

**INTERNATIONAL LILAC SOCIETY**

**GUIDELINES**

**and**

**Descriptions of the Officers' Portfolios,**

**Activities and Responsibilities**

**(updated periodically)**

**Revised: 1995, 2002, 2009, 2010, 2011, 2013**

## **BOARD MEMBERS---JOB DESCRIPTIONS**

### **General Responsibilities of the Board of Directors**

In order to be an effective Board, members must have a high level of commitment to the International Lilac Society as well as to the community. They must have a clear understanding of the obligations they have assumed. Each member should understand and be supportive of the purpose of the International Lilac Society.

### **Board-As a whole:**

1. Establishes goals and major policies and works toward achieving them.
2. Provides fiduciary responsibility by assuring both long- and short-range financial stability.
3. Approves the budget.
4. Supports the goals of the Society, i.e. to promote the lilac through education, publication and research.
5. Establishes and maintains good procedure for conducting the business of the Board and delegates issues to staff or committee for detailed study and recommendations.

### **As Individuals-Board Members Must:**

1. Take your commitment seriously--expect to work.
2. Remain knowledgeable about the ILS, its purpose, goals, policies, specialties, strengths, and needs.
3. Take nothing for granted.
  - a) Inform yourself about the background of issues brought before the Board, so that you can participate responsibly in discussions.
  - b) Insist on full discussion of each issue.
  - c) Encourage and participate in decision-making when called for.
4. Ask appropriate questions at Board and Committee meetings, while supporting the majority decision on issues decided by the Board.
5. Maintain confidentiality of the Board's executive sessions.
6. Regularly attend Board and Committee meetings, and consistently and faithfully prepare for and participate in all official Board and Committee meetings.
7. Serve in leadership positions or undertake special assignments willingly when asked. This includes agreeing to serve as an officer or chairman of a Committee when approached.
8. Actively involve yourself in at least one committee; the efficiency of the Board is dependent on the work of its Committees.
9. Suggest possible Board of Director nominees who could make significant contributions to the work of the Society.
10. Promote membership.

## **President**

*"The President shall be the Chief Executive Officer of the Corporation; he or she shall preside at all meetings of the Members and of the Board; he or she shall have the general management of the Corporation and shall see that all orders and resolutions of the board are carried into effect" (from the By-Laws).*

The President must firstly provide administrative leadership, which will carry out the goals of the Society and secondly provide a vision of the future and a sense of how the Society and the lilac can fit into that picture.

The President appoints all committees and provides them with mandates and guidance.

### **Executive Vice President**

"The Executive Vice-President shall facilitate the transition of administration. He or she shall, during the absence or disability of the President, have all the powers and functions of the President. He or she shall aid the President at all times and carry on such other duties and functions prescribed by the board" (from the By-Laws).

The Executive-Vice President holds the Charter of Incorporation and tends to all business and legal matters pertaining to the Charter.

### **Membership Secretary**

The membership secretary shall keep track of the active membership of the ILS and the publications of the society.

#### **Job description:**

1. Maintains ILS membership files including individual and cumulative records.
2. Forwards mailing labels to the distributor of the *Quarterly Journal of the International Lilac Society*.
3. Notifies delinquent members of their need to renew their ILS membership or of their impending membership termination.
4. Forwards membership listings to their respective Regional Vice-Presidents.
5. Forwards membership listings to the Editor, and the Assistant Editor in charge of mailings.
6. Maintains a current list of all ILS publications.
7. Submits reports at annual ILS Board Meetings.

### **Treasurer**

*"The Treasurer shall have the care and custody of all funds and securities of the corporation, and shall deposit said funds in the name of the corporation in a bank or trust company as the directors may elect; he or she shall when duly authorized by the Board of Directors, sign and execute all contracts in the name of the corporation, when counter-signed by the President or in his absence, the Executive Vice-President; he or she shall also sign all checks, drafts, notes and orders for payment of money, which shall be duly authorized by the Board or by the President; he or she shall at all reasonable time exhibit his books and accounts to any Director or Member of the corporation upon applications. At the end of the fiscal year, he or she shall have an audit of the accounts of the corporation made by a committee appointed by the President, and shall present an annual report setting forth in full the financial condition of the Corporation to the annual meeting of the Members"* (from the By-Laws).

