



SOGHS Position Descriptions

The term for Executive Board positions shall be two years, with a two-term limit for each office, except Treasurer, Newsletter Editor and Webmaster. In odd-numbered years elections will be held for President, (2nd) Vice-President, Secretary, and Annual Hosta Sale Director. In even-numbered years elections will be held for (1st) Vice-President, (3rd) Vice-President, Member Fundraisers Director and Hostatality Director. If an officer resigns his/her position before the term expires, the President shall appoint a replacement to complete.

Each **Executive Board member** shall file an annual written report. The report shall review the duties and responsibilities of the position, detail activities of the committee and include any budgetary requests.

Each **Executive Board member** shall have a working knowledge of Word, Excel, Adobe Reader (ability to read pdf files), e-mail and access to the internet.

President

President (Bylaws description): The President shall preside over all meetings of the Executive Board. The President shall fill all vacancies occurring between meetings as expeditiously as possible. The President shall appoint all Committee Chairpersons, shall serve as ex-officio member of all committees except the Nominating Committee, and shall perform such duties as the advancement of the interests of the Society may require. The President shall report on the State of the Society to the membership at the annual meeting and in the publications of the Society. He/she shall ensure preparation of a summary of the actions of the Board meetings as approved by the Executive Board for publication on the Society's website.

Additional Description:

The President should have held a previous board of director's position so as to be familiar with the workings of the SOGHS Board of Directors (BOD).

The president holds board meetings during the year with the BOD to plan SOGHS direction, policy, and events.

The president holds general membership meetings with SOGHS members to conduct business, perform education, and provide a social setting for members to communicate on hostas and other matters.

The president has several special committees to staff and ensure they are providing the proper support:

- Hope Lodge Project - involves coordinating the summer maintenance schedule and making sure we have supplies as needed.
- RCTC SMART Garden – involves establishing and maintaining the Hosta SMART garden. The garden area is located near the Heintz Center on the RCTC Campus.
- Philanthropy – involves identifying or soliciting input from the BOD on appropriate non-profit organizations for SOGHS to support (for example, hosta research and educational work).
- Promotions – involves maintaining brochure inventory for member dissemination and developing promotional materials/plans to distribute/post using websites, media, and community contacts throughout the region to attract new members and to raise awareness of the mission of the Society and its meetings and other events open to the public (promotional examples include postings by SOGHS Facebook administrator, Hosta Sale publicity coordinator).
- Historian (standing committee) – involves creating an annual SOGHS scrapbook (or another format such as Shutterfly) to document the Society’s activities (note that the Society newsletters and yearly board reports supplement the scrapbooks) and documenting activities/results/recommendations for inclusion in the annual report.
- Logo Wear (standing committee) – involves maintaining awareness of interest in a Logo Wear offering and if warranted, investigating options and presenting recommendation to Board on type (embroidered/screen printed), vendor (local screen print company or other for embroidered offering), specific offerings, fundraiser or not, then working with Board to finalize details and manage implementation and documenting activities/results/recommendations for inclusion in the annual report.
- Hosta Show (standing committee) – involves planning for and coordinating implementation of an annual SOGHS Hosta Show, under AHS accreditation, with the activities/results/recommendations documented in the Society’s annual report.

The President is also the key interface to SOGHS for other Hosta organizations, as well as the first point of contact to SOGHS for other organizations and individuals.

The President files e-form 990-N with the IRS during the tax season each year declaring our gross receipts are under \$50,000.

Other tasks of President include a column for the newsletter.

At the September Board meeting of the year, present a draft calendar of events and budget for the upcoming year with input from the Executive Board to be finalized for presentation at the October member meeting.

SOGHS Materials:

The President should be the caretaker of the SOGHS Bylaws and propose changes as needed or required.

Solicit and compile the Executive Board’s year-end reports and assist in preparing the budget, having copies made for the Annual Meeting in February. Future Presidents may wish to hand off these duties to the Secretary and Treasurer.

Computer Knowledge:

Have knowledge in use of MS Office Word, use of the Internet, e-mailing the SOGHS Board and members, and the ability to read Adobe .pdf files.

