

## HOW THE BUGs STEERING COMMITTEE WORKS

Each Summer after our gardens are planted, it is time to look at the big picture. The garden is an independent organization with great relationships with community organizations like the Centretown Community Health Centre, the CMHA, and the YMCA. During the Annual General Meeting we review the events of last year and elect a steering committee for the coming year.

There are seven positions on the steering committee and below you will find descriptions of each plus a nomination form. Please consider volunteering for a position with the steering committee. It is a one-year term with ideally, a monthly meeting.

**The Annual General Meeting will be held on Tuesday, July 10th beginning at 5pm in the garden. In case of rain, it will be held the following Tuesday, July 17th. Let's make it a potluck! Bring some munchies!**

Bugs has been very successful over the last 11 years because of all the volunteer time that has been generously donated. You could help make it even stronger.

We look forward to seeing you on the 10<sup>th</sup>. If you have any questions, please send them by email to [dhooton@rogers.com](mailto:dhooton@rogers.com).

**Here is a description of the positions:**

### **A. COORDINATOR**

#### ***Responsibilities:***

1. The Coordinator represents the garden publicly (outreach, media interviews, promoting awareness of the garden in general, political lobbying when required).
2. The coordinator works with YM/YWCA on the water issues
3. The coordinator liaises with the City of Ottawa on issues such as the lease
4. The Coordinator attends Steering Committee and CGN meetings
5. The Coordinator ensures that members have a good understanding of their rights, privileges and obligations
6. The coordinator can appoint (with the approval of the Steering Committee) an assistant who will manage and administer the Tasks List/Green Hours Schedule. This means assigning tasks so that all gardeners have an equal opportunity to meet their green hours requirements (15 hours)
7. The Coordinator and Public Relations Officer work with City Officials on issues related to the garden
8. The Coordinator oversees the smooth operation of the garden.

#### ***Skills Required:***

1. Good communication skills
2. Good organizational skills
3. Leadership skills
4. Interpersonal skills
5. Reporting and speaking skills

## **B. MEMBERS AT LARGE (2 POSITIONS):**

### ***Responsibilities:***

1. The members at large will represent the members of the garden, focusing on garden issues.
2. Will attend meetings and report to the steering committee

### ***Skills Required:***

1. Good communication skills
2. Good listening skills
3. Good reporting skills
4. Good interpersonal skills

## **C. MEMBERSHIP COORDINATOR:**

### ***Responsibilities:***

1. Assigns plots and update plot maps
2. Keeps mailing/membership list up to date and accurate
3. Telephones, calls-around to members of waiting/membership list to establish correct address, etc. (can assign volunteers to assist)
4. Attends and report to monthly meetings of the Steering Committee
5. Attends CGN meetings
6. Looks after signing and collecting of documents (disclaimers & survey) and taking completed forms to City Hall
7. Checks the BUGS telephone for messages
8. Ensures/records that green hours & water duty is completed as assigned.

### ***Skills Required:***

1. Good organizational/filing skills
2. Good communication skills
3. Good reporting skills

## **D. PUBLIC RELATIONS OFFICER**

### ***Responsibilities:***

1. The Public Relations position deals with external communication
2. Meets with the CCHC representative.
3. Public Relations Officer will arrange media, outreach, promotion opportunities as well as meetings with City Officials
4. Will regularly check the BUGS email
5. Develops newsletter with assistance from Steering Committee members
6. Public Relations Officer will work with Coordinator when dealing with City Officials on garden issues
7. Required to attend and report to the Steering Committee meetings

### ***Skills Required:***

1. Good communication skill
2. Good organizational skills
3. Good reporting skills
4. Good interpersonal skills

## **E. SECRETARY:**

### ***Responsibilities:***

1. Attends and records minutes of the Steering Committee meetings and post within 10 days of the meeting
2. Posts minutes of meetings in the binder in the shed and post in shed
3. Files copies of minutes at CCHC
4. Books meeting rooms
5. Two weeks prior to the next meeting the secretary will post the agenda for next meeting in the shed
6. Maintains files

### ***Skills Required:***

1. Good recording skills
2. Good organizational skills

## **F. TREASURER:**

### ***Responsibilities:***

1. Attends meetings of steering committee
2. Meets at bank with any new signing officers to provide ID and signatures to bank officials. A total of two signing officers are needed for signing of checks including treasurer.
3. Informs signing officer of requirement to provide written notice to the bank when resigning as a signing officer.
4. Provides an up to date balance of bank account at steering committee meetings, if unable to attend a meeting Treasurer must provide written report
5. Writes cheques for receipts which are identified by a member's name listed on membership officer's list. A name must be written on each receipt by anyone claiming reimbursement. Cheques and receipts can be left for other signing officer in envelope.
6. Documents prepared by the treasurer at the end of the business year for October 31 are a disbursements journal and a bank reconciliation.
7. Each cheque should show a breakdown of items purchased on the stub. Each receipt should be marked with the number of the cheque it is paid on including the date.
8. Items purchased cannot exceed \$25 unless approved by the steering committee. This also means that cheques cannot exceed \$25 for multiple receipts.

### ***Skills Required:***

1. Bookkeeping/accounting skills
2. Banking skills