LCMGA: Description of Position, Duties and Responsibilities

Executive Board

The executive board is comprised of volunteer LCMGA members elected by the general membership to oversee and perform specific duties and activities for the association. The board works together to recognize and encourage the efforts of the membership and to provide an environment of fellowship, education and service to the community. The board provides leadership, open communication and access to all LCMGA, OMGA and OSU extension service master gardener programs and information. The board promotes and maintains the purpose of the association as defined in the by-laws. The board works closely with the Extension Agent to support Oregon State University (OSU) Extension Service Master Gardener Program.

The president, first vice president, second vice president, secretary, treasurer, state representative, alternate state representative and historian are executive board members elected annually to one year terms of service as outlined in the association by-laws. The first past association president (Immediate Past President) and the second past association president (Second Past President) are also members of the executive board serving in non-elective positions. Members of the executive board are encouraged to attend all board and general meetings.

President

Duties and responsibilities are:
1. Presides at board meetings.
2. Prepares agenda for executive board meetings and assists the first vice president in preparation of agenda for general meetings.
3. In the absence of first vice president, shall preside at general meetings.
4. Establishes board meeting dates.
5. Works closely with board members.
6. Appoints coordinators, chairpersons and members to the following positions and/or committees: nominating, audit, budget, demonstration garden class project, demonstration garden maintenance, Home and Garden Show, garden committee, spring
garden show, farmers’ market, publicity, office scheduler, fairgrounds maintenance, etc.
7. Works closely with extension agent to identify class coordinator(s), audio-visual coordinator(s) and hospitality coordinator(s) and to assist them in the execution of their duties.
8. Works closely with coordinators and committee chairpersons and as “ex-officio” member on all committees may attend committee meetings.
9. In conjunction with extension agent, reviews, determines suitability and may forward to board for discussion, proposals for master gardener participation in community service projects.
10. Coordinates the publishing of the newsletter with the editing and publishing crew as editor-in-chief.
11. Prepares president’s message and other articles as needed for the newsletter.
12. Represents the association at public events or may appoint a representative.
13. Other duties as needed.

First Vice President

Duties and responsibilities are:
1. Presides at board meetings in the absence of the president.
2. Presides at general meetings.
3. Prepares the agenda for general meetings.
4. Represents assists and provides support to the president as needed.
5. Responsible for and coordinates programs with event chairperson(s) at general meetings.
6. Writes articles for newsletter publicizing programs or sponsored events.
7. Coordinates dates and finances of major activities with board and/or committee chairpersons.
8. Other duties as needed.
Second Vice President

Duties and responsibilities are:
1. Presides at board meetings in the absence of the president and first vice president.
2. Coordinates various activities and schedules with the association and committee chairpersons, coordinates as requested.
3. Provides and maintains membership information in a uniform format suitable for automated processing.
4. Works in conjunction with the treasurer to establish and maintain an annual roster and data-base of association members.
5. Provides membership information to LCMGA and OMGA for the purpose of mailing newsletters, LCMGA and OMGA membership materials, and correspondence with chapter officers, members and associate members.
6. Publishes and updates annual membership list to association members.
7. Other duties as needed.

Secretary

Duties and responsibilities are:
1. Keeps the minutes of board and general meetings.
2. Disperses the minutes to members and make corrections to the minutes when applicable.
3. Is required to attend board and general meetings and when unable to attend a meeting is responsible to contact a substitute.
4. Assists the president in conducting necessary correspondence, which may include thank you notes to speakers, sympathy cards and gifts when appropriate.
5. Maintains a copy of the LCMGA by-laws.
6. Maintains a file of all “received by/or sent by” association correspondence.
7. Maintains in a designated secure location in the OSU extension office all minutes, committee reports and attachments.
8. Other duties as needed.
Treasurer