***Performance Functions Associated with the day-to-day Duties of the Treasurer's Office--International Lilac Society, Inc. (Walter Eickhorst)***

The Treasurer should receive all moneys duly designated as LILAC SOCIETY funds in the course of daily operations, such funds being generated from the various support functions of that Society: Membership dues, Special Contributions, Plant Auctions (when such are available), Investments, etc.

- A. Establish a CHECKING ACCOUNT (in the name of the Society) with a local (convenient) FDIC-, or FSLIC-, or equivalently-approved facility. Keep in mind that the Society is a "not-for-profit" Plant Society incorporated under the Laws of the State of New York. Use the assigned Tax ID. #23-714-9267 (Certified by IRS, December 3,1990). Such information readily available and noted on the ILS Checking Acct. Register (checkbook and/or ledger).
- B. Any and all funds over and beyond that shown (average balance - cash flow) in the Checking Account shall be invested in a readily available (FDIC insured) financial instrument (CD etc.). Investments shall be made with a goal of earning a maximum interest rate for such period of time as may appear prudent in the judgment of the Treasurer (or Finance Committee). When making investments, the Treasurer shall take into account such penalties as may be assessed for early or unscheduled withdrawal of funds for any deemed emergency purpose (such to be adjudged by the Finance Committee and/or Board of Directors). Note: PRUDENCE IS OF THE ESSENCE in this instance.
- C. Establish a simple DEBIT/CREDIT set of books in which to enter each and all receipts and expenditures. Such moneys as shall be "turned over" to a (newly appointed) Treasurer shall be the first entry indicated in the appropriate ledger column (CREDIT).
- D. All Special Accounts (Funds being held in SPECIAL ACCOUNTS) shall be maintained as such transactions may dictate. Such accounts are to indicate DEBIT or CREDIT from time to time with appropriate interest indicated ANNUALLY, dependent upon such funds as may be earned from invested funds (and/or the occasional and timely) contributions that may be received for a specific purpose. Interest earned via any investment of ILS funds shall be prorated in direct relationship to the balance being indicated in each such account, except the LIFE MEMBER/ ENDOWMENT Account. The LIFE MEMBER/ENDOWMENT Account interest shall be allowed to become a part of the General Account in support of the operational costs associated with the daily functions of the Society.

It is the feeling of the [author—Walter Eickhorst, ILS Treasurer at the time of this writing] than any interest earnings from an Account designated ENDOWMENT CAN NOT be increased via interest generated by that account. Likewise, if LIFE MEMBER deposits DO NOT return such interest to the General Account, these members would in turn not be supporting the operation of the Society. Funds herein designated COLORED PHOTO SEPARATION ACCOUNT are specifically on deposit for the sole purpose of supporting the Color Separation process employed in the use of colored photos in the Quarterly Journal *Lilacs*. The Funds on deposit in this Account were contributions and are being specifically held for this purpose. Financial activity in this account should be recorded accordingly and REPORTED in detail at the annual meeting.

- E. An ANNUAL REPORT shall be prepared in sufficient detail without indicating each

individual entry, yet adequate. It shall be in such form as to be understood by any person who may wish to examine it. A less detailed, more concise (yet complete) form of the ANNUAL REPORT shall be made available to the Editor for publication in the Quarterly Journal *Lilacs* (such copy may and should be much abbreviated). Note: Copies of the Report of the Treasurer should be provided to each Board Member so that each can have a copy in front of him or her when the report is read. Copies of last available Bank Statements and reports of Interest from investments should also be included with the ANNUAL REPORT at such meeting.

- F. Bank Statements, Canceled Checks, CD Investment Documentation, other financial information, and ANNUAL REPORTS shall be kept on file.