1st Vice President – Tours

(1st) Vice President – Tours (Bylaws description): The (1st) Vice President – Tours – Shall preside in the absence of the President. The 1st Vice President shall serve as Chair of the (optional) Tours Committee and report the committee actions to the Board. The Tours Committee will be responsible for arranging and coordinating garden and other educational tours. The (1st) Vice President shall serve as Interim President should the President vacate or cannot serve the position.

Additional Description:

The purpose of having a tour committee is to enable the Hosta Society to:

1. Provide tours of private and public gardens to encourage learning and education and promote creative ideas.
2. Provide bus and carpool tours to allow members to visit gardens that are at a greater distance and opportunities to purchase hostas and other companion plants.
3. Create a committee of members:
 - a. Committee should consist of up to 6 members to run smoothly and keep the workload at a minimum for individual members.
4. For local garden tours, committee will solicit and select member tour gardens, and will publish descriptions and directions to those gardens.
5. For bus tours, committee will designate a meeting place and bus company, pick up food, collect money, and provide the sign-up sheets and directions for tours. Designate ONE PERSON to collect the money for bus tours and that person will have the sign-up sheet and be responsible for getting the money to the treasurer.
6. For carpool tours, committee will solicit and select carpool stops (gardens, nurseries, restaurants, and if necessary overnight accommodations), make necessary reservations, designate a meeting place/time, and publish descriptions and locations/directions for the stops.
7. Committee will choose and order the member tour incentive hosta and accompanying labels, (possibly coordinated with orders for HOTY and the plant sale to be most efficient and cost-effective).
8. Committee meetings need to be started and planning under way by NOVEMBER – DECEMBER and the dates provided to the President to be added to the SOGHS calendar and to the Newsletter Editor by January 1.
9. Keep the Webmaster and Newsletter Editor updated with dates, type of trip, other tour information and directions, etc. so the events can be put in the newsletter and on the web. Deadline dates need to be put on the input by owners for Local Garden Tours so they will be sent out in the newsletter with date and small description of their garden and address. Prepare a sign-up sheet for each in-town garden.

SOGHS Materials:

Each Executive Board member shall file an annual written report. The report shall review the duties and responsibilities of the position, detail activities of the committee and include any budgetary requests.

Computer Knowledge:

Have knowledge in use of MS Office Word, use of the Internet, e-mailing the SOGHS Board and members, and the ability to read Adobe .pdf files.

2nd Vice President – Programs/Education

(2nd) Vice President - Programs/Education (Bylaws description): The (2nd) Vice President - Programs/Education - shall serve as Chair of the (optional) Programs/Education Committee and report the committee actions to the Board. The Programs/Educations Committee will be responsible for planning educational programs and developing educational materials for the membership according to the meeting schedule in Article V Meetings.

Additional Description:

Plan educational programs for each membership meeting including:

1. Identifying educational topics of interest to the organization.
2. Contact speaker for availability and confirm date, time, location; verify topic of presentation; request brief bio and photo for media, newsletter, and website.
3. Arrange terms of speaker (fee, mileage, accommodations, if necessary)
4. Determine needs of speaker for presentation (audio/visual equipment, laptop computer, microphone, table, etc.) and arrange to either provide or have speaker provide own equipment.
5. Contact speaker to remind of program date/time/location approximately 1 week prior to meeting and to request any last-minute program needs.
6. Provide directions to meeting location and directions to accommodations if necessary.
7. Introduce the guest speaker at the member meeting.
8. Request receipts for expenses to be reimbursed (mileage, hotel, meal, speaker fee, etc.) and deliver same to treasurer.
9. Follow-up with a thank you note to speaker.
10. Identify educational materials beneficial to members for possible purchase and distribution or to become part of an educational library available to members.
11. From time to time, as requested by the newsletter editor, identify educational articles for inclusion in the newsletter.
12. Coordinate special events for educational purposes as opportunities arise for the benefit of the members and the general public.

SOGHS Materials:

Each Executive Board member shall file an annual written report. The report shall review the duties and responsibilities of the position, detail activities of the committee and include any budgetary requests.

Computer Knowledge:

Have knowledge in use of MS Office Word, use of the Internet, e-mailing the SOGHS Board and members, and the ability to read Adobe .pdf files.

