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# OFFICER ROLES

*The Officers of the Redwood Empire Rose Society shall be the President, Vice President, Secretary and Treasurer. They shall be members of the American Rose Society for a minimum of two (2) years, and a member of RERS for a minimum of eleven (11) months. They shall be elected biannually on an even year at the October meeting for a term of two (2) years. If any officer is unable to serve a 2-year term, a special election will be held at the October meeting of the following year for that office.*

## OPEN POSITIONS (click to read full description)

Vice President | Secretary

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PRESIDENT
Position: Filled, pending re-election

- Preside at all meetings of the Society's membership.
- Be a member ex-officio with the right to vote on all committees except the Nominating Committee.
- Report to the membership such matters and make such suggestions and recommendations, as may be desirable and/or necessary.
- Appoint the Chairpersons of all committees necessary to carry on the purposes of the Society.
- Appoint two representatives to the Luther Burbank Art & Garden Center, Inc.
- Appoint two delegates, who are members of the American Rose Society, to the Northern California, Nevada, Hawaii District (NCNH) Spring & Fall meetings.
- Complete all forms submitted by the NCNH District and ARS.
- Every three (3) years, the President shall appoint a delegate, who is a member of the American Rose Society, to the committee to choose the recipient of the District's Silver Honor Medal Award.
- Submit an annual written report stating what our Club's activities have been in compliance with the purposes and objectives of the Luther Burbank Art & Garden Center, Inc. These reports shall be filed with the Center's Recording Secretary at the January meeting.
- At the April Program, appoint a chairperson of Judges for our Spring Rose Show for the next year. The Chairperson shall immediately proceed to secure judges for that show.
- In August, appoint a Chairperson of the Nominating Committee.
- In November, appoint at the November Program Meeting three (3) members to serve on the Audit and Budget Committee.
- Must be an RERS member for a minimum of eleven (11) months and an ARS member for a minimum of two (2) years.

VICE PRESIDENT
Position: OPEN

- Perform all duties of the President in his or her absences or as requested by the President.
- Serve as Program Chairman- see Program Chairperson description
- Must be an RERS member for a minimum of eleven (11) months and an ARS member for a minimum of two (2) years.

SECRETARY
Position: OPEN

- Keep a full and complete record of the proceedings of all Executive Board/council meetings. Provide the minutes each month to the Newsletter Editor within five (5) days after the Board/Council Meeting.
- Handle correspondence of the Society.
- Pass on to the incoming Secretary all records of the past year.
- Must be an RERS member for a minimum of eleven (11) months and an ARS member for a minimum of two (2) years.

TREASURER
Position: Filled, pending re-election
The Treasurer shall sign checks on behalf of the board with prior consent of the council. There will be four (4) signatures recorded on the bank account, in case of need.

- Receive all funds and keep an accurate record of all monies received and disbursed. Such records to be kept for seven (7) years.
- Present a written record of all receipts and disbursements at each Council meeting
- The treasurer shall sign all checks on behalf of the council with the council's consent.
- Have custody of all funds belonging to the Society.
- The Treasurer shall present an annual budget for approval by the council in February for the year.
- Make certain that any unbudgeted expenses in excess of $500.00 be approved by a vote of the Membership.
- Must be an RERS member for a minimum of eleven (11) months and an ARS member for a minimum of two (2) years.

# STANDING COMMITTEE ROLES

*The following Standing Committees will exist to support the Society. Chairs will be appointed by the incoming President in November prior to installation. Any vacancies will be coordinated by the Executive Committee. All Chairs shall be responsible for keeping within the allotted budget for each project. All committee chairs are appointed by the President. Expenses should be submitted in line with the actual budget. Must be a member of RERS for a minimum of eleven (11) months.*

## OPEN POSITIONS (click to read full description)

*Program Chairperson* | *Monthly Rose Exhibition Chairperson* | *Hospitality Chairperson* | *Consulting Rosarian Chairperson*
*Newsletter Editor Chairperson* | *Rose Show Chairpersons*

FILLED: *Garden Maintenance Chairperson* | *Membership Chairperson* | *Publicity Chairperson*

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PROGRAM CHAIRPERSON
Led by Vice President or committee
Coordinate yearly schedule of programs, speakers, and events.
Position: OPEN

- In election years and upon election, the new VP shall confirm the upcoming year of programs, with the assistance of the outgoing Vice President or other volunteers
- Determine program committee(s)
- Confirm monthly with speakers' needs (screen, microphone, stipend, etc.)
- Provide program description to Newsletter Editor & Newsletter Publisher
- Complete upcoming year's program schedule by October 31, so it is available at the November Fall Potluck Dinner and for inclusion on the website and Membership Roster for the coming year.

MONTHLY ROSE EXHIBITION CHAIRPERSON
Present a rose for display at each meeting from April to November (during bloom season).
Position: OPEN

- Set filled water vessel(s) on table(s) with a rose(s)
- Provide name tag, specimen info
- Describe roses to attendees before program meeting begins
- Remove rose(s) and vessel(s) at the end of program

HOSPITALITY CHAIRPERSON
Oversee hospitality for monthly programs, pruning events, and Rose Show Judges.
Chair Position: OPEN

- Arrive 30 minutes prior to the program to set up refreshments (tea, coffee, water, cookies).
- Purchase food/service supplies as needed (submit reimbursement form to Treasurer)
- Assist with food/beverage service, kitchen cleanup.
- Coordinate contributions from membership for refreshments table.
- On-going inventory maintenance of hospitality cupboards and supplies.
- General clean up of Center after the program: put away chairs/tables, sweeping, take out garbage, lock all doors, etc.