Duties and responsibilities:
1. Receive and disburse funds.
2. Keep records of all income and disbursements using Quicken software.
3. Records shall use a chart of accounts based on OMGA suggested chart as modified for LCMGA use.
4. Keep records of petty cash, bank and investment accounts.
5. Keep membership records is separate membership chair is not established.
6. Provide financial reports to board and membership at respective meetings. Reports of income and expense shall be by current month and year to date.
7. Prepare or assist in preparing budgets. (See OMGA Treasurer’s Handbook).
8. Prepare and submit annual chapter financial report as required by OMGA (mid-March).
9. Present books and records for auditing to chapter audit committee. (See OMGA Treasurer’s Handbook).
10. Submit OMGA dues (currently $5.00) for every current veteran member of LCMGA by April 1. Subsequent members’ dues to be forwarded to OMGA in timely manner.
11. Other duties as needed.

RECORDKEEPING
The fundamental duty of the Treasurer is to faithfully and accurately record all financial transactions of the LCMGA. The purpose of the record keeping includes all of the following:
1. To assure solvency and to prevent fraud.
2. To inform board and members of financial situation.
3. To establish a basis for budgeting.
4. To satisfy federal reporting requirements. Any chapter with annual gross revenue at or approaching $25,000.00 must keep a detailed set of accounts as described in the OMGA Treasurer’s Handbook.
State Representative

Duties and responsibilities:
1. Attends all quarterly Oregon Master Gardener Association (OMGA) meetings and reports its business to the association.
2. Is responsible to arrange for the alternate state representative to attend in their place when the state representative is unable to attend the meeting. The state representative is still responsible for the preparation of the report.
3. Prepares a two minute written quarterly report to be presented at the OMGA meeting.
4. Reviews if possible the proposed report with the board and/or the president before the quarterly meeting.
5. Submits the report to be published in the next LCMGA newsletter after the quarterly state meeting.
6. Receives and reports on OMGA communications, consulting with the president and the board.
7. Provides prospective for LCMGA activities.
8. Other duties as needed.

Alternate State Representative

Duties and responsibilities:
1. Attends quarterly OMGA meetings and reports its business to the association when the state representative is unable to attend the meeting.
2. Presents the report written by the state representative.
3. Acts in situ for the state representative in carrying out their responsibilities as outlined above when the representative is unable to execute them.
4. Provides prospective for LCMGA activities.
5. Other duties as needed.
Historian

Duties and responsibilities:
1. Collects evidence of the history and accomplishments of the LCMGA chapter.
2. Keeps a notebook documenting projects and events of the chapter’s activities, including newspaper articles and photographs.
3. Creates a display for OMGA mini-college. Sets up and dismantles it before and after mini-college.
4. Sets up displays of chapter activities and members at work at various chapter functions.
5. Other duties as needed.

Immediate (First) Past President

Duties and responsibilities:
1. Provides support to the president and board.
2. Provides a historical perspective on group actions when appropriate.
3. Other duties as needed.

Second Past President

Duties and responsibilities:
1. Provides support to the president and board.
2. Provides a historical perspective on group actions when appropriate.
3. Other duties as needed.
Office Scheduler
Master Gardener Help Desk
Job Description

The Office Scheduler (OS) ensures full staffing for the Master Gardener (MG) Help Desk; adjusts staffing for seasonal, client question volume fluctuations. To this end, the OS maintains complete, updated manual and electronic Help Desk Calendars. The OS communicates with Master Gardeners, Apprentices and appropriate Extension office employees regarding staffing opportunities and needs.

The OS contributes staffing and scheduling information monthly to the Coastal Currants Newsletter; appraises the LCMGA Board about concerns and/or new developments relating to MG Help Desk staffing and scheduling. The OS keeps the Extension Agent informed about the status of MG Help Desk staffing, scheduling and proposed office procedure changes. The OS trains Ext. office staff to use and maintain the manual and electronic Help Desk Calendars.

The OS reviews and maintains Help Desk and Building office procedures as they relate to Master Gardeners and Apprentices. This is done in coordination with the Ext. office staff and the Ext. Agent.

The OS conducts office scheduling and procedure training for new MG students during the annual training class; and, for veteran Master Gardeners, as needed. The OS also participates in Orientation for new students.