

## WHAT IFS INSTEAD OF WHAT IS

Hopefully the following information will entice societies to think about how their society is organized.

### **THIS IS WHAT IS:**

In our societies and many organizations, we have traditional or defined roles, such as Presidents, Vice Presidents, Treasurer, Secretary and Directors. Many our societies have guidelines for these positions. Each of these roles have defined tasks.

### **THIS IS WHAT IFS:**

what if you thought of the functions or tasks of each of these positions do and not attached a title to it. In other words what is the task and who is going to do it.

These are just examples

### **Let's look at a task a Presidents does:**

Task #1. Chairs general and board meetings of the Society/Club:

Ask yourself the question why does the President need to do this task? Can others chair these meetings. Many societies use the same format for meetings.

What if you have a person who would be great as a president but didn't like to speak in public, why couldn't someone else takes on the public speaking part. This person could organize the meetings.

What if you have an outgoing person who is great at public speaking but really didn't want to be an organizer but could chair the meetings.

What if you have a Vice-President who could take on either chairing general meeting/s or board meeting/s.

What if you have a director that said I can chair one of the general meeting or board meeting.

Co-Presidents do share the tasks that a President does.

## **Let's look at a task a Vice-President does:**

#1. In the absence of the President performs his/her duties.

Many of our societies do not have a VP.

What if you listed all the tasks that a President does, and the VP takes some of the tasks.

What if the VP did some of the chairing of the general meetings and/or board meetings.

What if in the absence of a VP that directors take some of the tasks

## **Let's look at a task a Secretary does:**

What if you have an assistant Secretary/Director that handles electronic communication and directs the emails to the appropriate person.

A generic email for the society would assist with this what if.

Question? Does every email need to be handled by the secretary? Does the President need to know of every email probably however it could be just a fyi.

Let's look at a task for a Treasurer:

This really is one task and should only be one person, however there can always be an assistant.

## **Let's look at Directors/Members:**

What if you have director/ member that are doers. These are great assets to your board and to your membership. Remembering that we are all volunteers it is how you ask and what you ask.

What if you have a director/member that likes to do social media.

What if you have a director/member that only arranges speakers. This can be done by a member who has been provide with the budget for speakers.

What if you have a director/member who likes to do newsletters.

What if you have a director/member that likes to decorate your meeting space.

What if you had a director that did membership only. This can be a big task. In larger societies this might be several people. This might be considered a committee.

What if you have a member organize the general meeting refreshments, one less task for the meeting organizer to think about.

What if you have a Past President/Director organize an AGM or Fall Workshop.

### **Let's look at Webmasters:**

Not all societies have webmasters per say. However, they do have directors/member handling webmaster type of tasks. For example, social media.

A task that a society webmaster might be keeping record of generic passwords. This could be for generic board passwords as well as social media passwords.

Let's talk about generic emails for Presidents, Secretaries, Treasurers, and a society.

Generic emails serve a few purposes: 1) communication at the above levels is retained regardless of who holds the position, its history; 2) access, if for some reason a person no longer manages their personal email then the hort information and account is still accessible. In other words, it like handing over your paper records but electronically.

As a recommendation the webmaster, president and secretary should retain a copy of the generic information and passwords. However, these individuals would not use the login information unless necessity dictated.

### **Reports:**

It varies in the district what position does the reports, it could be the President, Secretary, Treasurer, or someone else.

What if someone prepares the reports and some else or files the reports. Filing of the reports can be a member or a non member.

Some suggestions for the OHA reports and District reports:

- Both OHA and District reports have wordy portions pull this information from the Presidents report.
- For OHA volunteer hours ask a member to gather the information. Others need to provide this information to that volunteer. Do it monthly.
- For the District Speakers report gather the information monthly. Once again it can be one person doing that task. If you have a member arranging speakers have that person keep that information and then pass it on to the person doing the district report
- OMAFRA reports, the treasurer will have the financial information including the Financial Review statement. Someone else can gather the board of directors' information. Anyone can file the OMAFRA reports they just need a TPNON login.
- The person who gathered the board of directors' information can pass that along to the person doing the OHA and District reports.
- What if there was a director/member who did nothing else but reports. That would be their contribution. This would be a Jan/Feb/Mar event.
- Reports do need the defined roles named and contact information. This does not mean that you are organized that way although you might be.

### **Let's talk about Committees:**

There are several events that can be done by committees. Often a chairperson is a board member however it's not required.

What if you had a member who was interested in being a chair of a committee. Does that person need to be a director, maybe not. The Chair does have a responsibility to report to the board though.

What if you had a member interested in organizing your garden tour. Ask the question do they really need to attend board meetings? You might have a person that organizes it and provides updates to the board maybe by email or attending a board meeting. Maybe the update is done at a general meeting.

What if you have a general meeting committee that takes care of all the logistics, for example booking the room, setting the room up, greeter, assisting the membership director and maybe refreshments.

Some other What ifs:



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What if a person is maybe interested in a specific position on the board why not ask them to be an assistant and maybe give that person a few tasks.

What if as a board you got together on Saturday and planned the year on who is doing what and when.

### **There are a few key elements to consider:**

1. We are all volunteers
2. Change does happen
3. For some people it's difficult to let go or change
4. it's good to explore new ideas and approaches
5. it's good to welcome new board members and to listen to their suggestions.
6. Technology has changed our world as we knew it
7. Not everyone has time to volunteer for a specific position however they may be able to help in one or two tasks.
8. Not everyone is a gardener or wishes to dig. Some do and some don't. The don'ts might be potential doers/leaders
9. Communication is important for what ifs or what is.
10. If a society does try and do what ifs take baby steps.
11. Be kind

Many hands make light work