3rd Vice President – Membership

(3rd) Vice President – Membership (Bylaws description): The (3rd) Vice President – Membership - shall serve as Chair of the (optional) Membership Committee and report the committee actions to the Board. The Membership Chair shall be responsible to launch and coordinate all aspects of the annual membership enrollment and renewal process. This process shall include the receipt of all membership payments and enrollment forms. Dues collected shall be submitted to the Treasurer. The Committee Chair shall update and maintain the membership list.

Additional Description:

The Fiscal Year of the Society for dues shall be from January 1 to December 31 (Bylaws IV A), such that dues paid for the upcoming year will provide membership from Jan. 1 to Dec. 31. Dues paid after Jan. 1 will provide membership during that calendar year, through Dec. 31. Dues are \$10/year for a single membership, \$15 for a dual membership. There is no pro-rating from the date of payment or the number of months left in the year. When submitting monies to the treasurer, make note as to whether the renewal is paid by cash or check. If by check, note the date and check number for reference if the need arises.

Membership responsibilities:

Maintain records pertaining to membership:

The membership list is on a spread sheet and includes the year a member joined, year paid through, first and last names, address, phone number and email. If a member has no email, an advisory on the spread sheet should indicate that a newsletter must be MAILED. Changes to the list are made as necessary. With every renewal, a membership form should be filled out. Having this form current ensures correct mailing information, phone numbers, and emails.

Welcoming new members:

After receiving new member information and entering it into the database, a welcoming letter is sent to the new member via email or mail. The current president may also send a welcome letter via mail. The Membership VP's letter is a welcome to SOGHS with any current information they might need to know. Also included in this letter is information about the SOGHS Web site, how to access, what the user name is and the current PW.

Name tags:

The current membership form offers the opportunity to order a name tag. If so indicated, the information is submitted, and a name tag ordered. Any name tag money that has been submitted is sent to the treasurer. When ordered, the order should include the address of the recipient as the name tag is mailed directly to them. The bill is submitted to the treasurer by the engraver.

Membership meetings and events:

The membership chair or persons should provide opportunities for members to renew membership, new members to join and answer questions or resolve issues regarding membership. If visitors or

guests have attended meetings, signed in and left an address, email, or phone number the membership chair will make every possible attempt to follow up with them, offering more information about SOGHS or mailing a membership brochure.

Newsletter:

The editor of the newsletter will ask for new member names, so they can be recognized. The editor will also ask for any articles the membership chairperson might want to submit to the newsletter that addresses membership.

SOGHS Materials:

Responsible for the SOGHS Membership Application content and copies.

Responsible for the SOGHS Membership Brochure content and copies.

Membership applications should be mailed to the Membership Vice President.

Each Executive Board member shall file an annual written report. The report shall review the duties and responsibilities of the position, detail activities of the committee and include any budgetary requests.

Computer Knowledge:

Have knowledge in use of MS Office Word and Excel, Google Docs, use of the Internet, e-mailing the SOGHS Board and members, and the ability to read Adobe .pdf files.

Secretary

Secretary (Bylaws description): The Secretary shall record the minutes of Board meetings and the Society business meetings. The Secretary shall send correspondence on behalf of the Society to a member and/or their families in the event of a member's (or their immediate family's) illness or death in the form of a Get Well/Sympathy card and in the event of a death, an appropriate memorial of \$50.00 value. The Secretary shall maintain an archive of all Society Board and business meetings minutes and forward minutes to the Webmaster for archiving on the Society website.

Additional Description:

The Secretary shall attach the annual End of Year Reports (consolidated into a single document by the President) to the minutes for the first Board meeting of the year.

SOGHS Materials:

Each Executive Board member shall file an annual written report. The report shall review the duties and responsibilities of the position, detail activities of the committee and include any budgetary requests.

Computer Knowledge:

Have knowledge in use of MS Office Word, Google Docs, use of the Internet, e-mailing the SOGHS Board and members, and the ability to read Adobe .pdf files.

