



## Board Policies / Guidelines

### Administrative

The Board of Directors consists of the association's Officers (President, President-Elect, Secretary and Treasurer) plus the chairs of the seven standing committees: Program, Membership, Newsletter, Workshop, Public Liaison, Social and Website.

- The President is always available by phone or email to all Board Members for help and discussion.
- Please have all meeting notices and materials sent by the Board proofed by the President. This would also include email communications sent through the Website committee.
- The President-Elect serves as Nominating Committee Chairman, and is one of the two Board Members on the committee. The slate should be mailed to the membership at least 2 weeks prior to the Annual Meeting.
- The Board should be proactive in targeting candidates for the slate.
- Board Meetings are to be held the 2<sup>nd</sup> Tuesday or date to be determined, at 10:00-noon or at a time to be determined, in the months of January, March, September, and November or December for the new/old board transfer, which is to be held after the Annual Membership Meeting.
- LDA Board Policies/Guidelines and all Board job descriptions should be reviewed annually to update Board Manuals before the New/Old Board meeting. This is primarily the responsibility of the President-Elect who will be the incoming president. Digital copies of these Guidelines and Board descriptions will be in the care of the President and the President-Elect.
- The Secretary will oversee the printing and supply of stationary and maintain the LDA logo.
- Board Members may use Kinko's or other clerical services as needed.

### Financial

- The beginning of the fiscal year is **January 1**.
- The next fiscal year's budget will be drafted by: the current and the incoming Treasurers; the current and the incoming Presidents; a current Workshop rep and a current Program rep for consideration at the Board's **September** meeting. The current Treasurer presents it to the membership at the Annual Meeting and the Board approves it at the Board's subsequent meeting. Operating expenses for 1 year should be kept in reserve.
- Board Members will be reimbursed for expenses by submitting an LDA voucher with receipts to the Treasurer.
- Any expense that is \$100 over the budgeted amount needs approval of the Officers – President, President-Elect, Secretary and Treasurer. All expenses should be properly categorized and (when appropriate) should indicate which Committee incurred the expense.
- Committee chairs should keep records of all monies taken in and expenses incurred. All checks and cash received should be forwarded to the Treasurer. Please do NOT retain cash collected to use against expenses incurred.
- Pam Duthie is the Registered Agent with the state of Illinois of the LDA as a Not For Profit Corporation.

- The Treasurer will be responsible for ensuring appropriate liability insurance and directors-and-officers insurance policies.

## **Membership**

- Membership renewal notices will be mailed by November 1<sup>st</sup> of the current year with the payment due date for the beginning of the LDA membership year, January 1<sup>st</sup>. The LDA membership year starts January 1<sup>st</sup> and ends the following December 31<sup>st</sup>.
- All LDA mailings shall have return address labels. All Officers and Chairpersons are to notify Membership Chairman of any returned mailings and emails.
- Payment of membership dues:
  - Nov/Dec: Full payment and listing in directory
  - Jan to Sept: Full payment without listing in directory
  - Oct: Accept full payment and listing for following year
- Membership Committee will notify Newsletter, New Member, Program, and Website committees as well as the President of new member contact information.

## **Program / Workshop**

- General membership meetings with planned Programs/Workshop are held January (typically the workshop), February, March, October and November (Annual Meeting).
- There will be no charge for Program meetings unless a meal is catered, a bus is hired, or other such expenses are incurred. One Workshop, for which a fee is charged, will be held each year. A Workshop normally runs for 1 or 2 days.
- All program and workshop notices (and registration forms, when appropriate) to events are sent by email unless a member has no e-address or requests written notice.
- Program and Workshop committees are responsible for hosting out-of-town presenters, making sure they have convenient accommodations, dependable transportation, and attentive hospitality. These courtesies will reflect well on our organization while making our presenters feel welcome and appreciated.
- Refunds for programs and workshops may be granted at the President's discretion provided there is a reasonable request.

## **Garden Walk, Social Events**

- The primary purpose of the Garden walk is to present design and plant ideas while providing a social function. There will be a charge to cover food and beverages.
- The Garden walk and the BBQ will be held in the May to September time period.
- A charge to attend the BBQ is at the discretion of the host depending on the chosen style. (i.e. – potluck or catered)
- Two (2) New Member functions will be held per year. They should held prior to or in conjunction with two (2) of the programs. It is expected that a fair number of 'veteran' members shall attend the new member functions.
- The New Members committee will call new members to invite them to the BBQ and the Winter Holiday Party. If they are attending an event, they should be assigned to a Board Member or "veteran" member who is also attending.
- The Winter Holiday Party is traditionally held at the incoming President's home, is a potluck luncheon, and there is no charge to attend.
- All invitations to events are sent by email one month in advance with a 2-week prior follow up reminder.