

Guidelines for Officers

Tucson African Violet Society (TAVS)

Day Meeting (D), Night Meeting (N), Northwest (NW)

PRESIDENT'S DUTIES

The President should be very organized. Always be a month ahead, or you will be in trouble.

According to the bylaws of TAVS "The President shall preside at the meetings of the Society (the day, night and/or NW meetings as he/she desires) perform such duties as regularly pertain to the office, and be an ex-officio member of all committee except the Nominating committee. The President shall appoint all committee chairpersons as necessary."

To clarify the above statement:

- The President leads four meetings (day/night/NW & board) each month.
- The President sets up the agenda for each meeting (with the help of board members and members of society.)
- The President has to get agenda, handouts, newsletter, etc. to the Vice Presidents of the meetings over which s/he is not going to preside.
- The President works closely with all officers and Show Chairmen for the good functioning of the Society, according to the booklet supplied by the AVSA "Guide for Affiliate Presidents and AVSA Representatives."
- The President chooses carefully each chairman and assigns some responsibility to as many members as possible.
- The President should be generous in expressing appreciation and thanks for efforts and achievements of individuals. Be cheerful!
- The President should review the bylaws of the society to be aware of how the club functions. VERY IMPORTANT!!!!
- The President appoints a nominating committee of seven members, two representatives from the day, night & NW group and a member of the previous year committee at the January meeting. (No current executive board member shall serve on this committee.)
- The President, along with the Treasurer, may authorize checks for Club use.
- The President and the AVSA Representative are to encourage members of TAVS to become members of AVSA and to attend schools for judges.
- The President works with the Vice Presidents to plan the programs for the entire year. The year's calendar is published in the annual-update section of the Members Handbook, a responsibility of the Lead Vice President.
- The President should try to attend other garden-club functions and visit clubs in the area.
- The President should encourage members to contact newcomers in their neighborhoods and to promote interest in African violets by sharing plants, leaves, display, etc.
- The President needs to respond to public/members who contact them within 24 hours, very important in keeping membership and getting new members.
- The President should always contact new members by phone or email, welcoming them to the club, letting them know who their mentor is, and getting the mentor information from the Lead Vice President.

- The President needs to keep the whole meeting at no more than two hours, keeping the meeting part as short as possible.
- The President needs to keep the meeting moving and in control. If someone wants to complain or cause trouble, stop them before they get going and tell them to write a letter to the Executive Board.
- At the end of each year get your officers a gift there is a budget for this.
- The immediate past President shall attend the first three months' board meetings to help the new President.

Section Vice President's Duties

Read the bylaws, Article V, 2, to get a brief description of what your duties are.

- One of the Vice Presidents (VP) has to be the Lead VP. You make sure the other VPs have the signup sheets to pass around at their meetings, and do the schedule, get it copied, give it to the other VPs to handout at September meetings. More details below.
- The VPs should pass around signup sheets at the end of their term in March and April for the summer, fall programs and hosts for the next year. Hand these over to the new VPs when they come into office in May at the May potluck so they can pass them around at the potluck.
- Announce at the May potluck that each member will get a card notifying them about the summer programs. Also, put in the newsletter what we do over the summer.
- VPs should get together in May and decide what the summer programs will be and at what location. If the programs could be at different members houses, this would give members the opportunity to see how others grow their violets.
- Summer programs are June, July, and August and usually start at 10:30 a.m. on a Saturday. Let the Secretaries know two or three weeks ahead of time so they can send out post cards
- Put schedule together over the summer usually in July when you get the new membership list from the Treasurer. Once you have the new membership list, have a meeting with the other VPs in July and see what members requested for the programs (from signup sheets that were sent around) for the regular meetings. Figure out what months you want to do what programs and who you can ask to do them. You might kind of spell it out what you want them to do for the program—if you want it to be very visual or a hands-on program. If members go to the National Show, they have to give a program at the December potluck. If you want to do the AVSA slide program, you have to order three months ahead of time and fill out the order form. Contact the AVSA office.
- Update the membership list for the schedule and put an asterisk (*) by names of those who are AVSA members—you get this information from the Treasurer.
- Lead VP assigns new members to mentors. Try to put together people who live close to each other; going by zip code helps to figure it out. Ask the mentor to contact the new member and get together with them. Members are assigned a mentor for two years, published in the annual-update section of the Members Handbook. (See previous ones).
- Each VP has to go through the list and schedule everyone to be a host in his/her group, then notify the members who are hosts for the first meeting. Contact the hosts, person doing program, and person bringing the raffle gift each month. Having everyone host helps get them to meetings, and everyone takes a turn. Instruct the members that, if someone cannot host their month, they should trade with the member assigned in the next month or so. Put