Treasurer

Treasurer (Bylaws description): The Treasurer shall be responsible for all Society funds and maintain adequate financial records. He/she shall prepare and render an annual financial report and budget to the Executive Board before its annual meeting and authorize publication of the annual financial report to the general membership subsequent to Board approval. The books of the Treasurer shall be made available to the Executive Board before the annual Society meeting and at any other time as determined by the President. Upon resignation of the Treasurer, or other schedule approved by the Executive Board, the President shall appoint an Internal Audit Committee of at least 2 and not more than 3 members to review the books, records and accounts of the society and report their findings to the membership at the annual meeting.

Additional Description:

As a 501(c)(3) approved charitable organization (IRS Section 170 (b) (1) (A) (vi), donations to Shades of Green Hosta Society of Southeast MN, Inc. are tax deductible (within IRS limits). A form can be obtained from the Treasurer or President for purposes of verifying donations to SOGHS.

File an annual business filing with the MN Secretary of State.

File any updates to the Bylaws with the MN Secretary of State as needed.

Handle other communications or requests brought to the Executive Board and/or the membership, such as helping to fund the Hospitality Room during the Conventions hosted by SOGHS.

General:

The treasurer shall keep a register using Quicken or Quick Books. Each month the account shall be reconciled.

It is the treasurer's responsibility to reimburse all receipts and submit payment for all invoices throughout the year with the board's approval.

Any monies collected for fundraising, tours, donations, etc. is submitted to the treasurer for deposit in the SOGHS account.

Hosta Sale:

Presale – Evening before the sale

The treasurer is responsible for bringing money in small bills drawn from the SOGHS checking account to make change for presales.

The treasurer is responsible for the setup and management of credit card transactions made with Square.

The treasurer is responsible for keeping and collecting any IOU's at the conclusion of the sale.

Day of the Sale

The treasurer is responsible for the cash boxes for the cashiers during the Annual Hosta Sale. The cash boxes should each be supplied with money (\$50.00) in small bills drawn from the SOGHS checking account to make change, pens and a calculator.

The treasurer is responsible for the setup and management of credit card transactions made with Square.

During the sale, the treasurer shall make sure that each cashier has what he/she needs, collect any big bills and checks.

At the conclusion of the sale the cash boxes shall be collected and the money tallied and totals reported.

The treasurer is responsible for reimbursing any expenses incurred during the sale by invoices/receipts being submitted.

Auctions/Live and Silent:

The treasurer is responsible for bringing money (\$50.00) in small bills drawn from the SOGHS checking account to make change for cash transactions.

The treasurer is responsible for management of credit card transactions made with Square.

The proceeds shall be deposited in the SOGHS bank account.

Membership Dues:

The membership chair will give the monies collected for dues/nametags to the treasurer to be deposited in the SOGHS account.

The treasurer will keep a record of the name of the member, amount of the check or cash and the check number, as a cross reference for the membership chair.

SOGHS Materials:

Each Executive Board member shall file an annual written report. The report shall review the duties and responsibilities of the position, detail activities of the committee and include any budgetary requests.

Computer Knowledge:

Have knowledge in use of MS Office Word, use of Quicken or Quick Books, use of the Internet, e-mailing the SOGHS Board and members, and the ability to read Adobe .pdf files.

Hosta Sale Director

Annual Hosta Sale Director (Bylaws description): The Annual Hosta Sale Director is responsible for chairing the Annual Hosta Sale and reporting the committee actions to the Executive Board. This committee shall be responsible for planning and coordinating all aspects of the annual hosta sale. This will include securing a location, establishing a date for this event, and Membership commitment for donations and volunteer service to ensure a successful fundraiser.

Additional Description:

June: Secure rental space for the next year's event immediately after the sale

August: (due Sept. 1) write article for newsletter about the current year's sale: things learned, revenue, good practices, outstanding help

November: (due Dec. 1) write article for newsletter to remind people about the upcoming sale and the need for donations and volunteers

February: (due March 1) write article for newsletter giving dig guidelines, reminders, and setup/sale day details to encourage donations and volunteers for the various tasks involved (such as digs, availability of soil/pots/labels, publicity, setup/takedown, boxes, cultivar/HVX identification, pricing, bench cards, wagons, customer assistance, holding area, cashiers, membership, refreshments)

February and April:

- a. Communicate with “Dig Committee” regarding pots and soil, members that need help digging (as known) and hosta varieties coming into the sale-
- b. Create sign-up sheets for different volunteer groups needed at the sale
- c. Provide sign-up sheets at each SOGHS meeting
- d. Ask members for plant donations and which hosta varieties are being donated to ensure pricing and bench cards are in place

May:

- a. Review hosta layout for sale
- b. Contact Olmsted County’s Graham Site Coordinator regarding Hort. Building key

SOGHS Materials:

Each Executive Board member shall file an annual written report. The report shall review the duties and responsibilities of the position, detail activities of the committee and include any budgetary requests.

