

GHG Governing Council Member Guidelines

www.georgiaherbalistsguild.org

2011 GHG Governing Council:

Deb Chichester: President

Chris Wagoner: Secretary

Lydia Dalton: Treasurer

Lorna Mauney-Brodek: General Council Member

Chris Kilgore: General Council Member

GHG Council Elections for 2012:

The GHG Governing Council will be comprised of 5 members, 3 of whom are officers. The officer positions include the President (Chairperson), Secretary, and Treasurer. While each officer position is assigned specific duties within the council, all council members are considered to be of equal status, and share equal responsibility within the council. In keeping with the spirit of our council, each council member is able to step in and help with anyone's appointed officer duties, or any general organizational needs that may arise.

All members of the GHG Governing Council must be AHG members in good standing. Governing Council members must have been active within the GHG, and in attendance at GHG meetings for at least one year, with the exception of the Treasurer, who must have been active in the GHG and in attendance at GHG meetings for at least 3 years.

All Governing Council members are responsible for the following job description, and officers of the Governing Council have additional duties which are outlined below:

Members of the GHG Governing Council must be willing to commit to the job for one full year. Time constraints are relatively minimal, but will vary depending on which officer's positions are held, and may fluctuate depending on the general activity level of the GHG during various times of the year. It is important to be able to attend as many of the general membership meetings as possible, which occur on the third Sunday of every month at the Atlanta Botanical Gardens, with a few exceptions: During some months of the year, a field trip or an event may be planned that may be scheduled on a date other than the third Sunday in order to accommodate presenters, special field trips, or venue scheduling. This will be planned in advance by the Governing Council.

It is important for all Governing Council members to have reliable access to internet service, basic email capabilities, and reliable telephone service. Meetings of the Governing Council often take place via teleconference in order to reduce travel expenses and save time. These teleconference meetings are scheduled as needed and during times when all council members are available. Council members also rely heavily on communication by email.

President (Chairperson) Responsibilities:

The president must be a person who is fully vetted by the current Governing Council, must be an AHG member in good standing, and must have previously served on the GHG board.

The President (Chairman) is responsible for setting all meeting agendas, calling meetings to order, moderating the meetings, and closing the meetings. The President also may introduce the guest speakers at chapter meetings, and serve as a point of contact for special events and field trips unless another member is appointed for this task.

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Secretary Responsibilities:

The position of Secretary requires above average organizational skills, some computer skills (word processing, email, and internet capabilities are a must), good verbal communication skills, and the ability to accurately keep records. This is the more time consuming position of the council.

The secretary is responsible for taking attendance at all meetings, and for gathering as much contact information as possible from all persons in attendance at each meeting. The Secretary records the "minutes" from each meeting, which is a record of the agenda items which were covered, responses and input from meeting attendees, and any other issues that are brought to the attention of the GHG during meetings. The Secretary is responsible for keeping track of all voting and decisions that are made within the GHG throughout the year. At any time, a record of all of the minutes for the GHG Chapter may be requested by the American Herbalist Guild, our parent organization.

The Secretary keeps a log of all speakers, presentations, field trips, and events throughout the year, as well as the topics covered for each. A brief summary of the content presented is helpful, as well as the overall reception from the members in attendance for each presenter / topic. This will help us design future topics, stay in touch with well received presenters, and avoid repetition of content.

The Secretary is responsible for sending out notifications and reminders to the general membership for upcoming meetings and events. This is done through postings to the GHG Yahoo Group. Also, the Secretary will send out a brief synopsis of general meeting minutes, speakers, and topics within a timely manner after each general meeting. This is important for members who may have missed the meeting, as well as for attracting attendance for future meetings.

Treasurer Responsibilities:

The treasurer must be a person who is fully vetted by the current Governing Council, must be an AHG member in good standing, and must have been active within the GHG and in attendance at GHG meetings for at least 3 years.

The treasurer is responsible for keeping track of GHG expenses, for balancing the account(s), and maintaining the account(s). The treasurer handles all monies received from AHG membership reimbursements, events, auctions, donations, fund raising activities, or any other money that may be generated by the GHG. The Treasurer is responsible for making any payments that are due from GHG, and for handling account deposits.

The Treasurer is responsible for generating a monthly income / expense report, including account balances, which is to be shared with the council. The Treasurer is also responsible for preparing an annual financial report to be submitted to AHG.

Because the GHG account has an Atlanta based mailing address, it is recommended that the Treasurer be an Atlanta resident, and within a close enough proximity to access a banking branch when necessary, as well as the GHG P.O. Box (*please contact Lydia Dalton, the current Treasurer, for this information: hichi13@msn.com*)