CONSULTING ROSARIAN CHAIRPERSON
Chair Position: OPEN

- Shall coordinate the January pruning demonstrations at the Luther Burbank Art & Garden Center rose garden.
- Coordinate consulting rosarian(s) to author an article for publication in the newsletter and remind each CR to fill out Roses in Review forms online.

NEWSLETTER EDITOR CHAIRPERSON
Chair Position: OPEN

- Shall gather and assemble material/content and have the Redwood Empire Rose Society Newsletter - Rose News (a monthly newsletter), ready for e-mailing at least a week before each Program and e-blast program and important information on off months.
- Publish as close to the 5th of each month as possible.
- Send copies to all RERS members including honorary members, editor of Criterion and to the NCNH District Director.
- Works closely with a hired marketing agency (Newsletter Publisher) for design/format/publishing services.

ROSE SHOW CHAIRPERSON(S)
Chair Position: OPEN

- Appoint all committees to coordinate all phases of the Spring Rose & Rose Arrangement Show.

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## FILLED

GARDEN MAINTENANCE CHAIRPERSON
Oversee general maintenance of the Luther Burbank Art & Garden Center's gardens; RERS Rose Garden.
Chair Position: FILLED. A gardener has been hired for the regular maintenance.

- Chair shall coordinate the deadheading and weeding of the LBAG Rose Garden throughout the growing season.
- Shall work with the Consulting Rosarian Chair in organizing the January pruning demonstrations.
- Organize the subsequent dormant season maintenance such as fertilizing, spraying and mulching.
- Coordinate spring and fall deadheading programs in garden.
- Responsible for keeping the water system in repair and the roses adequately watered and fertilized.
- Bring forward any upgrades to the Rose Garden to be approved during the Council meetings.

MEMBERSHIP CHAIRPERSON
Chair Position: FILLED

- Responsible for preparing the Membership Roster and assisting the Treasurer in collecting dues.
- Collect/solicit new memberships at programs/events and manage online applications from website.
- Provide Newsletter Chairperson and Board with a list of new members.
- Shall welcome guests and have them sign the Guest Book.
- Introduce guests and new members at the Programs.
- Prepare and pass out name tags and return them to the box at the end of the meeting.

PUBLICITY CHAIRPERSON
Chair Position: FILLED. A marketing agency has been hired to provide this service.

- Shall provide local newspapers and other forms of media with news of our Society's activities.
- Manage social media platforms, create content and advertising, Engage with rose and garden communities
- Respond to comments on RERS platforms.

# COMMITTEE ROLES

*All committee chairs are appointed by the President. Expenses should be submitted in line with the actual budget. Must be a member of RERS for a minimum of eleven (11) months and a member of ARS.*

## OPEN POSITIONS (click to read full description)

*Welcome Committee/Greeter(s)* | *Annual Pruning Workshops Committee* | *Audit & Budget Committee* | *NCNH Delegates* | *LBA&GC Representatives*

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WELCOME COMMITTEE /GREETER(S)
Position: OPEN

- Must be able to attend all scheduled program dates and arrive 30 minutes prior to each program to set up the Welcome & Name Tag Tables, and stay after approx. 15 minutes after program to break down the two tables.
- Set up Welcome Table with Membership Applications, RERS Collateral/Signage, ARS Collateral, Sign-In Sheet, etc
- Set up the Name Tag table with all name tags. Collect tags after the program to be stored at the Center.
- Offer a warm, friendly greeting to members and non-members of the community as they sign-in to the program.
- Engage visitors during the program, ask how they heard about RERS, and promote membership benefits as appropriate.

ANNUAL PRUNING WORKSHOPS COMMITTEE
Position: OPEN
Two (2) Pruning Workshops each January, generally the first two Saturdays of the month.Assist Program Chairperson with following tasks:

- Set up the workshop section (chairs, tables, posters, etc.) the afternoon before each pruning program.
- On the day, greet members and public guests at the door, check people in; Assist with glove purchases.
- Assist with breakdown of tables/chairs after the workshop (30 min clean up).
- General clean up of Center after the workshop: put away chairs/tables, sweeping, take out garbage, etc.

AUDIT AND BUDGET COMMITTEE
Position: OPEN

- Audit the books and present them at the February Program.
- Special events, such as a District Conference, will also be audited by that year's Audit and Budget Committee.

NCNH DISTRICT DELEGATES
Attend Northern California/Nevada/Hawaii District meetings on behalf of Redwood Empire Rose Society.
Position: OPEN, two (2) people required, per bylaws.

- Must be a member of RERS for a minimum of eleven (11) months. Must be a member of ARS.
- Represent our RERS at Northern California-Nevada-Hawaii (NCNH) District meetings.
- Provide a report to the RERS Secretary to include in Board Meeting minutes.
- Provide a substitute if unable to attend.

LUTHER BURBANK ART & GARDEN CENTER REPRESENTATIVES (LBA&GC) on behalf of Redwood Empire Rose Society.
Position: OPEN, three (3) people required, per bylaws. Must be a member of RERS for a minimum of eleven (11) months.

- Make a report of what business was conducted by the LBAG Center meeting.
- Provide a report to the RERS Secretary to include in Board Meeting minutes.
- Provide a substitute if unable to attend.

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