

# GUIDELINES for HOSTING

## DISTRICT #13 ANNUAL MEETINGS

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### Your Society has been confirmed to host the next District Annual Meeting!

1. Societies within the District take turn hosting the Annual Meeting of the District, which is held during May or June. In general, your Society will act as a host once in every ten to fourteen years. The schedule may vary, to allow societies the opportunity to celebrate or commemorate a special anniversary or event.
2. The following schedule is a guide and will assist your Society in hosting a successful annual meeting.
  - a) **By the March Advisory Council meeting** - this is the time to start discussions at your Society's Board of Directors Meeting regarding locations, themes, decorations, speakers and/or entertainment. A committee should be appointed to investigate and bring recommendations specific to these areas to your Society's Board of Directors.
  - b) **At the District Annual Meeting** - an invitation is extended by your Society's President or Vice President, inviting the District membership to attend the annual meeting, to be hosted by your Society.
  - c) **Following the District Annual Meeting** - your Society will be given all of the supplies used by the previous host society. It is your responsibility to look after this material for the coming year and then to provide it to the next host. Schedule a meeting of the planning committee and invite the District Director and the Assistant District Director for your area. They are there to help you with the planning process. As early as possible a facility should be booked, and arrangements for the luncheon confirmed.
  - d) **September** - now is the time to appoint a Registrar from your group (see Responsibilities). You should also decide upon a theme for the day. The speakers you desire and the possible entertainment should also be booked at the earliest possible date.
  - e) **Fall District 13 Advisory Council Meeting** - your Society will be expected to present:
    - i) the name, address, phone number and email address of the Registrar;
    - ii) the theme for the event;
    - iii) the location;
    - iv) details regarding the luncheon cost should be known (see Responsibilities).

**Note:** The registration fee calculation must include the cost of the facilities and catering, and should reflect all District expenses pertaining to the meeting.

- f) In good time **before the Spring District 13 Advisory Council Meeting** you will need to provide a draft of the expected program. Follow the guidelines of the previous years' programs for ideas and details. Your District Director has copies of these available for you to study. You do not have to reveal the details of your guest speakers or entertainment or any special interest features that you will be providing.
- g) **Spring District 13 Advisory Council Meeting** - all details should be finalized and presented to the District Advisory Council for final approval.
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### **RESPONSIBILITIES - of the Host Society:**

1. Arranging for and booking the facility.
2. Arranging for a luncheon to be served.
3. Arranging to have a program drafted by your committee, printed and brought for final approval by the District Executive. One copy of the program is to be mailed to each Society no later than six weeks prior to the annual meeting.
4. You may arrange for a second speaker if you wish.
5. The ordering of fresh flowers for the 'Memorial Bouquet'.

**The above expenses are to be paid, by cheque, by the District Treasurer on the day of the annual meeting. All bills must be submitted to the Treasurer at that time. If any expense costs are incurred by your Society in advance of the annual meeting, you will be reimbursed. In addition, the Host Society will receive an honorarium of \$150.00 from the District for its work in organizing the annual meeting.**

6. The cost of the entertainment and any other features desired by the Host Society such as demonstrations, table favours, goodie bags, door prizes etc. are the sole responsibility of the Host Society.
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### **RESPONSIBILITIES - of the Registrar:**

Among the material received from the previous Host Society will be a box containing the identification name tag holders, red ribbons and red voting cards for the voting delegates, and green ribbons for the members. The District Director and the Assistant District Directors are so designated on their ribbons.

1. All registration forms are to be mailed directly to the Registrar, along with the societies' cheques, made payable to Ontario Horticultural Association (OHA) District 13. All fees are to be accounted for, tabulated and given to the District Treasurer on the day of the meeting.
2. The registration package also contains an "In Memoriam" form, where the secretary of each society records the names of all members deceased in the past year (since the previous Annual General Meeting) and who are to be remembered in the "In Memoriam" period.

**The list is to be sent to the Registrar who will forward it to the person responsible for ordering fresh flowers.**

3. Cards to be inserted in the name tags are to be prepared with the name of the delegate or member and his/her society. These are to be given to the respective delegates and members when they arrive at the meeting. **All Past District Directors and all registered guests in attendance should have name tags prepared for them.**

All annual meeting resources are to be passed on to the next year's Host Society immediately following the annual meeting.

**There will be absolutely no refunds of registration fees, however, alternate delegates will be allowed.**

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### **RESPONSIBILITIES - of the District:**

1. An Ontario Horticultural Association (OHA) representative will be invited to attend the District Annual Meeting. The District will assume the cost of the luncheon and an honorarium or gift, to a maximum of \$50.00. In situations where distance warrants it, the District has the discretion to pay for one night's accommodation for the OHA representative.
2. Guest speaker(s) costs at the Annual General Meeting shall not exceed \$200.00.
3. The District Secretary will invite the Past District Directors to attend the District Annual Meeting. Their luncheon costs will be paid by the District.
4. The District is responsible for paying, by cheque, for facilities, catering, printing of program, memorial flowers, luncheon expenses for up to three (3) special invited guests, e.g. town/city representative, clergy, provincial government representative. The Treasurer shall register and pay for the registration fees of the District Executive (District Director, three Assistant District Directors, Past District Directors, Secretary and Treasurer). **These names should not be listed on their respective Society's registration forms.**

Signed by:

District Director \_\_\_\_\_ Suzanne Hanna \_\_\_\_\_

District Secretary \_\_\_\_\_ Ruth Behnke \_\_\_\_\_

Date of Acceptance of Revisions: Saturday May 11, 2013