Job Descriptions

The term of office for all positions is two (2) years. If a term of office is vacated during this two-year period, the Unit Chair will recruit a member to fill the unexpired term. This appointed member must be approved for the position by the Executive Board by a simple majority vote.

Each Committee Chair must submit an annual report of activities for which she/he is responsible. This report is to be given to the Unit Chair by the Annual Meeting in April.
Unit Chair
♥ The Unit Chair serves a two-year term after having served a term as Vice-Chair and is to be followed by a two-year term as Chair of the Nominating Committee
♥ Serves as head of the Executive Board, Full Board and Unit and is responsible for the oversight of the officers and committees for the coordination of activities
♥ Endeavors to attend all Board and Unit meetings along with as many committee meetings as possible in support of each Committee Chair
♥ Assists the Vice-Chair as needed in planning programs for the year’s Unit meetings and in scheduling Unit meetings as outlined in the Standing Rules and By-Laws
♥ Coordinates with the Treasurer, Membership Chair and Volunteer Hours Committee on the completion of the annual dues and reports for H.S.A.
♥ Collects Unit Committee Annual Reports at the Annual Meeting in April
♥ Prepares and submits the Unit’s Annual Report to H.S.A. by the stated deadline.
♥ Keeps a file of Annual Reports sent to H.S.A. and received by each Committee
♥ Maintains and encourages open communication between the Unit members and the Board along with communication with H.S.A.
♥ Plans and conducts the Unit meetings
♥ Reviews preliminary copy of the minutes of each Unit meeting for errors or clarification, and then emails the corrected minutes to the Recording Secretary and to the Phone/Email Committee to be distributed to all members of the unit
♥ Prepares an article for each newsletter

Vice-Chair
♥ The Vice-Chair serves a two-year term, to be followed by a two-year term as Chair, and a two-year term as chair of the Nominating Committee
♥ Serves as an officer of the Executive Board and Full Board and endeavors to attend all board and unit meetings
♥ Assists the Chair whenever possible and stands in for the Chair when necessary
♥ Serves as Unit Program Chair by coordinating all the Unit meeting programs and the Holiday Luncheon Meeting in December as outlined in the Standing Rules and By-Laws
♥ Obtains gifts for Unit meeting speakers
♥ Helps coordinate the preparation of the Yearbook
♥ Helps coordinate with the Horticulture Chair about the herbs to study at each month’s unit meeting
♥ Prepares a report for the newsletter as needed to update the membership on programs, etc.
♥ Prepares an Annual Report to submit to the Chair by the end of the fiscal year (March).

Treasurer
♥ Serves as an officer of the Executive Board and Full Board and endeavors to attend all board and unit meetings
♥ Serves as Chair of the Finance Committee, coordinating the review of the annual operating budget, developing the organization's fiscal policies and procedures and developing the fiscal component of the organization's strategic plan
♥ Accounts for all funds received, and pays all bills and expenses for the unit in a timely manner, obtaining signatures of two approved signers on check amounts in excess of $400
♥ Reports all financial account balances at board and unit meetings
♥ Presents annual financial reports, to include all assets, liabilities and income statements, at the annual unit meeting in April for the unit’s fiscal year, which is the period from April 1 to March 31. Submits a copy of the approved Yearly Budget to the Chair.
♥ Assures that required federal and state reports are filed in a timely manner
♥ Remits sales tax liability to the Pennsylvania Department of Revenue in a timely manner
♥ Maintains an annual updated inventory of Ways and Means items for sale
♥ Maintains detailed accounting of members’ dues payments, remitting appropriate funds to the Herb Society of America with Dues Transmittal sheet and reconciled roster in a timely manner. Forwards the membership information to the Yearbook Chair to use in updating the Yearbook/Roster.
♥ Serves as primary resource during the annual financial audit providing comprehensive ledgers, reports and supporting documentation
♥ Follows nonprofit accounting practices, nonprofit tax laws and fiscal record keeping requirements
♥ Reviews monthly bank statements reconciling to the Unit’s financial accounts
♥ Monitors all account balances and budgets on a regular basis
♥ Prepares a report for the newsletter as needed, particularly to remind membership about donation request deadline

