

Chapter Past President Multnomah County Master Gardener™ Association

FIRST APPROVAL: 2020.02.25

FINAL APPROVAL/ADOPTED: 2020.09.11

REVISION: Revision Date

Purpose of Office:

Consultant and advisor to the Chapter president

Benefits of the Position:

Supporting the continuation of efforts which have proven to be positive for the growth of the Chapter and in alignment with our mission.

Chief Responsibilities:

Support the president with problem solving and special projects, upon request and as needed.

Maintain good communication with MCMGA board AND Chapter members.

Operate in an environment of trust, confidentiality, and candor.

Continue interest in the progress of all project and committee activities.

Assist in promoting MCMG and encourage participation in Chapter activities and our mission.

Skills needed: Communication, mentoring, collaboration

Amount of Time Involved: 2-3 hours per month, in addition to Chapter and board meetings

Challenges:

Providing the president enough “space” to establish their own identity and style as the Chapter leader.

Chapter President

Multnomah County Master Gardener™ Association

FIRST APPROVAL: 2020.02.25

FINAL APPROVAL/ADOPTED: date

REVISION: Revision Date

Purpose of Office:

Provide leadership to the Chapter; conduct meetings in an orderly fashion, according to the by-laws, policies & procedures and goals of the Chapter.

Benefits of the Position:

Working closely with other Master Gardeners to advance the Master Gardener program & Chapter; leadership experience; helping to shape the future direction of the Chapter.

Chief Responsibilities:

Maintain good communication between MCMGA and OMGA, Chapter members, and Extension agents and coordinators.

Maintain good communication between MCMGA and community partners such as the Metro Regional Program.

Operate in an environment of trust, confidentiality, and candor.

Establish the agenda and conduct Board and Chapter meetings according to the by-laws.

Call special meetings when necessary.

Appoint chairs of standing and ad-hoc committees.

Be fully informed of all project and committee activities and progress.

Recognize efforts and accomplishments of members.

Actively promote MCMG and encourage participation in Chapter activities and its mission.

Assist with problem solving.

Skills needed: Communication, visioning, organizational skills

Amount of Time Involved: 15-20 hours per month, in addition to Chapter and Board meetings

Challenges:

Every issue comes with its own idiosyncrasies and challenges, so there is no set process to solve a problem. On the positive side, there is an enormous amount of experience and expertise in the MG membership and our partners. For any problem there seem to be an MG who is able to help solve the problem or who is part of a network of individuals that can help solve the problem.

Chapter Vice President

Multnomah County Master Gardener™ Association

FIRST APPROVAL: 2020.02.25

FINAL APPROVAL/ADOPTED: date

REVISION: Revision Date

Purpose of Office:

Assist the president in the work of managing the chapter

Benefits of the Position:

The opportunity to collaborate and work with a dedicated group of Master Gardeners to support our mission of sharing research-based knowledge and promoting sustainable gardening practices.

Chief Responsibilities:

Maintain good communication between MCMGA and OMGA, Chapter members, and Extension agents and coordinators.

Operate in an environment of trust, confidentiality, and candor.

Preside at Board and Chapter meetings in the President's absence.

Be aware and understand the duties of the president and undertake those in the President's absence.

Become familiar with the Chapter bylaws, policies and procedures.

Assist in the selection of committee chairs and stay informed of projects and activities.

Assist in promoting MCMG and encourage participation in Chapter activities and its mission.

Support the president with problem solving and special projects, upon request and as necessary.

Serve as chair of the nomination ad-hoc committee and prepare the slate of candidates for elected positions on the Board.

Coordinate meeting space and secure room arrangements for Board meetings.

Skills needed: Communication, visioning, collaboration

Amount of Time Involved: 4 hours per month for Board and Chapter meetings; additional time as necessary for specific projects

Challenges:

Recruiting candidates for officer positions on the Board

Chapter Secretary

Multnomah County Master Gardener™ Association

FIRST APPROVAL: 2020.02.25

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Purpose of Office:

To record the decisions and actions of the Chapter at general meetings and Board meetings.

