an E-blast with the minutes, including the Treasurer's Report and any other attachments. This should go out as soon as available.
- Ask a Weeder to be the delegate with you to the GCA Zone V Meeting in October (invitations have come by now). This should be done as soon as the invitation is received, which is often over the summer. It is suggested that in the second year of the President's term, she asks the incoming President to attend the GCA Zone V Meeting.
- Plan when to have your Executive Committee Meetings: one in the fall, one in the winter after Christmas, especially to discuss awards, and one in April for the Treasurer to present the budget for the coming year. The First Executive Committee meeting is usually before the first Weeder meeting in September, or at latest, before the October meeting.
- Prepare an agenda for the fall Executive Committee Meeting. Send invitations via email to fall Executive Committee Members (check date with key people first). Include information about what will be discussed, and any ideas or information attendees should bring to the meeting.

### September

- Run the September Meeting. The agenda should include an item asking the PCGCA delegates to make an announcement about picking up Fertilizer Fund appeals and Joint Meeting invitations.
- Give a copy of your agenda to the Recording Secretary, (an electronic version is helpful) so she can follow along taking notes for the minutes.
- It is a good idea to introduce all the Committee Chairs at the September Meeting. In advance of the meeting contact all Committee Chairs to be sure they understand the

responsibilities of their job and that they have a green binder with current Job Descriptions.

- After the meeting, be sure all the appropriate persons have been thanked for their contribution to the meeting.
- Ask a Weeder to be your delegate to the GCA Annual Meeting in May. Pick someone in a leadership role, who will be a good representative of The Weeders. See suggestions below in Tips and Pearls.
- Start preparing the agenda and E-blast for the October meeting.
- Meet with the Vice President to discuss club awards. Review the Awards Manual together and develop a plan. You should both maintain lists of people deserving of various awards.
- Run the Executive Committee Meeting if it is scheduled for September.

### October

- Run the first Executive Committee Meeting if it was not held in September.
- Run the October meeting. Use this meeting to remind people about a fund-raiser, the Christmas Crafts and Comestibles Sale, and anything else, which will be coming up.
- Encourage attendance at the PCGCA Joint Meeting.
- Get chairs of Christmas Sale to send out a flyer later in the month, via the Corresponding Secretary urging Weeders to contribute.
- Attend GCA Zone V Meeting with the Weeders Delegate.
- Hold a preliminary meeting with the Governance Chair to start planning for offices that will be turning over in May at the Annual Meeting.

### November

- Attend the PCGCA Joint Meeting.
- Start preparing the agenda and E-blast for the December meeting.
- Continue working with Governance Chair.

### December

- Run the December Meeting.
- Send notices to the Exec. Committee for the January meeting and invite appropriate additional attendees.
- Ask the Awards Chair to set up a meeting in January (**before** Exec. meeting.) to create a list of proposed people for awards, both club and GCA. That list will be presented to Executive Committee for discussion and/or approval.
- Start preparing the agenda and E-blast for the January meeting.
- Continue working with the Governance Chair.

### January

- Run the January meeting.
- Watch for Founders Fund projects and present them to the membership,
- Go to the Awards Comm. meeting. Review the Awards Manual before the meeting.

- Hold the winter Executive Committee meeting to discuss and vote on awards. Get started immediately on award application letters to GCA. Work with Awards Chair. Be clear about all the deadlines for letters of proposal.
- Have the Governance Committee hold a meeting to begin drawing up a slate for new officers and Admissions positions.
- Communicate with the Program Chair to discuss program planning dates and ideas for the upcoming year.
- Start preparing the agenda and E-blast for the February meeting.

### February

- Run the February meeting.
- Send notices to the Executive Committee for the March/April meeting. Check timing with the Treasurer because the budget will be presented for approval at that meeting.
- Start preparing the agenda and E-blast for the March meeting.

### March

- Run the March meeting. Congratulate Philadelphia Flower Show winners at the March meeting.
- Cast the Club ballot for the Founders Fund after polling the membership at the March meeting.
- Work with the Awards Chair to submit awards request letters.
- Work with the Vice President and Governance Committee Chair to prepare the ballot for election of officers and the Morton Award. Make sure that the ballot is sent to all members and the results are tallied.
- Start preparing the agenda and E-blast for the April meeting.
- Remind Major Chairs (Program, Flower Show, Horticulture, Conservation, Photography) to have a meeting with their committee to start planning the schedule for the upcoming year.
- Work with the Treasurer and Print and Publications to prepare dues bills to be mailed in early April for a May 31 deadline. The Morton “Ballot” goes out in this mailing.

