

Librarian:

The librarian is responsible for the Group's library and must ensure that books are available at every meeting. Records must be kept of when books are borrowed and returned. The librarian also purchases new books when authorised to do so by the committee.

What else could you do?

- Put your name down on the raffle or refreshments rotas.
- Help set up and take down the chairs and tables at monthly meetings.
- Volunteer to help set up the Show on the Friday evening before, or to help pack away after the Show is closed.

Alpine Garden Society



Bedfordshire Group Committee Handbook

Committee Members' Jobs

President	Nominated by committee and approved by members at the Annual General Meeting. The President does not have to be a member of the committee, but is entitled to attend committee meetings.
Vice-President	See above
Chairman	Selected from the committee following the Annual General Meeting.
Hon. Secretary	Proposed and seconded by members and voted for by members at the Annual General Meeting. Volunteers should make themselves known by the September meeting. Please note that any new Secretary must be approved by Pershore before taking on the role. This only has to be done the first time they are elected.
Hon. Treasurer	Proposed and seconded by members and voted for by members at the Annual General Meeting. Volunteers should make themselves known by the September meeting. Please note that any new Treasurer must be approved by Pershore before taking on the role. This only has to be done the first time they are elected.
Show Secretary	Appointment by volunteering and approved by members at the Annual General Meeting.
Webmaster	Appointment by volunteering and approved by members at the Annual General Meeting. Access to the internet is necessary.
Committee Member	Proposed and seconded by members and voted for by members at the Annual General Meeting. Volunteers should make themselves known by the September meeting.

Please note that you must be a member of both the Society and the Group if you wish to hold any of the above positions, excluding that of committee member. You only need to be a member of the Group to be a 'normal' member of the committee.

Publicity Officer:

Generally manages publicity. Show and general Group posters and flyers are produced as required. Advertisements, as agreed by the committee, are placed in local publications. Costs of advertising and production can be reclaimed from the Treasurer.

Membership Secretary:

The membership secretary maintains the subscriptions and capitation records, including members' details. Income taken in at every meeting must be recorded and passed onto the Treasurer. Details of new members must be given to the Secretary.

Raffle Member:

The only duty of the raffle member is to ensure that tickets are available for the monthly meetings and the show.

Refreshments Member:

The refreshments member is responsible for ensuring that sufficient milk, coffee, tea, biscuits, washing up liquid and tea towels are available at every monthly meeting. Costs are reclaimed from the Treasurer.

Plant Sales Member:

The main role of the plant sales member is to run or assist with plant sales at the AGM and Show. Normally this is run at a rate of 50/50, i.e. fifty percent of a sale goes to the member and fifty percent goes into Group funds.

Projectors Member:

The projectors must be available at every meeting and are stored at the relevant member's house.

Committee Members

There are four committee meetings a year; before and after the Show and before and after the Annual General Meeting. Normal committee members, i.e. members who do not hold a specific post, do not have any duties to perform.

One member of the committee has to look after the projector(s).

Example Committee Agenda:

1. Apologies for Absence
2. Minutes of the Last Meeting
3. Matters Arising
4. Treasurer's Report
5. Correspondence
6. Reports on Group Meetings
7. Arrangements for Future Meetings
8. Website Report
9. Any Other Business
10. Date and Place of Next Meeting

Issues brought to the attention of the Secretary are also discussed. Meetings begin at 8:00pm and last between an hour and ninety minutes. They take place at members' houses, normally on a Thursday, but this can be changed if more convenient.

President

There are no actual duties that the President has to perform. It is an honorary position granted in recognition of services to the Group over a number of years.

The committee nominates a member for the presidency, who is then either approved or rejected by the Group at the Annual General Meeting. The President does not have to be a member of the committee but is entitled to attend meetings if they wish.

Membership of the Alpine Garden Society and the Bedfordshire Group is necessary required.

Vice-President

The notes under 'President' apply to the position of Vice-President as well. However there are two Vice-Presidents.

Chairman

The Chairman is responsible for chairing committee meetings and the Annual General Meeting. They also introduce the speaker at monthly meetings.

The Chairman is appointed by the committee at the first committee meeting following the Annual General Meeting.

Membership of the Alpine Garden Society and the Bedfordshire Group is necessary required.

Hon. Secretary

Secretary's Tasks:

Book the village hall for monthly meetings and the Show	This has to be done one year prior to the year being booked. For example, the dates required for 2011 are booked in early 2010.
Write and send out the monthly newsletter	Eleven newsletters are sent out every year; there is no need to send one out in January. A lot of the newsletters are emailed by the Webmaster, but can be emailed by the Secretary if convenient. If the Secretary is not online a copy of the newsletter should be posted to the Webmaster, who will scan it and then email it.
Write the agenda and minutes for committee meetings	An example of the agenda can be seen on the 'Committee Members' page.
Write the agenda and minutes for the Annual General Meeting	
Prepare the Membership Cards for the Annual General Meeting	
Store and take the leaflets to meetings	It may be possible to store leaflets at the Village Hall.
Liaise with Pershore and other gardening groups	This task is shared with the webmaster, who manages the Group's email account.

Please note that if the role is divided, only the person who undertakes the above has to be approved by Pershore.

Webmaster

The Webmaster is appointed by the relevant member volunteering for the job and being approved by the Group at the Annual General Meeting. Access to the internet is essential.