new members with experienced members. The lead VP will give a deadline to the other VPs to get the above information to them.

- The lead VP will put the whole schedule together, this includes: Membership list, monthly meetings, officers, library, list of growers, mentors, description of project plants, growers guidelines, budget, club supplies, hosts helpful hints and officers and other positions duties. (Look at a previous one.) This is to be handed out at the September meetings.
- Have Members Handbook with schedule, new member information and bylaws in them at every meeting.
- One VP should buy notebooks and give some to the other VPs. Whoever buys them, turn in the receipt to the Treasurer—remember anything over \$50.00 has to be approved by the Board.
- It is important that you make it to all meetings so you can greet visitors and make them feel welcome. If they join give them a notebook with all above information in it and have them fill out membership information sheet. Give a copy of the membership information sheet to the treasurer and email/call the editor of the newsletter so they can put the information in the newsletter.
- If you haven't figured it out the NVP takes care of all the scheduling and members for the night group, the DVP does its group and the NWVP does its group. Makes sense!!
- You will go to board meetings called by the President and take the place of the President if they can not make it to a meeting.
- At least one of the VPs should have a computer, it will make this job a lot easier.

SECTION SECRETARIES' DUTIES

The Secretaries have the following duties:

Read the Bylaws V. #3.

- Take minutes and read past minutes at regular meetings and take turns at potlucks.
- Take turns taking minutes and reading minutes at board meetings.
- Send or handout at meetings copies of regular and board minutes to each board member. The minutes should get to the board members two weeks after the meeting. Very important that the President get them within two weeks.
- Maintain a record of all minutes by placing a copy of each set of minutes in the notebook.
- Send out post cards to members in your group for every meeting, summer programs and any extra programs.
- Very important that you send the cards out 10 days before the meeting.
- Only one Secretary sends a post card to those members who attend more than one meeting, but having all the meetings listed on the post card so only one has to be sent.
- At board meeting discuss what goes on postcards. Include meeting and program information. Who the hosts are, who is presenting the program, and who brings a raffle gift and highlight this on the postcard.
- Add special message on cards of members that didn't make it to previous meeting.
- Send postcards to persons who indicated an interest in joining the club from fall and spring shows.

- Keep spreadsheet on who does and does not attend meetings for your group. This will be given to Entries at the February/March show for Awards purposes. (This should be done by one of the section Secretaries.)
 - a. Send them a postcard for three months. If they don't indicate which meeting, give them information on all three meetings or, if appropriate, summer program or potlucks.
 - b. Stop sending them postcards if they have not come to any of the three meetings.
- One of the Secretaries send out letters each summer to the following:
 - a. Write a letter the first part of June to AVSA, listing all the officers, coordinators, and persons in other important positions and include their home addresses and telephone numbers. (This information must be in the AVSA office before July 1 so that it appears correctly in the September-October issue of African Violet magazine.)
 - b. Write letters to the Tucson Metropolitan Chamber of Commerce, the Tucson-Pima Public Library Department, Main Library, and the Gardeners of Tucson to inform them who is the current President, including his or her address and telephone number.
 - c. Write a letter to bank to authorize a change in who can sign checks, if the President and/or the Treasurer have changed from the previous year.
- Retain receipts from purchases of stamps, postcards, mailing labels, and other incidentals and turn them into the Treasurer for reimbursement before they total \$50.
- Preside at meetings in the absence of President and the Night, Day or North West Vice President.