### April

- Run the April meeting.
- Make sure the mailing with the proposed Slate of Officers and Morton Award “Ballot” goes out at this time. The President doesn’t do the actual mailing but must approve what is sent. This is currently done by Print and Publication but should be the responsibility of the database or Treasurer in the future.
- Hold the spring Executive Committee Meeting to discuss and approve budget. Review recommendations of the Awards Committee and vote on the Biddle and Trusty Trowel Awards if that has not yet been done. These awards are approved by the Executive Committee and are meant to be a surprise so should not be shared outside the committee. If a proposed recipient is on the Executive Committee, creative thinking is required.

- Start preparing the agenda and E-blast for the May meeting.

### May

- Run the May meeting.
- Organize the preparations for the Morton, Trusty Trowel and the Biddle Awards. Be sure you and the Vice President /Awards Committee Chair have all the award citations from GCA.
- Decide if you wish to give a “President’s Commendation”. That is kept as a secret until the award is given at the end of the Annual Meeting.
- Prepare the agenda for Annual Meeting. Remind all committee chairs they are responsible for year-end reports on the activities of the committee for the year. This report should be provided to both the President and the Recording secretary 1) electronically in advance of the meeting and 2) brought to the meeting as a hard copy. The hard copy should be handed or sent to the Archivist/Historian.
- If a Committee Chair is unable to attend the Annual Meeting, ask her to send her report in advance to the President and Recording Secretary so the report can be read in her absence.
- Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

### June – Annual Meeting

- Update Positions on the GCA website. The Treasurer/Administrator does the membership updates. The President should periodically make sure the GCA and Weeders membership rosters agree.

## **New Member Procedure:**

When the Admissions Chair notifies the President of a new member she must:

- Inform the sponsor.
- Call the new member to welcome her and encourage her to come to the next meeting (sponsor is responsible for inviting and accompanying her to next meeting). Advise her you will be sending an online questionnaire for her to complete.
- Send a welcome letter (there is a template for this). Include:
  - Program Book
  - Prorated dues notice (get amount from Treasurer)
  - Magnet
  - Website letter
  - GCA New Member Packet (these can be ordered from GCA at no charge; have a supply on hand)
- Send the online questionnaire. This is a Google Form. Send the results to the Treasurer, Website Administrator, Database Manger, Print and Publications, Vice President (who currently holds The File Box), Corresponding Secretary. Based on her interests, add her to committees. Notify the Committee Chair to include her in meetings and mailings.

- Check with the Admissions Chair to be sure a name badge has been ordered for her. If a temporary badge is needed, request that from Print and Publications.
- Introduce her at the next meeting.
- Notify the Membership Chair to include her at next New Weeder Luncheon.
- Keep copies of welcome letter, dues notice in the Presidents Binder. Make a note on letter of date she entered, sponsors and supporters.

## **Resignations:**

If a Weeder resigns, send her a note thanking her for service. Notify the Treasurer and (resignations often come to her anyway), the Vice President, Corresponding Secretary, Database and Website Managers, and Print and Publications Chair. Announce the resignation at the next meeting.

## **Tips and Pearls:**

Keep a running list of things to include in your agenda for the next meeting. Include new members.

If the new member's entry date is really close to the date of the next meeting, make sure the appropriate materials are brought to the meeting to deliver to her. Check with the Corresponding Secretary to be sure she will be attending the meeting. Otherwise, mail or deliver.

Watch out for new members at events to be sure they are being integrated into the Weeders culture.

In the 1<sup>st</sup> year of the President's term, consider asking an up-and-coming Weeder with presidential possibilities to accompany her to both GCA Zone V and GCA Annual Meetings (may be two different people). In the second year of your term, ask the Vice President to be your delegate, especially if she has never attended such a meeting, so she knows what to expect when she becomes President.

When you are reviewing and appointing Committee Chairs, pay particular attention to the Awards Committee to be sure that at least one upcoming Vice President is on the committee. The Awards committee experience will be valuable as the member moves into the office of the Vice President/Awards Chair.