Computer Knowledge:

Knowledge in use of MS Office Word, use of the Internet, e-mailing the SOGHS Board and members, and the ability to read Adobe .pdf files.

Newsletter Editor

Newsletter Editor (Bylaws description): The Newsletter Editor is responsible for publishing the official Society Newsletter. The Newsletter shall contain material that is of interest to all members of the Society and such material shall be in keeping with the purpose and intent of the Society.

Additional Description:

The SOGHS Newsletter, *The Hosta Leaf*, will be published the first of the month, a minimum of four times per year: January/February/March; April/May/June; July/August/September; and October/November/December.

The deadline for submissions, set by the Editor, is typically the 15th of the month preceding publication. On the 1st of that month, the Editor sends reminders and requests for content to Board Members and committee chairs as appropriate. The Editor writes and edits articles as needed, and inserts clip art and photos where appropriate.

The Newsletter layout will be standard 8.5 x 11 inch page size with a variable number of pages per issue. Each page is numbered. The Newsletter will include as a minimum the following: an updated calendar, letter from the President, summaries of past events, promotions for upcoming events, membership summary and items of interest submitted by board members and general membership. Articles of interest can be reprinted from other Society Newsletters with their permission-

Once the articles are collected and edited, the layout is created. When completed, the Newsletter is exported as a PDF and forwarded to the President for correction and approval. The approved copy is once again checked and final layout adjustments are made by the Editor to ensure the production of a high-quality Newsletter with no lingering errors or writing inconsistencies. The final copy is sent to the Webmaster, who distributes the Newsletter to members electronically, via email. Additionally, the Webmaster posts an “archival” copy of the Newsletter on the “Member’s Only” section of the SOGHS website.

The Editor will also arrange to have printed copies of the Newsletter to be mailed to members who do not have email and to be made available at the hosta sale to show to potential members.

As a member of the AHS Newsletter Exchange (NLE), the Editor routinely sends the newly released issue of *The Hosta Leaf* to newsletter editors of other local and regional hosta societies in the US and Canada and AHS Officers. The NLE mission allows local hosta society newsletter editors to share content by providing access to newsletters from across the US and Canada. As such, newsletter articles may be reprinted from newsletters of other hosta societies.

SOGHS Materials:

Each Executive Board member shall file an annual written report. The report shall review the duties and responsibilities of the position, detail activities of the committee and include any budgetary requests.

Computer Knowledge:

Have knowledge in use of MS Office Word, use of the Internet, e-mailing the SOGHS Board and members, and the ability to read Adobe .pdf files.

Member Fundraisers Director

Member Fundraisers Director (Bylaws description): The Member Fundraisers Director is responsible for coordinating special fundraising promotions. He/she shall be responsible for collecting monies due and for distribution of items upon fulfillment of orders.

Additional Description:

The Member Fundraiser Director is responsible for these activities (silent and live auctions may be handled via standing committees reporting either to Member Fundraisers Director or directly to the President):