Recording Secretary
♥ Serves as an officer of the Executive Board and Full Board and endeavors to attend all board and unit meetings
♥ Records minutes from each unit and board meeting
♥ Emails copies of the minutes to the Chair and Vice-Chair for review shortly after each board and unit meeting and, following review, submits a final copy to the Chair for distribution to each member through the Phone/Email Chain Committee.
♥ Keeps a record of all minutes for the Unit.

Corresponding Secretary
♥ Serves as an officer of the Executive Board and Full Board and endeavors to attend all board and unit meetings
♥ Prepares all correspondence not done by individual Committee Chairs
♥ Reads all correspondence at Board and Unit meetings as designated by the Chair
♥ Replies to any correspondence as designated by the Chair
♥ Maintains a file of correspondence received or sent by the unit
♥ Prepares an Annual Report to submit to the Chair by the end of the fiscal year (March).

Membership Chair
♥ Serves on the Full Board and reports on membership issues
♥ Keeps the membership informed regarding procedures for new members
♥ Keeps accurate attendance records as well as records resignations and leaves of absence
♥ Oversees new member (or transfers) induction
♥ Collects member dues and coupons annually. Provides the Treasurer with the membership files in a timely manner in order to assist with the preparation of the official H.S.A. roster. The Treasurer will then forward the membership files on to the Yearbook Chair.
♥ Collects and processes new and provisional member information and applications. Reports to the board all provisional members that will become active members
♥ Assigns a mentor to provisional members
♥ Notifies the Chair and H.S.A. of any change of a member’s status so that their information can be updated in the Yearbook and H.S.A Membership Directory. These changes may include name, address, e-mail address, phone number, and status change that may include Member-At-Large, dropping membership, death, etc.
♥ Calls lapsed members to encourage them to continue as a member of PHHS or, at least, a Member-At-Large with H.S.A.
♥ Prepares a report for the newsletter as needed, particularly to remind membership of upcoming dues deadline
Newsletter Editor
♥ Serves as a member of the Full Board
♥ Collects various articles and prepares the bi-monthly newsletter, The Heartland Thymes
♥ Helps distribute the newsletter to all PHHS members, designated H.S.A. officers, selected Unit Chairs in the Mid-Atlantic District and H.S.A. headquarters for publication on the H.S.A. website
♥ Reminds members of deadlines for submission of articles through the unit meetings, Yearbook/Roster and newsletter.

Archivist
♥ Serves as a member of the Full Board
♥ Maintains a running history of PHHS, which is updated each year for the unit and every five years for the H.S.A. Archivist.
♥ Keeps photographs that are submitted from members of various unit activities
♥ Keeps a complete file of minutes of Board and Unit meetings, yearbooks and newsletters
♥ Keeps a copy of all unit publications, cookbooks, booklets and pamphlets on file
♥ Maintains a scrapbook of all newspaper articles and sends copies to H.S.A. Archivist for their files

Horticulture Chairs
♥ Serves as a member of the Full Board
♥ Coordinates the meeting presentations on various selected herbs to be studied
♥ Works closely with the Vice-Chair to select herbs to be studied at each Unit meeting
♥ Prepares a horticulture report for each newsletter
♥ Prepares an Annual Report to submit to the Chair by the end of the fiscal year (March).

Garden Chairs
♥ Serves as a members of the Full Board
♥ Coordinates the care of unit maintained gardens
♥ Communicates with the Treasurer regarding purchasing of plants or other related materials along with budget needs for the following fiscal year
♥ Arranges for the purchase of all plants or other related materials necessary for the maintenance of the gardens
♥ Schedules garden work days at which times all unit members are encouraged to help
♥ Helps to coordinate scheduling of special unit work days at the National Herb Garden
♥ Prepares a report for the newsletter to inform membership of upcoming garden work days, events, etc.
♥ Prepares an Annual Report to submit to the Chair by the end of the fiscal year (March).

