

LCMGA Executive Board

Description of Position, Duties and Responsibilities

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, OOMGA and OSU Extension Service Master Gardener™ programs. 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, vice president, secretary, treasurer, state representative and historian/alternate state representative are executive board members elected annually to one year terms of service as outlined in the association by-laws. The first past association president is also a member of the executive board serving in a non-elective position. Members of the executive board are strongly 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 vice president in preparation of agenda for general meetings.
3. In the absence of 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, history and membership. Similarly appoints to all other coordinator and committees positions established by the Board.
7. Works closely with extension agent to identify class coordinator(s) and hospitality coordinator(s) and to assist them in the execution of their duties.
8. Oversees, or assigns oversight to another Board member, all 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. Is responsible for providing a newsletter message from the board.
12. Represents the association at public events or may appoint a representative
13. Other duties as needed.

VICE PRESIDENT

Duties and responsibilities are:

1. Presides at board meetings in the absence of the president.
2. Prepares agenda and presides at general meetings.
3. Represents, assists and provides support to the president as needed.
4. Responsible for the coordination of special events.
5. Writes articles for newsletter publicizing programs or sponsored events.
6. Other duties as needed.

SECRETARY

Duties and responsibilities are:

1. Keeps the minutes of board and general meetings and makes corrections to the minutes when applicable.
2. Makes final drafts of minutes available by posting at the Master Gardener Office and by providing an electronic copy to the Extension Agent or his representative for posting to the LCMGA web site.
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.
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. Receives and disburses funds, keeping these records using Quicken software. Uses a chart of accounts based on OMGA suggested chart as modified for LCMGA use.
2. Maintains membership records. Submits OMGA Dues to State Treasurer.
3. Provides financial reports to board and membership at meetings. Reports shall be by current month (EOM) and year to date.
4. Prepares or assist in preparing budgets. (See OMGA Treasurer's Handbook)
5. Prepares and submits annual chapter financial report as required by OMGA.
6. Presents books and records for auditing to chapter audit committee.
7. Maintains Record of Equipment purchased by LCMGA.(value over \$50.00 & life over 2yrs)
8. Maintains LCMGA issued Laptop Computer & Wireless Printer.
9. Other duties as needed.

STATE REPRESENTATIVE

Duties and responsibilities:

1. Attends all quarterly Oregon Master Gardener Association (OMGA) meetings and reports its business to the association or arranges for an alternate.
2. Prepares a written quarterly report and presents an oral report at the OMGA meeting.
3. Reviews if possible the proposed report with the board and/or the president before the quarterly meeting.
4. Submits the report to be published in the next LCMGA newsletter after the quarterly state meeting.
5. Receives and reports on OMGA communications, consulting with the president and the board.
6. Other duties as needed.

HISTORIAN/ALTERNATE STATE REPRESENTATIVE

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. Serves as the Alternate State Representative.
6. Other duties as needed.

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

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