1. Silent Auction – Encourage donations for the Silent Auction at Spring Open House and Founder’s Day, provide bid sheets and determine opening bids, manage the auction soliciting assistance as warranted. Committee Chairperson will document the year’s activities, results, and recommendations at year-end for inclusion in the Member Fundraisers annual report.
2. Live Auction – provide assistance as needed (such as tracking winning bids) with live auctions. Committee Chairperson will document the year’s activities, results, and recommendations at year-end for inclusion in the Member Fundraisers annual report.
3. Hostas of the Year and/or Scratch and Dent – Based on member interest from preceding years, make recommendation to the Executive Board on an annual basis to offer only one (which?) or both of these opportunities to members. Order Hosta plants (number TBD) from a reputable Hosta wholesaler or retailer to provide for SOGHS members at a small profit. Solicit feedback from the Board (and members) regarding the final selection for the hostas. Create order forms and publicize the offerings to members via our member meetings (timing dependent), website, and through emails. Hostas of the Year (HOTY) is a spring offering (depending on the vendor being used, Hosta varieties may be selected as early as December and perhaps even November or as late as March) with order placement typically in March or April and delivery early May, Scratch and Dent is a late summer offering by Bob Solberg from Green Hill Farms, Inc (order placement is usually late August, with delivery early September). Note: Member pricing for HOTY and Scratch and Dent offerings was determined by pricing policy added to by-laws in 2016 (formula for pricing of each plant: \$1 for shipping and handling + our cost from supplier + 25% rounded up to next dollar).
4. Submit input to our SOGHS Newsletter to describe the member fundraising offerings coming up and encourage participation.

SOGHS Materials:

Each Executive Board member shall file an annual written report. The report shall review the duties and responsibilities of the position, detail activities of the committee and include any budgetary requests.

Computer Knowledge:

Have knowledge in use of MS Office Word, use of the Internet, e-mailing the SOGHS Board and members, and the ability to read Adobe .pdf files.

Hostatality Director

Hostatality Director (Bylaws description): The Hostatality Director is responsible to secure door prizes and coordinate member socials and other events as directed by the Executive Board.

Additional Description:

Hostatality Director will work with planners of Spring Open House and Founder’s Day Picnic, as well as Hosta Sale Director to determine extent of any assistance needed to provide and serve food and refreshments for these events.

Hostality Director will schedule, reserve venue, plan, and communicate details (via Newsletter, website, and email) on socials held regularly during the year for SOGHS membership to gather and enjoy camaraderie in informal settings.

SOGHS Materials:

Each Executive Board member shall file an annual written report. The report shall review the duties and responsibilities of the position, detail activities of the committee and include any budgetary requests.

Computer Knowledge:

Have knowledge in use of MS Office Word, use of the Internet, e-mailing the SOGHS Board and members, and the ability to read Adobe .pdf files.

Webmaster

Webmaster (Bylaws description): The Webmaster is responsible for maintaining the website of the organization, including posting minutes, a calendar of events, and details for upcoming meetings and events.

Additional Description:

The Webmaster must maintain a “Member’s Only” section which is password protected. The password should be changed at least once a year, after the first of the year prior to the first member meeting. The Member’s Only section contains current Newsletters, End of Year Reports, Budget, links to Member and Executive Board Minutes, and other SOGHS-sensitive information such as a list of members with associated information.

The “Archive” section contains links to old Newsletters, with Board and Business meeting minutes and End of Year Reports to be added as time permits.

The Website should be functional and comprehensive. Current Web pages include: Home, About Us, Membership, Contacts, Calendar, Links, Member’s Only, and Archive.

Newsletters should be posted on the Web as a .pdf document as part of the Newsletter distribution process. The Newsletter distribution should provide a link to the online Newsletter. The Website should be optimized for performance and usability, which means that the page sizes need to be kept at a minimum to optimize the page load time.

The Webmaster will send notices of up-coming events to the membership.

SOGHS Materials:

Each Executive Board member shall file an annual written report. The report shall review the duties and responsibilities of the position, detail activities of the committee and include any budgetary requests.

The Webmaster is responsible for the website content and ensuring that there is adequate Server support to maintain the website. The Webmaster is also responsible for maintaining the SOGHS URLs: www.soghs.org and www.shadesofgreenhostasociety.org.

The Webmaster is also responsible for maintaining the Facebook SOGHS Group for the purposes of social communications among SOGHS members. This means that the SOGHS Group will be an “open group”. The Webmaster will designate the administrators of that site for the purpose of approving new group members and administrating the content of the group.

Computer Knowledge:

The Webmaster should have a detailed understanding of Website structure, Webpage structure and content (including HTML knowledge), Web Servers and the upload and download process (File Transfer Programs), and frequent computer access to be able to respond quickly to updates. Currently the Coffee Cup program is used to assist in the SOGHS website maintenance, however other website programs could be used.

Have knowledge in use of MS Office Word, use of the Internet, e-mailing the SOGHS Board and members, and the ability to read Adobe .pdf files.