



OTTAWA CHAPTER

Position Descriptions/Job Descriptions/Roles & Responsibilities

Approved November 10, 2017

The Executive of the Chapter are as follows:

President, who shall be appointed by the Headmaster, on the recommendation of the Executive;

Vice-President, who shall be appointed by the Headmaster on the recommendation of the Executive;

Secretary, who shall be appointed by the Headmaster on the recommendation of the Executive;

Treasurer, who shall be appointed by the Headmaster on the recommendation of the Executive;

Immediate Past President, who shall automatically become a voting member of the Executive, and

Honorary Advisor, who shall be appointed by the Headmaster on the recommendation of the Executive;

Additional positions may include:

Membership / Telephone

Demonstrations

Historian

Workshops

Communications:

Internal (Newsletter)

External (Website)

Recruitment)

Hospitality

Newsletter

Librarian

Ad Hoc—e.g. Program/Fundraising

Photographer

Field Trip

The Board shall conduct all business of the Chapter on behalf of the membership. Together, the Board Members are to:

- promote the study of the Ohara School of Ikebana;
- provide a program for members including workshops and demonstrations to enhance the learning of the members;
- provide members with opportunities to heighten their understanding and appreciation of the Ohara School of Ikebana;
- increase public awareness with regard to the Ohara School of Ikebana; and
- communicate with members to develop and implement Chapter goals presented at the AGM and published in the Newsletter.

General Duties of individual Board Members include the following:

1. be familiar with the roles and responsibilities of their positions;
2. attend all Board meetings and the AGM; if unable to attend to submit requisite reports;
3. support all Board members and decisions taken by the Board;
4. prepare timely reports for meetings when activities have been undertaken by their position;
5. keep current files for their position;
6. submit expense forms as necessary, with receipts attached;
7. when leaving a position on the Board, ensure that the replacement is aware of and has a copy of the roles and responsibilities;
8. pass on current files to your replacement when leaving a position, and
9. archive past files, as required for storage.

Specific Roles and Responsibilities:

The President shall:

- a) represent the Chapter in all its functions and assume the administrative duties of the Chapter;
- b) preside at all meetings of the Chapter and call special meetings as deemed necessary;
- c) preside at all Board Meetings;
- d) appoint all Committee Chairpersons and be an ex-officio member of all committees except the Nominating Committee;
- e) be the official contact of the Chapter with Ohara Headquarters on official matters;
- f) shall be a signing officer;
- g) submit an Annual Report on Chapter Activities to the membership at the end of each year;
- h) submit a projected program for the upcoming year to the membership at the Annual General Meeting and to Headquarters, and
- i) maintain contact with and relay any ideas, suggestions or information from other Ohara Chapters to the general membership, as appropriate.

The Vice-President shall:

- a) assist the President;
- b) preside over meetings in the absence of the President;
- c) ensure that the qualification records of the membership are maintained;
- d) chair the Exhibition Committee and ensure any special projects agreed upon by the Board are undertaken, and

- e) shall be a signing officer.

The Secretary shall:

- a) keep the minutes of all Board Meetings and any special meetings called by the President;
- b) be recording officer for the Annual General Meeting;
- c) present the Minutes of the previous year's meeting at the Annual General Meeting, and
- d) handle all correspondence at the direction of the President.

The Treasurer shall:

- a) keep an account of and report at each Executive and/or Board Meeting on the finances of the Chapter;
- b) receive all monies paid to the organization;
- c) make disbursements upon the direction of the Executive Board;
- d) shall be a signing officer;
- e) present a Year End Statement of the Chapter finances for the Annual General Meeting, and
- f) present annually an audited year- end financial statement to the membership.

The Past President shall:

- a) select the members of the Nominating Committee, convene and chair the committee
- b) provide support and advice to the President, and
- c) lead the review of the Constitution every 5 years.

Honorary Advisor

This position is optional and the role and responsibilities will be determined case by case. The role could include providing the Chapter with interpretations of style and trend information received from Headquarters in Japan. The position is filled when the Chapter wishes to recognize the exceptional work and contribution of a member.

Note: this position has a specific description in the Constitution

COMMITTEE RESPONSIBILITIES:

Membership shall:

- a) maintain an electronic membership list which includes contact information and Ohara certificate level for each member as well as relevant Chapter information;
- b) produce a membership booklet every two years for sale to members; to, based on the information from the membership list;
- c) collect annual dues;
- d) inform the Newsletter and Internal Communications officer of changes to email addresses and changes to the membership list;
- e) send an electronic membership list to all members annually;
- f) prepare name signs for exhibitions;
- g) order name tags for new members, and
- h) send welcome letters to new members.

Communications (Internal and External)

Internal Communications shall:

- a) maintain an electronic distribution list of members, friends of Ikebana and other interests;
- b) prepare an electronic newsletter with contributions from the Board and general membership, and distribute to appropriate bodies, including
 - a. generating list of potential items for the newsletter,
 - b. communicating topics to Board via email and/or at board meeting,
 - c. recording additional newsletter items discussed at board meeting, and
 - d. seeking approval of the President for all news items;
- c) send other communications to members at request of Board or President;
- d) maintain list of active teachers/classes for publication on Website and send information to the Web Chair of Ikebana International Board for publication on I.I. website; and
- e) maintain Constant Contact membership database.

External Communications shall:

- a) maintain an electronic distribution list of friends of Ikebana and other interested groups;
- b) disseminate relevant information outside the membership;
- c) maintain an adequate supply of printed brochures and teacher's lists for use at events
- d) maintain an internet presence for the Chapter (Website or Facebook page);
- e) work with the Vice President to coordinate publicity for the annual exhibition and other important events;
- f) gather contact information from non-member attendees at workshops etc., and
- g) gather contact information from teachers of students who are not members of the Chapter.

Nominating Committee shall:

- a) consist of three (3) members, including the immediate Past President as the Chairperson, one member appointed from the Board and one member appointed from the general membership who is not on the Board;
- b) be responsible for selecting a slate of nominees; and
- c) be responsible for presenting the slate of nominees to the Annual General Meeting, biennially.

Workshop shall:

- a) plan and coordinate workshops associated with the Ohara exhibitions;
- b) plan/coordinate workshops for the membership; and
- c) plan/coordinate other workshops in the larger community.

Hospitality shall:

- a) coordinate the provision of refreshments for Chapter events, and
- b) maintain Chapter hospitality supplies

Approved by Board of Ottawa Chapter November 10, 2017