### **Assistant Treasurer**

The Assistant Treasurer shall:

1. Collect all dues and keep accurate records of all payments.
2. Make timely reports of paid members with their latest addresses to the Membership Secretary.
3. Make timely transfers of funds to the treasurer.
4. Assist the Treasurer as required.

### **Editor**

*"The Editor shall prepare for publication the proceedings of the annual convention; he or she shall edit and prepare for publication periodicals and any other publications that the Board of Directors may from time to time require"*  
(from the By-Laws).

In compliance with the educational object of ILS, the Editor is responsible for publication of pertinent, authoritative information about lilacs, e.g. identity, accepted names, their culture and related subjects.

#### **Qualifications:**

1. Knowledge of lilacs
2. Ability to communicate in English primarily.
3. Patience to work effectively with volunteers.
4. Assertiveness to assure that deadlines are met
5. Possess a high degree of tolerance for human imperfection

#### **Typical Working Responsibilities:**

1. Receive articles and process them for printer.
2. Solicit graphic materials including photographs of plants, people, etc.
3. Edit galley proofs and prepare dummy version of publication(s).
4. Order number of copies in coordination with the Membership Secretary

### **Editor's Assistant in Charge of Mailings**

The Editor's Assistant receives the publications from the printer and is responsible for mailing all

materials to members in the U.S.A., Canada and all other countries. This is primarily the Quarterly Journal, *Lilacs*. Note: Depending on how the journal is produced, it may not be necessary to fill this position.

**Procedural:**

1. Stamp with return address and permit number
2. Put sticker on edge of cover sheet to hold the pages together
3. Apply address labels
4. Sort in Zip Code order
5. Bundle together with rubber bands by states
6. Put a sticker with the letter "S" on the left bottom corner of the top piece of mail in a bundle to designate all for one state
7. Take to the Post Office and pay the mailing fee. Obtain a receipt to be sent to the Treasurer for reimbursement.
8. To accomplish this the assistant must have an up-to-date membership list.

### **Regional Vice Presidents**

*"Regional Vice-Presidents shall promote the International Lilac Society within the geographical regions that they represent and perform such other duties and functions as prescribed by the Board"* (from the By-Laws).

To promote the Lilac and the Society each Regional Vice-President shall

1. Exchange knowledge, experience and facts with people in the region.
2. Broaden public understanding and awareness of the lilac through lectures, printed articles and exhibits.
3. Maintain contact with members in the region and be available to answer questions and to help with lilac related problems that might be peculiar to your region.
4. Promote the planting of lilacs in public and private areas.
5. Send membership reminders to members whose membership is in danger of lapsing, based on a list provided by the membership secretary.

In short, the Regional Vice-Presidents should Teach, Act, Talk, Meet People, Answer all Inquiries by phone, mail, or electronic mail. Raise Lilacs to make available to others. Travel your territory. Write Articles for newspapers and magazines.

### **Convention Site Committee**

It is the responsibility of the Convention Site Committee to select meeting sites for five (5) years in advance. The area selected must have willing sponsors for the convention. It must have adequate housing, meeting facilities, a notable lilac collection and other places or gardens of interest. A local chairman shall be appointed to take charge of preparations. This chairman should attend the convention prior to their meeting to present the members with details of the place and the dates of the meeting.

The local chairman must keep careful accounts of moneys spent and received and provide the Board with a post-convention report

It is the duty of the local chairman with the Board of Directors to arrange for speakers and to work out the agenda.

## **Auction Committee**

The Auction Committee shall:

1. Solicit plants for auction and provide for their pre-auction care.
2. Work with the Convention Site Committee to prepare a suitable place for the auction to be held and assemble the plants there in time for the event.
3. Appoint an adequate number of volunteers to help with the auction.
4. Arrange for inspection permits for those taking plants across international borders.
5. Publish as complete a list of available plants as possible. One list should be printed in "Lilacs," The Quarterly Journal. A more complete list should be available at the time of convention registration.
6. Appoint one or more clerks who will:
  - a) Assign numbers to participants.
  - b) Keep track of plants purchased by each person and their price.
  - c) At the end of the auction the clerks will collect the money from each participant.
  - d) The total will be announced at the awards banquet.
7. Keep records of plant that were sold and to whom they were sold. This will enable:
  - a) Tracking of plants in case of disease, mis-labeling,
  - b) Traceability of plant performance
  - c) Ability to trace rare or new plants, or
  - d) Ability to replenish stocks of lilacs from other places where they thrive.
  - e) Ability to rotate the selection of lilacs that are offered from year to year.