Nominating Committee Chair
♥ Serves as a member of the Full Board
♥ The Nominating Chair is the immediate past Chair of PHHS and serves as chair of this standing committee for a two-year term
♥ Appoints two other members who are not officers of the unit to serve on the committee
♥ Coordinates the preparation of the slate of officers to be nominated for election and presents them at the December meeting preceding the expiration of the term of current officers
♥ Coordinates the installation ceremony to take place at the Annual Meeting in April during election year
♥ Coordinates with the Chair the filling of any office that is vacated before the expiration of the term of office.

Ways and Means Chair
♥ Serves as a member of the Full Board
♥ Coordinates the sale items as a fundraising activity of the unit
♥ Communicates with the Treasurer on the ordering of supplies and the payment of bills
♥ Arranges for the sale of items at selected unit meetings and special events such as our Herbal Delights Symposium Garden Bus Tour and Herbal Delights Symposium Fall Luncheon
♥ Encourages members to offer suggestions of items they would like to see made available
♥ Prepares an Annual Report to submit to the Treasurer by the end of the fiscal year (March).
Scholarship Committee Chair
♥ Serves as a member of the Full Board
♥ Coordinates the selection process for determining the scholarship recipient(s).
♥ Follows the guidelines established for the distribution of letters requesting applications, primarily to students living in the Heartland area, which currently include: Berks, Montgomery, Chester, York, Schuylkill, Lancaster, Columbia, Lehigh and Lebanon counties. Sends information to colleges and chairperson of departments in Horticulture, Landscape design, Environmental Science, and Agriculture.
♥ Ensures that applications contain the precise instructions that applicants are to follow in responding to the committee.
♥ Coordinates with the Scholarship Committee the review of applications and the final selection.
♥ Presents the name of the recipient(s) to the Board and Unit at the April meetings.
♥ Communicates with the Treasurer and Chair regarding the amount of the scholarship(s) from year to year and the information on how to submit the check to the scholarship winner’s university or college.
♥ Invites the recipient(s) to be the unit’s guest at a mutually agreed upon event of the PHHS Herbal Delights Symposium or meeting.
♥ Prepares an Annual Report to submit to the Chair by the end of the fiscal year (March).

Herbal Delights Symposium Chairs
Garden Bus Tour and Fall Luncheon
♥ Serves as a member of the Full Board
♥ Helps select the theme for the Herbal Delights Symposium, which is the unit’s major fundraising event
♥ Oversees the activities of all symposium committees in executing the plans for a successful event
♥ Schedules the day, time and place for the symposium and planning meetings
♥ Keeps the Chair informed of the progress of symposium planning
♥ Acts as the hostess for the unit during the symposium and conveys all announcements regarding the organization of activities and the comfort of our guests
♥ Conducts a follow-up evaluation meeting in an effort to prevent issues from occurring in succeeding years
♥ Makes sure that a copy of the symposium brochure are made available to both PHHS and H.S.A. Archivists for their files
♥ Prepares a report for the newsletter as needed to keep membership informed of progress, volunteers needed, dates of meetings, etc.
♥ Prepares an Annual Report to submit to the Chair by the end of the fiscal year (March).

Public Relations Chair
♥ Serves as a member of the Full Board
♥ Submits notices and articles of open meetings and programs of the unit to the Reading Eagle, local community newspapers and newsletters of local garden-related organizations
♥ Coordinates announcements to be made at meetings of local garden-related organizations about the unit’s open meetings and programs
♥ Communicates with Membership Chair regarding any events at which we may gain publicity about both the unit’s interest in obtaining new members and its mission-focused activities
♥ Investigates new sources of publicity for the unit on an on-going basis
♥ Submit special events announcements to HSA for inclusion in the HSA Newsletter and online Calendar of Events.
♥ Update special events ad and submit for publication in the Berks County Department of Recreation's annual Calendar of Events.
♥ Prepares an Annual Report to submit to the Chair by the end of the fiscal year (March).
Yearbook

