

Canmore Community Gardening Society Board of Directors

Roles & Responsibilities

July 30 2020

Overview

The **CCGS Board of Directors** have full control and management of the affairs of the society as stated in the Society By-Laws. This includes overall planning of the garden and its infrastructure, management of Society financial and other resources, maintenance of membership data and dues collection, management of the website, communication with the membership and stakeholders and in so doing ensure the long-term overall sustainability of the garden. The Board and individual members of the Board must also represent and reflect the interests and values of the entire CCGS community.

1. CCGS By-Laws

As a registered society within the province of Alberta, CCGS is responsible to develop and maintain by-laws. These By-Laws discuss how the CCGS Board of Directors is to operate and includes topics such as membership, appointment and terms of the Board of Directors, scheduling of regular meetings of directors and the annual general meeting of the members. The CCGS By-Laws are available to all members on the CCGS website (canmorecommunitygardening.org). For convenience and transparency, information about Board meetings and the process by which a member may request an item be added to an upcoming meeting agenda is outlined below.

a. Board Meetings

Meetings of the Board shall be held as often as may be required, but at least once every three months (CCGS Bylaws). Only Board Members vote on motions during Board Meetings. CCGS members may attend Board meetings, as an observer, by request. Board members and guests are expected to keep their comments brief and on topic to respect all attendees' time. Discussions that require direct consultation with a Team Leader or CCGS member will be tabled until a later date, when the individual is able to attend.

b. Meeting Agenda

All Board Members may send agenda items to the Secretary. The agenda shall include timing for each item and is distributed one week in advance of the meeting. Members may request an item for the agenda and the opportunity to attend a Board meeting, in writing to the Secretary, two weeks prior to a meeting.

c. Meeting Notes

The Secretary must attend all meetings of the Society and the Board of Directors and is responsible for keeping accurate minutes of all decisions and votes.

d. Communication between Board Members between meetings

Email is an appropriate means of communication for discussions and information sharing for board members between meetings. Board members must keep email messages on the topic of the original email message. Email is not appropriate for voting on motions, unless quorum was not established at the meeting where the item was presented for voting. In this case, a vote may be held by e-mail if the item is urgent.

- e. Board Member Appointments, Elections, Term Limits and Attendance at Meetings
These subjects are discussed in greater detail in the CCGS By-Laws, available upon request. Additionally there is a process to orient new Board Members.

2. Garden Plan / Infrastructure

The overall garden plan includes all areas and spaces within the garden, as well as its resources and considers sustainability, CCGS financial and other resources, future projects and enhancements. The plan is developed with members' input and considers the needs of the garden ecosystem and the membership. The Board manages the development of the garden plan using the following guidelines.

- a. For any proposed change, the Board should ensure the change plan accounts for:
 - A clear articulation of proposed changes to the garden plan
 - A clear timeline for when proposed changes would take place (particularly relative to the planting season)
 - What the trade-offs are (if any use of space in the garden negates an existing use of space)
 - Who will be implementing proposed changes
 - Who will be maintaining and/or taking responsibility for proposed changes over time (and for how long) (e.g., if building a new communal bed, which team will be inheriting that bed in the following season? Are they on board with how that bed was built and what its intended use is?).
- b. Any member can propose alternatives or changes to the garden plan, concerns with the garden layout, or suggested maintenance. These suggestions should be presented at a Board Meeting for consideration.
 - This includes adding new beds, removing or remodelling existing beds, or changing current use of 'undeveloped areas'.
- c. Proposed alternatives need to be documented visually to show exact locations and specifications for changes to the garden. They should include a timeline of when those changes should take place (e.g., moving perennials based on time of year) and how long it will take to make those changes. Written 'minutes' are incomplete documentation of new/changed bed outline proposals.
- d. Members impacted by proposed alternatives – neighbouring Team Leaders, neighbouring plot gardeners, general garden members – should be informed and consulted about proposed changes before a revised plan (adapted to address any concerns) is presented to the Board. Any changes to the Garden Plan should benefit and respect the whole garden community.

- e. Unless urgent, changes may be approved by the Board to be implemented at the end of season or at the start of the following season.

3. Management of Common Resources

The Board is responsible for balancing the needs of all garden users and ensuring the long-term sustainability of the garden ecosystem. In particular, the Board maintains decision-making over the allocation of common developed or undeveloped resources, such as social areas, pathways, the toolshed and the fence garden.

Common resources in the garden include:

- Garden beds including communal and plot beds, flower beds and fence garden
- Watering systems including hospital water access, cisterns, hoses and sprinklers
- Hand wash stations
- Compost -- both purchased and on-site compost
- Fence and gates including ongoing maintenance
- Pathways
- Social spaces
- Garden Shed
- Garden tools and maintenance
- Overall Garden Plan
- Greenhouse

4. Financial/Legal Resources

In balancing the needs of all garden users and ensuring the long-term sustainability of the garden the Board is responsible for management and decision-making over garden financial and legal resources including the following:

- Membership revenue, compost sales
- Reimbursement for garden purchases
- Fundraising
- Filing of the Society's Annual Return, including financial statements
- Annual renewal of the Society's liability Insurance

5. Membership Management

In its duty to manage the affairs of the society, the Board is responsible for ensuring the management of CCGS membership. The Board is also responsible for ensuring CCGS members are informed of CCGS activities. We need to listen to and echo feedback from Garden Members and Team Leaders, as well as represent and reflect the interests and values of the whole garden community.

- Regular communication with members via the CCGS newsletter, email and website including announcements about garden opening and closing and other garden events; opportunities to become team leaders, board members, or volunteer with special projects; and reminders about garden policies.
- Managing membership rolls and collection of dues
- Annual General Meeting of CCGS Members

6. Stakeholder Communication

As with its duty to manage the details of membership, the Board is responsible for ensuring communication with CCGS stakeholders including:

- Canmore General Hospital
- Press and public inquiries
- Suppliers of garden materials and services such as seeds, compost, woodchips, soil testing, garden tools and other maintenance materials

7. Educational Events

To ensure long-term sustainability of the garden, the Board is responsible for ongoing education for Board Members and gardeners. Topics of educational events should be chosen from those identified at meetings of the board or members, including the AGM, and from input from members and may include the following:

- Greenhouse design
- Wildlife-safe gardening
- Pernicious & perennial weed management
- Edible weeds
- Composting
- Soil testing
- Tool maintenance
- Canning and preserving

Timeline

		Communal Garden Committee	Board
Jul	Growing Season		
Aug			
Sep		Plan Garden Closing	Plan Garden Closing
Oct		<ul style="list-style-type: none"> - Communal Plot Gardeners Debrief - Member-at-Large Nomination - Communal Garden Teams Debrief- Seed order compiled (based on above) - Garden Closing 	Communicate with Plot Gardeners about their renewal
Nov			Recruit/nominate volunteers?
Dec		Team Leader Application Deadline	
Jan		Assign Team Leaders Propose & Revise Garden Plan	
Feb		Order Seeds	AGM planning
Mar		Assign Communal Garden Teams Maintain & Amend Beds	Member Application/Plot Renewal Deadline AGM Assign Communal Gardeners to Teams Allocate available plots
Apr		Maintain & Amend Beds	
May	Growing Season	Planting Opening Weekend	Opening Weekend
Jun			