

## AGG President Duties: (revised May 20, 2022 by Rita Wachhorst)

### **General duties:**

1. The President, as chief executive officer of the Atherton Garden Guild, shall be responsible for all its activities and its obligations as a non-profit organization.
2. The President shall preside at AGG Board of Directors and General meetings.
3. The President shall appoint the new chairmen for all Standing Committees, except those continuing their positions, announce them at the June Meeting, and inform the Yearbook Chairman and the Newsletter Editor of their names.
4. She shall select two members for the Donations and Nominating Committees, arrange the hostess and location for both the Holiday Party and June Luncheon events, and give the names to the Yearbook Chairman and the Newsletter Editor.
5. The President shall be an Ex-officio member of all committees except the Nominating Committee. Ex-officio committee members have a right to vote, the right to participate in committee proceedings, and the right to attend committee meetings without a special invitation, but no obligation to participate in their work.
6. She shall be knowledgeable about and manage within the AGG Bylaws and Standing Rules *Robert's Rules of Order Newly Revised* shall govern the May business meeting elections and membership voting matters in accordance with membership in the California Garden Clubs Inc. as a federal-tax-exempt non-profit organization if not inconsistent with the AGG Bylaws or Standing Rules.
7. Traditionally, the President serves as Parliamentarian the following year.
8. The President shall reassign duties of any officer or chairperson who becomes unable to complete their tenure during the September-June AGG year.

### **Ongoing responsibilities:**

1. Regularly check US Post Office, PO Box 685 in Menlo Park on Oak Grove Avenue. Combination: Right 3 rounds and stop at F; Left two rounds and stop at J; Right and stop at GH; Turn handle to open.
2. Review new member applications. The Board must unanimously approve.
3. Attend Bay Ocean District events representing our club.

4. Receive and read the California Garden Clubs Inc. Newsletter and memos. Report anything of interest to the General Membership and Newsletter Editor.

### **Monthly:**

1. Submit the Newsletter President's letter and appropriate articles or photos to the Newsletter Editor by her deadline – the end of the first week after our meetings. Work with the editor in the summer to plan the regular features for the year, discuss content ideas, and choose a date for emailing it. Both secretaries were our designated primary proofreaders in 2021-2022 and I was sent an advance copy to proof my article and approve the overall content. Monthly Newsletters and all member emails are sent "bcc" for the member privacy.

2. Create the monthly agendas for the AGG Board meeting and General Meetings. Check the past years monthly guide first, read the previous year's Board and General Meeting Minutes each month to prepare the agendas, and email/remind your Board about the meeting time and place. Contact Committee Chairs to see who will report new or old business at the General Meeting. The Treasurer reports at both meetings. Give a copy of your Agendas to the Recording Secretary ahead of the meetings that day. Board meetings in 2021-2022 started at 9:00a.m. and General meetings began at 10a.m. pausing for refreshments in the middle. Program: 10:30-11:30.

3. After the Old and New Business in the General Meeting, turn the meeting over to the 1<sup>st</sup> VP Program to introduce the guest speaker. It is recommended that the presentation be about 30 minutes followed by 15 minutes of questions.

4. Each month following the AGG meetings work with the Recording Secretary on accuracy of the minutes for both the Board and General meetings. Ask that she email an attachment of the minutes for your review and editing before it is sent out the Board members. Either you or the recording secretary will send the final draft of the minutes to the Board members for their review and approval. (I did this in 2021-22) Then, the minutes are emailed to the Website chair who will add the minutes to our website, available

## **T I M E L I N E**

### **May -Summer:**

1. Appoint Committee Chairs including a Flower Show Chairman if needed. Designate two committee members for Donations and for Nominating.

2. Decide with the Board if there will be a Flower Show or not, and if so, select the chair, the place and the date. This decision must be made early for the Program planning, selection of other Committee Chairs, the Yearbook publication and the information of the General Membership.

In 2021, I emailed the Board May 3<sup>rd</sup>, phoned them the next week, and held a zoom on May 10<sup>th</sup>. Our consensus was that having a Flower Show in 2022 would be premature when we did not know exactly how the meeting again in person would go in these unprecedented times; we decided to push the show ahead to the next upcoming year, relax meeting again in person, transition cautiously, considering the health and safety of all members.

3. June: Meet with the Wells Fargo Bank rep Nan Nguyen to change the signature card. This requires an online appointment with her. The Treasurer, Suellen Rottiers made our appointments. Both the outgoing and incoming presidents and new and old treasurers must go together with positive ID. Accounts are:

Checking 1739027389 and Savings #9738675025 Nan Nguyen, 735 Santa Cruz Ave., Menlo Park, CA 94025 Direct Line is 650-460-6426; email [nguyenna@wellsfargo.com](mailto:nguyenna@wellsfargo.com)

4. Verify that incoming officers and chairs have received reports from their predecessors and familiarize yourself with the duties of each so you can give guidance if needed. For Example, check with the previous year's June Luncheon chairperson and have them forward it to you and to the upcoming chairperson.

5. Inform the Yearbook chair of all appointments: Chairmen, and the two additional members of Donations and Nominating. Work with the chair of the Yearbook and review it for accuracy, typos and completeness. Assign proofing.

6. Set up your auto-address for group emails to the Board Members and your Committee Chairmen; decide if you will do this for Active Members and Associate Members yourself or have the Website Chair take care of Active/Associate blast emails for you, as I did this year. Note: All entire membership emails must be addressed "bcc" category to protect member privacy.