TREASURER's Duties

General Duties

Read bylaws Article III. and V. #4.

- Go to the bank and sign a signature card with the President in order to write checks for the club. Must have a letter from the Secretary too.
- Write for change of name and address for all State and City forms, State tax, City tax, sales license etc. Each time there is a name change or an address change of the Treasurer a new form must be completed even if the same tax number is used. Send any fees at time of change request.
- Receive all money from members dues (due April 1, see bylaws), sale of club supplies, 10 % of members plant sold at meetings, show receipts and any other money collected by TAVS. Keep track of where money comes from as you will list the deposits separately in monthly and year end report.
- Deposit all money into the checking account keeping a record of same.
- Pay all expenditures, keeping a copy of all bills for the files. Write on the top of each bill the following, date paid, amount paid, check number, along with what the expenditure was for. Anything over \$50.00 must be approved by the membership or executive board prior to payment.
- Reconcile Bank Statements.
- A Treasurer report showing the bank account balance and any bill to be paid will be made monthly. This report will be read at both the day and night meeting each month. Make copies for the President, Day and Night Vice President and the Day and Night Secretary, keeping a copy for the Treasurer's file.

- Collect dues for new members at each meeting making sure to let the membership know the new members name, address, phone number, if they are a day or night member, and if they are a AVSA member. Also make sure that the Day, Night & NW Secretaries have this information prior to the meeting notices being sent out.
- Members dues are due in April, and will pay a late fee after July 1. *See bylaws Article III.* Keep a list of all members who paid their dues. List members name, address, phone number, fax number, email address, either a day or night member, when dues were paid and if they are a new member or a AVSA member. This information will be used to update our membership list throughout the year. *This information needs to be delivered to the Vice Presidents right after the first of July to do the schedule.*
- Pay insurance for all members who have paid their dues. AVSA will send an invoice to be completed, requesting the number of members to be insured. Provide them with the information along with a check.
- File a nonprofit organization tax report.
- Pay State and City tax. See number 13 of Show Duties on the next page or so.
- Maintain a spreadsheet (helps to have a computer) with the information listed on the budget for general account and show account. List each check written along with any deposits. Show each expenditure under the appropriate category along with each deposit under the category the money was received. Reconcile each category showing the money received the money spent along with the balance left in the banking account. For a monthly and final reports show money received, money spent for each category, along with money budgeted and if we were over or under in each budgeted item. This helps put the next years budget together. You should notify the President if going over in one of the budgeted items.
- Maintain records for audit by a non-Society member accountant prior to presenting annual report at the May meeting.
- Send any correspondent necessary to document any action taken while Treasurer, keeping a copy for your files.

SHOW DUTIES/Cashier Chair

- Pay all show expenses, keeping track of what category they will fall into.
- . Fill out form requesting insurance usually a month before the show. When the insurance policy is received keep a copy and give the place we are having the show the original as soon as you receive it. This is to be done for every event we have where we are having a show and sale.
- Prior to the show date go to the bank and withdraw money from the account. Usually the amount of \$250.00 or \$400.00 depending on the size of the show and sale. Get bills of 1's, 5's, 10's and 20's. Get coins in quarters, dimes, nickels and pennies. See cashier book for amounts.
- As the Treasurer you are also the Cashiers Chair for each show. You need to tell the Supplies Chair person to bring one or two cash registers and tables. You have to recruit members to help you man the registers at all times, making sure the cash registers are in working order and that you have cash register tape. You will also need help in bagging supplies or calling out prices of the plants and supplies sold at the show. It is very busy the first part of each day so extra help will be needed during that time. It is your responsibility to make sure money is on hand at all times during the show.