Benefits of the Position:

The opportunity to collaborate and work with a dedicated group of Master Gardeners to support our mission of sharing research-based knowledge and promoting sustainable gardening practices.

Chief Responsibilities:

Maintain good communication with MCMGA Board and Chapter members.

Operate in an environment of trust, confidentiality, and candor.

Attend chapter general meetings and Board meetings.

Record accurate minutes of all Board meetings and the business portion of Chapter general meetings.

Distribute copies of the minutes to the Board for review and approval.

Preside at meetings in the absence of the President and Vice-President.

Forward attendance sheets from the Chapter general meetings to Metro Extension.

Electronically archive the following using a standard process approved by the Board: minutes, attendance information and other pertinent information as directed by the Chapter President, such as bylaws revisions, resolutions, policies and correspondence.

Skills needed: Organizational, word processing, email, filing and communication

Amount of Time Involved: 4-6 hours per month, in addition to Chapter and Board meetings

Challenges:

Timely completion and distribution of minutes

Chapter Treasurer

Multnomah County Master Gardener™ Association

FIRST APPROVAL: 2020.02.25

FINAL APPROVAL/ADOPTED: date

REVISION: Revision Date

Purpose of Office:

Handles oversight of books and finances in accordance with financial policies and procedures established by the MCMG Board and OMGA standards.

Benefits of the Position:

The opportunity to collaborate and work with a dedicated group of Master Gardeners to support our mission of sharing research-based knowledge and promoting sustainable gardening practices.

Chief Responsibilities:

Maintain good communication with MCMGA Board and Chapter members.

Operate in an environment of trust, confidentiality, and candor.

Have custody of MCMGA funds, keeping full and accurate records of receipts with the assistance of a MCMGA volunteer bookkeeper

Deposit all money in the name of and to the credit of MCMGA.

Disperse funds approved and specified in the annual budget.

Disperse funds not specified in the approved annual budget when directed by the action of the Board.

Maintain records in accordance with OMGA standards.

Provide a report of the financial condition of MCMGA at each Board meeting or as required.

Prepare records for the Financial Review ad-hoc committee as necessary.

Coordinate preparation of annual budget for Board review and Chapter approval.

Prepare yearly financial report to OMGA.

Acknowledge donations and keep records of such donations.

Electronically archive financial reports and budget so that they are accessible to chapter members, using a standard process approved by the Board.

Skills needed: Organizational, communication, knowledge of accounting basics, comfortable using financial software and spreadsheets

Amount of Time Involved: 4-8 hours per month, in addition to Chapter and Board meetings

Challenge: Timely completion and distribution of financial reports

Chapter OMGA Representative Multnomah County Master Gardener™

FIRST APPROVAL: 2020.02.25

FINAL APPROVAL/ADOPTED: date

REVISION: Revision Date

Purpose of Office:

Act as a liaison and facilitate communication between OMGA and MCMGA.

Benefits of the Position:

The opportunity to collaborate, learn and work with a dedicated group of Master Gardeners on the county and state level.

Chief Responsibilities:

Maintain good communication with MCMGA board members and Chapter members.

Operate in an environment of trust, confidentiality, and candor

Represent MCMGA at the quarterly OMGA meetings

Prepare and submit quarterly reports per OMGA requirements.

Participate on OMGA special committees and projects as needed.

Report on OMGA activities at MCMGA meetings.

The Alternate Representative shall keep abreast of state activities and report to the MCMGA Board in the absence of the OMGA Representative

The Alternate Representative shall become the OMGA Representative during the second year of the term.

Skills needed: Organizational and communication

Amount of Time Involved:

4-6 hours per month, in addition to Chapter and Board meetings

Attendance 4 times a year at one-day (Saturday) quarterly meetings at various locations around the state. Plus optional leadership forums prior to each of those quarterly meetings (Fridays)

Time writing up quarterly reports and submitting

Any OMGA committee work assigned or volunteered

Challenges:

Learning the purpose of OMGA and its relationship to the Chapters and Extension

Understanding the history of the organizations

Communicating with the alternate OMGA representative for a smooth transition