

**YELLOWKNIFE COMMUNITY GARDEN COLLECTIVE
BOARD OF DIRECTOR POSITIONS**

| POSITION TITLE | POSITION DESCRIPTION |
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| Chair | The Chair is responsible for organizing, calling and presiding over meetings, including board meetings and the Annual General Meeting. The Chair assumes the positions of Secretary or Treasurer in their absence. The Chair represents the collective on all official business and correspondence. This position will have signing authority for the YCGC. |
| Co-Chair | The Co-chair regularly assists the Chair in their responsibilities. The Co-chair assumes responsibility for the duties prescribed to the Chair when the Chair is not present. This position will have signing authority for the YCGC. |
| Secretary | The Secretary is responsible for keeping the minutes at meetings, maintaining records of these minutes, and distributing them to the Board. The Secretary is also responsible for keeping up-to-date records of the history of the YCGC. This position will have signing authority for the YCGC. |
| Treasurer | The Treasurer is responsible for keeping full and accurate accounts of all receipts and disbursements (i.e. all financial transactions and donations). The Treasurer prepares the year-end financial statement for audit as per section 6 and submits the financial statement and list of Board Directors to the Registrar of Societies . This position will have signing authority for the YCGC. |
| Membership Coordinator | The Membership Coordinator keeps a list of the membership of the collective, receives and records payments of dues, assigns member plots, and collects member waiver forms, criminal record checks, and contact information. They are the contact person for all membership inquiries, and responsible for communicating with site managers and are responsible for tracking and follow-up of donations. This is a position with a busy season from Mid January to end of May. |
| Communications Coordinator | The Communications Coordinator is responsible for publicity, advertising and preparing newsletters. They are also responsible for social media updates - Facebook, Instagram. |
| Website Keeper | The Website keeper is responsible for upkeep of the website. They will be the key responder to emails regarding broken links and will update changes as needed. |
| Donations Coordinator | Someone to help ensure donation information is updated annually The Donations Coordinator is responsible for coordinating food security group involvement by maintaining communication with charities accepting food security donations, providing information to membership about where to donate. |
| Education Coordinator | The Education Coordinator is responsible for organizing workshops, researching and providing up-to-date information for members on organic gardening methods, soil improvements, composting, water conservation techniques and matters of a like nature. |

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| <p>Site Manager (one for each site)</p> | <p>The Site Managers (one for each site) are the primary point of contact for garden members in relation to matters pertaining to site management are responsible for general management of the garden site and observation of garden etiquette and members' obligations. The site managers are also responsible for maintenance, inventory of and identification system for YCGC tools and equipment. Also responsible for annually assessing garden equipment needs and the allocation of plots. Site managers will contact members to identify and resolve issues or problems related to plot or site maintenance.</p> |
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