7. Review the past year's budget; plan the new year's budget with the Treasurer. Make sure you have a common understanding of expense guidelines for Program Speakers, event rentals, and Hospitality, preapproval of expenses, and Board approval of the Budget before it goes to a membership vote in October.

8. Attend Bay Ocean District New President coffee, or send an AGG rep. (VP)

## September:

- Programs are announced by Program Chair before Yearbooks tell all
- Yearbooks distributed at the end of the meeting after announcements
- Confirm dues payment to CGCI & Bay Ocean District by Treasurer prior to October 1st
- Re-Introduce the new Board and Committee Chairs
- State your coming Year's Goals, for example, in 2021-2022 ours were to enjoy meeting in person again, to update our Bylaws, to learn more about our gardens, and to explore our Website's communication possibilities.
- If Flower Show year, introduce Flower Show Chairs

## October:

- Confirm that Holiday Party planning has begun and make sure chairperson has all the information from previous years and does a site check.
- "Remember your Sponsor Day" new idea in 2021.
- Vote to Approve the annual budget at Board & General Meetings (hard copies handout required) Quorum established (majority of Actives), Motion, second, and 2/3 majority vote are necessary to pass a Budget Motion.

## November:

- Printed Holiday Party invitations are distributed at general meeting.

## December Holiday Party – Members Only & Spouses or significant others

- A 2021 Motion, and 2<sup>nd</sup> to discontinue December morning meetings was unanimously approved by the Board. Three previous year's December Party chairmen recommended having no morning meeting due to years of poor attendance and inconvenience for holiday evening party hostess.
- December Holiday Party 5-8 p.m. President greets members at the door.

## January:

- In 2022, a non-flower-show year, the Board had time to function as a Bylaw Review Committee in meetings from January to April and suggested update revisions four pages a month to complete a task that had not been addressed since 2017.

- The Donations amount available is decided at the Board Meeting after considering Holiday Party financials, then the Board approved figure is voted on at the General Meeting, requires a quorum and 2/3 majority vote.
- If a Flower Show year, consider purchasing liability insurance for the event. Discuss purchase from CGCI with the Treasurer.

### February:

- Ask members to think about this year's donation recipients for the year and mention that last year's list of donations is in the Yearbook. Donations Chairman passes out suggestion forms at the General Meeting.
- Nominating Committee begins to meet electronically or in person.

### March:

- Nominating Committee meets to prepare a slate of officers.
- Work with the Board to determine if someone will be nominated for the California Garden Club lifetime membership award. President usually nominates and Board approves. Those who have been given the lifetime award have an \* by their names in the yearbook.
- Check that the Donations Committee is prepared to discuss with the Board their list of donations at the April Board meeting
- Check that June luncheon committee is beginning to meet and will be ready with the luncheon invitation in May
- Send out email asking members to bring their checkbooks to the April meeting for dues payment

### April:

- Send in CFCI application form for Life Membership Certificate(s), as chosen by the Board. (Treasurer does this and sends check)
  - Donations Chairman distributes the names of recipients and amounts of donations, opens discussion for questions. Voting will take place in May.
  - Nominating committee presents the Proposed Slate of Officers
  - Members are reminded about dues at the meeting and in the newsletter.
  - June Luncheon Committee Chairman updates and announces the price.
  - Ask Board Members and Committee Chairs and officers to update their job descriptions and committee reports with timelines for the website
- Announce that VP Membership will circulate a copy of the yearbook for any updates by members at the May meeting

## **May Business Meeting** Annual Voting Meeting (No Guests allowed)

- Only Active Members may vote. Protocol for all voting matters: A “quorum” is required: over half of the total Active membership must be attending, counted, and the number recorded in the minutes. Four Board Members were counters in 2022. Three votes were taken: in 2022: Donations, Bylaw Suggested Revisions, and the Proposed 2022-2023 Slate of Officers. Donations Chair, VP Membership, and Nominating Chair phrased the motions. All were seconded. The votes were unanimous in favor.
- Check to see that June luncheon invitations are mailed or emailed.
- Work with Treasurer and Membership Chairperson to collect dues
- Make sure that Board member and Committee Chairmen job descriptions are sent to the Website Chair, updated on the Website and that outgoing officers and committee chairs are ready to hand over hard copy reports in June to the incoming people. The outgoing president also needs a copy of all job reports for the incoming President’s binder.
- Put together the President’s notebook for the incoming President
- Confirm that the Treasurer has inserted the Donations checks with the letters of donation notification from the Donations Chairman by June 20<sup>th</sup>.
- Check that the Treasurer notified CGCI of new officers’ names and contact information. Downloaded Form must be submitted online prior to June 1<sup>st</sup>. See the website [www.californiagardenclubs.com](http://www.californiagardenclubs.com) for the form, Treasurer must submit online, print, keep a copy and give a copy to the President.

## **June Luncheon Meeting** (Active & Associate Members Only)

- Thank all outgoing officers and Chairmen at the Luncheon
- Announce CGCI Life Membership Certificate(s) and present certificate(s) to recipient(s)
- Announce and congratulate the “Find It” Website game Winners
- Encourage sign ups on circulating committee sheets
- Install new officers Turn over President’s Binder and officers and committee chairs reports to incoming officers and chairs if not done yet
- Turn over large and small gavels to incoming president