♥ Serves as a member of the Full Board
♥ Reports to the Vice-Chair along with coordinates with the Membership Chair, Treasurer, and Chair.
♥ Updates the PHHS Yearbook as needed but annually by April by compiling all the information from various Chairs that include Membership, Treasurer, Refreshments, Symposium, etc.
♥ Has at least two people, (one being the Vice-Chair) proofread the Yearbook/Roster before being sent to print.
♥ Assists the Membership Chair in reminding members to get their information in for the updated yearbook by the Annual Meeting in April.
♥ Assists in the mailing distribution of the Yearbooks to members and H.S.A. Archives.

Sunshine

♥ Serves as a member of the Full Board
♥ Communicates fully with the Unit Chair about all the member’s illnesses, hospitalizations or death.’
♥ Communicates with the Treasurer concerning paying of contributions, gift certificates or flowers.
♥ In the event of a hospitalization of a unit member, Sunshine Chair arranges for a gift certificate or a flower arrangement to be sent to the member with a value of $25.
♥ In the event of a death of a member, preference will be given to the wishes of the member for a contribution or a memorial planting with a value of $50.
♥ If an honorary member passes away, a Memorial Resolution will be prepared by the unit resolving to plant a Memorial Tree (estimated cost of $100) with an appropriate marker (estimated cost of $160 in the memory of the member.
♥ In the event of an immediate family member of a unit member (spouse, parent, child, sibling or grandchildren), a donation or gift certificate will be sent with a value of $25.
♥ Preference for the gift certificate should be for something plant or herb related.
♥ Prepares an Annual Report to submit to the Chair by the end of the fiscal year (March).

Trips and Tours

♥ Serves as a member of the Full Board
♥ Coordinates the yearly bus trip for the members (and guests if seats are available) each year typically held on the third Thursday in May. (Preference is given first to our members.)
♥ Makes all the arrangements for the bus, tip for the bus driver, designated stops, meals, snacks and water for the bus. These arrangements include communicating with the Treasurer concerning all payments.
♥ Works closely with the Treasurer concerning arrangements for the bus, admission fees, and all incidentals for each planned stop.
♥ Announces regular updates to the unit members via unit meetings and Herbal Thymes newsletter to cultivate interest in attending.
♥ Prepares an Annual Report to submit to the Chair by the end of the fiscal year (March).

Email/Phone Chain

♥ Serves as a member of the Full Board
♥ Distributes information to all Unit Members via email or telephone that the Chair received from members and that are important in nature to the members.
♥ Maintains a current list of all members
Refreshments

♥ Serves as a member of the Full Board
♥ Coordinates the refreshments to be provided for each Unit Meeting.
♥ Compiles a list of members who have volunteered to provide refreshments prior to the end of the fiscal year for the following fiscal year and conveys that information to the Unit Chair and Yearbook/Roster Chair to be included in the Yearbook/Roster.
♥ Prepare the hot water prior to each meeting, and set out the cups, tea, instant coffee (regular and decaf), sweeteners creamers, etc.
♥ Buy any supplies or request donations from the members. Submit the receipt to the Unit Treasurer for reimbursement.
♥ After each meeting, make sure the tablecloths are washed off, folded and returned to the closet. Clean off tables as needed.

Volunteer Hours

♥ Serves as a member of the Full Board
♥ Coordinates the reporting of Volunteer Hours to the Herb Society of America (H.S.A.) prior to the H.S.A. due date of May 31st.
♥ Encourages members to complete and hand in the Volunteer Hours Form no later than the Annual Meeting in April. Contacts members that have not submitted their hours.
♥ Compiles a total of hours for each category (as designated by H.S.A.) and electronically transmits the completed forms to the designated person at H.S.A. and to the PHHS Unit Chair.

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