- At the end of the first day count the money at home (checks and cash) and only take enough money the next morning to start selling. Take the same amount you started with the day before.
- At the end of each show follow the procedures listed, count money, cash and checks. Stamp all with the TAVS deposit stamp. Put checks in alphabetical order and add on adding machine with tape showing the total of all checks to be deposited, attach this tape to the deposit slip along with the checks. Before you deposit the checks make a list of name, address, and phone number (if a TAVS member don't list.) Give this list to the person who sends out the cards to the public advising them when the shows and sales are. Usually Kathy Bell.
- After listing the information from the checks, deposit the checks along with the cash. This should be done right away as a \$2,500.00 balance in the checking account will keep the club from paying high bank charges each month.
- When determining how much money was made at the show deduct the money withdrawn from the checking account used at the beginning of the show so it is not counted as part of the sales.
- Growers use stick to sale their plants, you pay them by how many stick you have. More detail in cashiers notebook. Keep sticks of project plants separate so you don't charge sales tax.
- Make a spreadsheet for each grower showing how much they sold and pay them 75% of that amount (don't figure the tax on amount), the club keeps 25%. Show the growers and clubs percentage on this report. See cashiers notebook for more detail.
- After all growers spreadsheets are complete, sent them a check and spreadsheet. Keep a copy of spreadsheet for your file. See samples in Treasurer's stuff or cashier notebook. You have ten (10) working days to pay the growers.
- Make a final report of money paid to growers, mall, judges, and any other expenses for the show and sale, money retained by the club, money collected for city and state tax, along with the profit or loss statement. This must be done within two weeks of each show. The figures from this report should go to the executive board, show chairman, and read at the following monthly meeting for each show and sale. Usually there are three sales a year.
- Pay City tax of __%* and State tax of __%* of money brought in from the show and sale. These taxes are filed monthly or quarterly depending on when the forms are received and due. Following the instructions on the State and City tax forms as to when the payment should be received. Make sure you list the tax number for City and the tax number for the State on the check. Note, we have a sales license for the City and State taxes, they are different license and different numbers.
- Always take the City and State sales license to every show.
- When members sell their show plants at the end of each show they must pay the club 10% of that sale. There is a slip they are give if they are going to sell the plant and that must be turned in with the 10%.
- Tax rates can vary.

Committees

AVSA REPRESENTATIVE—N, D, NW—gives a brief review of the AVSA magazine pointing out some good articles to read to encourage members to join AVSA and receive the magazine.

EDUCATION COORDINATOR shall work with participating schools and students to assist them in growing and showing violets. They also automatically become the Education Chair for all of our shows.

GOODWILL AMBASSADOR shall be responsible for sending cards for illnesses and deaths in families and shall be reimbursed by the society.

HISTORIAN shall keep a scrapbook on the annual show and all other special activities of the Society. This scrapbook, including the program of that year, shall be turned over to the Librarian at the end of each year. Shall be reimbursed for film/developing and scrap book by the society.

LIBRARIAN shall keep all the Society's reference books, AVSA magazine, literature and preserve all historical records for the society.

Newsletter Editor is responsible for the publishing of the TAVS newsletter, The Desert Blooms, with ten issues per year—one for each month plus one issue for the three summer months. Publishing costs are reimbursed by the society.

PARLIAMENTARIAN—N, D, NW—makes sure we follow Robert's Rules of Order and our current Bylaws.

Show Chairperson makes all of the arrangements for the Fall Sale and the Spring Show & Sale, and s/he coordinates all of the committee people involved. The Show Assistant will be the following year's Chairperson and works directly with the Show Chairperson to get hands-on experience. S/he also gets to pick the project plants for the following year. The TAVS president can give more information on these very important positions. Expenses shall be reimbursed

SUPPLY COORDINATOR shall order supplies and make them available at each of the meetings. Any expenditures exceeding \$50.00 has to be approved by the Executive Board.

Shall provide reports to the Treasurer after Spring and Fall sales and an inventory of all supplies in May.

Webmaster creates and maintains a TAVS website. S/he shall have discretion as to content, subject to approval of the board. The website must be kept up-to-date. Expenses are reimbursed.