The software used to manage the website is 'Mr Site'. This requires very little technical experience and works much the same way as 'Microsoft Word'. A running in period is always possible to become familiar with the system. 'Mr Site' allows for more than one person to edit the content of the website, although it may be desirable to have a 'Webmaster-in-Chief'.

It is important to note that although 'Mr Site' is used by other Alpine Garden Society Groups, Pershore is not in a position to offer technical support as they use a different system. However there is twenty-four hour technical support provided by 'Mr Site'. It should also be pointed out that the Bedfordshire Group is considered to be the 'expert' on 'Mr Site' in the Society as we introduced it to the Society at a national workshop on websites.

The Webmaster is also responsible for the Group's email account, which is linked through 'Mr Site'. The email account is a key contact point for people who are new to the Group. Contributions from members for the website and the newsletter are also sent via email.

An annual fee has to be paid directly to 'Mr Site'. This has to be done in September.

Members who are online receive their newsletters via email, which is sent out by the Webmaster, but can be sent out by the Secretary.

A report on the website is given at the Annual General Meeting and updates are given at committee meetings.

Show Secretary

The Show Secretary is appointed by the relevant member volunteering for the job and being approved by the Group at the Annual General Meeting. A year as a trainee Show Secretary may be useful before taking on the task of running the Show.

Show Schedules have to be prepared in time to be sent out with the February newsletter. Judges also have to be confirmed by this time.

The dates of the Show have to be confirmed with the Show Secretary one year in advance, so that the village hall can be booked in advance. Although not necessary, it is preferred that the date avoids national Alpine Garden Society shows. If any displays are going to be exhibited the relevant members should be approached beforehand.

Entries should be collected the week before the Show. Do not panic if you only have a few entries mid-week, as most exhibitors put off entering until the final day for entries. Entry cards should be printed as entries come in. Once the deadline has passed exhibitors should be entered onto a chart so that their results can be recorded. Trophies also need to be collected from the previous year's winners.

The Show Secretary has to organise volunteers. As well as people to do general jobs such as taking in money, four stewards are needed during the judging. A volunteer to prepare the judges lunch is also required.

On the Friday before the Show Secretary has to oversee the setting up of the Show. During the morning the Show Secretary has to assist with exhibitors and deal with any queries that arise. When judging has finished the Show Secretary attends the judges' lunch and then greets any visitors. At 2:30pm they must hand out the awards.

Optional Secretary's Tasks:

Book the speakers	An independent Bookings Secretary can be appointed if necessary. Usually ten speakers are needed a year. There is no set time for when speakers should be booked, but normally they are arranged between one and two years in advance. A speakers list is sent out by Pershore every other year and guidance of popular speakers can be found in the minutes.
Attend Wilstead Village Hall Committee meetings	Another member could be appointed to do this. The committee meets around six times a year. If the representative is not the Secretary, they will be required to report anything that affects the Group to the Secretary and committee if necessary. Usually this only includes an occasional rise in rental fees.
The Monthly Competition	See below.

The Monthly Competition:

The appropriate entry cards have to be taken to the monthly meetings. Each month the results have to be recorded and tallied ready for the presentations at the Annual General Meeting.

It is possible to transfer this to the Show Secretary. If this is done, the Secretary and Show Secretary must ensure that the competition on the newsletter and the cards at the meeting match!

Any changes to the schedule and results should be passed onto the Webmaster so that they can be published on the website.

Hon. Treasurer

The Treasurer is elected at the Annual General Meeting. A year as a trainee Treasurer is always possible. Please note that anyone who takes on this role has to be sanctioned by Pershore before they take up the position.

Ultimately the Treasurer has to manage the Group's finances. All income and expenditure has to be recorded and identified. All committee members are responsible for keeping account of their expenses and the relevant receipts; the Treasurer must arrange for their reimbursement when they are made aware of the other member's costs. At monthly meetings the Treasurer has to collect all money taken in and write any cheques that are needed. Any cheques must be counter signed by either the Secretary or the Chairman.

A report and the year's accounts must be prepared for the Annual General Meeting and also sent to Pershore. This includes having them audited, which can be done by a Group member. The report has to include:

- Total costs over the financial year
- Total income over the financial year
- The year's Show finances
- Possible reasons for significant changes in figures
- Next year's budget
- Any proposals to a change in subscription fees etc.

The Treasurer also has to give a report at the committee meetings. This includes:

- Figures from recent meetings
- Any donations or grants received
- Any issues that have become apparent

The Wilscher Legacy:

The Bedfordshire Group is very fortunate to have access to a fund that was left to us by Alison Wilscher, the wife of a founder member and a past Secretary.

The money is managed by the Society and is kept in their accounts. A 'Memorandum of Understanding' between the Society and the Bedfordshire Group has been signed and a copy will be given to every new Treasurer.

Due to statutory requirements it is important that a separate account is made of our use of the legacy. A separate report must be produced and sent to the Society as soon as possible after the 31st of August. Supporting documents, for example receipts of any purchase made, must be included in the report sent to Pershore.

Before money can be accessed agreement must first be obtained from the Society. This ensures that our use is in line with the condition of the will and also the Society's charitable aims. Although this does not have to be done by the Treasurer, he must record any and all money extracted from the fund, as well as what it was used for.

A three year spending plan has to be produced every few years and sent to Pershore. This is not a list ideas that will definitely be implemented, nor is it an exhausted list of proposals for the three years. It is done to give the Society an idea of what we might do with the money in the short term.