## **Education Committee**

The job of the Education Committee is to coordinate functions pertaining to educating people about lilacs. Its functions include, but are not limited to, the following:

1. Prepare written material about lilacs that can be sent to individuals or be used in open meetings.
2. Maintain a slide library from which specific lilac talks, complete with script, can be made available to members for use at meetings.
3. Encourage regional seminars and exhibits on lilac topics.
4. Work with the Publications Committee in the preparation of lilac materials for publication.
5. Work with the Public Relations people to prepare materials for public distribution.
6. Encourage Lilac society members to put out lilac information to the general public in their local areas.
7. Work with researchers and other lilac professionals to encourage new or extended information about lilacs and lilac problems.

## **Research Committee**

The Research Committee shall seek out and encourage research pertaining to the lilac.

He/she shall keep the Board informed of such research projects and assess the merits of such projects. He/she shall recommend ILS support via grants or other help for worthy projects.

## **Publications Committee**

The Publications Committee is the policy committee to oversee all the publications of the Society. Its duties include, but are not limited to the following:

1. See that there is an Editor to handle regular publications of lilac information and Society affairs.
2. See that a list of pertinent lilac publications is available to the membership.
3. Assess the publications list and make recommendations for its enlargement.
4. Work with other committees, e.g., Membership, Education and Public Relations, to develop the specific publications that will enhance their efforts.
5. Provide policy counseling to members and committees when new or enlarged publications are suggested or recommended.

## **Awards Committee**

The Awards Committee, after receiving the list of possible recipients and their accomplishments from the chairman of the upcoming convention, shall:

1. Decide who should receive an award and which one.
2. Decide on the inscription including the person's name.
3. Take the awards and inscriptions to a jeweler to be inscribed, or by other means personalize the award.
4. Present the awards at the Awards Banquet, or on site if that is a better option.
5. Retain records of awards that are given from year to year, in cooperation with the Archives Committee.

## **Archives Committee**

The archivist will be responsible for:

1. Soliciting materials in accordance with the ILS Archives statement of purpose and records policy.
2. Appraising and accessioning materials into the ILS archival collections. The archivist will work with donors to ensure that terms and conditions for transfers of records are not unreasonable. All records not deemed appropriate will be returned to the donor.
3. Processing and arranging materials according to the record group structure developed specifically for the ILS Archives. Processing entails sorting materials into appropriate series, disposing of duplicates, photocopying news clippings, replacing clips and fasteners with stainless steel staples, and placing materials in acid-free file folders and boxes. Within series, files will be retained in their original order where possible.
4. Preparing and updating finding aids.
5. Providing access to and information about the ILS archival collections in accordance with the access policy developed for the ILS Archives and approved by the Board of Directors.



6. Insuring safe and timely transfers of ILS archival records to the repository designated by the Board of Directors.
7. Assisting the President of ILS in keeping the Board, membership and the scientific and horticultural community at large informed about accessions to the ILS Archives.

### **Preservation Committee**

**The Preservation Committee's charter is to preserve the rarer lilacs and the endangered lilac collections. The committee will identify and inventory lilacs throughout the world to enable the ILS to know which lilacs are rare and unusual. Its membership will, whenever possible, be made up of members from around the globe.**

### **Lilac Registration**

The International Cultivar Registration Authority (ICRA) for the genus *Syringa* L. (Oleaceae) is appointed by the International Society for Horticultural Science (ISHS) Commission for Nomenclature and Registration. The International Cultivar Registration Authority appoints an individual to serve as Registrar.

The Registrar shall update the International Register of Cultivar Names in the Genus *Syringa* L. (Oleaceae) in accordance with the International Code of Nomenclature for Cultivated Plants-1995 (ICNCP-1995).

### **Lilac Distribution Committee**

The chairman of this committee shall devise and oversee a method of distributing a few superior lilac cultivars to the membership each year.

The committee must decide which cultivars will be offered and arrange for the propagation of an adequate number of plants.

### **Lilac Evaluation Committee**

The Lilac Evaluation Committee shall evaluate the quality of blooms and plant growth on lilac cultivars in various locations throughout the world for the purpose of ascertaining the best cultivars for specific areas and conditions. This requires the cooperation of lilac growers throughout the world.

Specific records must be kept on a standard form.

### **Nominations Committee**

The Nominations Committee shall prepare a slate of executive officers of the Society who are willing to serve, and nominate this slate at the organizational meeting of the Board of Directors for election. Nominations from the floor shall be accepted. The Executive officers include: President, Executive Vice-President, Membership Secretary, Recording Secretary, Treasurer, Assistant Treasurer and Editor.

The Nominations Committee shall also nominate members to serve on the Board of Directors for a 3-year term, and prepare a ballot to be included in the Winter issue of the quarterly journal *Lilacs*. The ballot should include a brief biography of each nominee. The

Nominations Committee shall endeavor to nominate a sufficient quantity of candidates so that there are at least more candidates than the number of positions to be filled. This will give the voters a choice when they vote. For instance, if five board members are being elected, there shall be at least six candidates. It shall be a goal to nominate at least twice as many candidates as there are openings for each position..

The nominees must give permission for their names to be put in nomination.

## **Elections Committee**

The Elections Committee shall receive all ballots. They shall validate all ballots by checking them against the current membership list. All voters' names are kept strictly confidential.

At the time of the convention the ballots are counted and the results reported at the annual meeting.

## **Audit Committee**

The job of the Audit Committee is to conduct a yearly audit of the Society's books. The audit should examine the procedures used by any Officer of the Corporation to see that they are standard and understandable. There should be a clear "paper (or electronic) trail" of income and expenditures with appropriate back-up material. Further, the accounting should be such that funds are properly listed in their correct accounts and that disbursements are backed up with proper expenditure authorization.

The Audit Committee also works with the Treasurer to develop prudent money handling and investment procedures.

## **Business Manager**

Working with the Board of Directors, the Business Manager is responsible for the business, service and management operations of the International Lilac Society.

### **Characteristic Duties and Responsibilities**

1. Prepare and/or assist in the planning and preparation of annual organizational budgets.
2. Assist the Treasurer in the supervision of and maintenance of financial records.
3. Conduct contract negotiations and write financial sections of proposals.
4. Review and recommend changes in internal operating procedures.
5. Advise and assist Society committees on budget and other related business problems.
6. Work specifically with the Editor and the Publications Committee on the cost of all aspects of publications.
7. Actively seek and negotiate with prospective firms for advertisement in the Society's publications.
8. Develop and carry through on business projects assigned by the Board.

*The need for comprehensive guidelines to the ILS officers' and committee chairmen's realm of responsibility is self-evident. Its intention is to guide new appointees to I.L.S. positions in gaining initial orientation and direction. Contribution of new ideas is expected once the appointee is comfortably in the "driver's seat."*

*It is expected that periodic revision, update and clarification of the Guidelines will take place. Check, therefore, the date of the copy in your hand to be sure that it is the latest version.*

*-Charles D. Holetich*

*The life of our Society is its members. Officers form a vital means for conducting society business, and conveying the wishes of the membership to the Board, and back again. Guidance provided to officers of the Society provides a form of organizational memory, giving means to orderly transition and renewal of the organization while providing sufficient constancy to make continual progress.*

*ILS officers are encouraged to use these guidelines as a "living reference" for their duties, and as a reminder of the objectives and mechanisms of the Society.*

*-Bradley J. Bittorf*