

C. BOARD MEMBER DUTIES

President:

1. Provides leadership to the chapter and conducts meetings according to the bylaws and the association's policies and procedures.
2. Develops an agenda for meetings that includes updates on committee activities and progress.
3. Prepares a year-in-advance calendar for the January meeting and updates this on a regular basis for communication to the membership.
4. Presents an end-of-year report summarizing projects successes, failures, and suggested areas of change.
5. Prepares a President's Message for the monthly newsletter.
6. Arranges for Financial Review Committee in January, Budget Committee in August, Scholarship Committee, Nomination Committee and Project Review Committee as needed.
7. Arranges for summer meeting hosts.
8. Annually announces Request for New Proposals.
9. Annually determines, with Board input, a COMGA Project to be reviewed.
10. Meets with new Board members & new Project Coordinators before the new year begins.
11. Assists Horticulture Agent in nominating annual State-wide Master Gardener awards.
12. Other duties as needed.

Vice President

1. Understands the duties of the President and stands in for the President in his/her absence.
2. Chairs the Community Education Committee to organize community education gardening classes and events including, but not limited to, live classes, Spring Gardening Seminar, the Home and Garden Show, and educational events at the Demo Gardens.
3. Schedules and documents appropriate venues, maintaining a list of free or low-cost meeting places in the Central Oregon tri-county area.
4. Trains speakers/teachers and teaching assistants.
5. Selects course materials with the approval of the OSU and Central Oregon Master Gardener Manager.
6. Develops the annual community education calendar in conjunction with the OSU Extension calendar, the COMGA President, and the Coordinators of the Demo Gardens. Provides the Webmaster with the correct event information.
7. Advertises COMGA Community Education classes and events.
8. Provides a list of vetted speakers/teachers to OSU staff for speaking opportunities.
9. Writes HoeDown newsletter articles about community classes to encourage MGs to spread the word.
10. Works with OSU Master Gardener Manager to provide approved Advanced Training within Community Education classes and events for Master Gardeners to meet their recertification requirements.
11. Prepares an annual budget.

Secretary:

1. Records minutes and attendance, files proceedings of all Board and General Membership meetings and makes them available to the membership and to the COMGA newsletter editor for publication. Acknowledges and conducts correspondence in coordination with the President. Files and retains all correspondence received by the Chapter.

CENTRAL OREGON MASTER GARDENER ASSOCIATION POLICIES & PROCEDURES

2. Maintains a book containing the meeting agenda, minutes, records of Articles of Association, current chapter Bylaws and Policies and Procedures.
3. Follows Record Retention policies and procedures.
4. Records annual election results and sends information to the newsletter editor and the President to be included in the next COMGA Board Meeting Minutes.
5. Attends Bylaw and Policy & Procedure meetings and records revisions and additions.
6. Attends or arranges for representation at all COMGA meetings to ensure attendance is recorded and minutes taken.

Treasurer:

1. Keeps financial records, receives and disburses the chapter's funds according to "Generally Accepted Accounting Principles" and in accordance with the approved budget.
2. Maintains a detailed procedure manual that includes a job description.
3. Deposits COMGA membership dues and sends annual dues to OMGA.
4. Accurately records checks and cash received in a timely manner and securely retains financial records.
5. Maintains financial accounts and reconciles chapter books with monthly bank statements in a timely manner.
6. Maintains records to identify sources of income.
7. Receives completed requests for reimbursement and makes authorized payments.
8. Reports on all financial accounts at Board meetings.
9. Serves as chairperson for the Budget Committee and prepares the annual budget for chapter approval.
10. Makes yearly financial report to OMGA.
11. Manages non-profit receipts for donations.
12. Maintains a record of fixed assets and depreciation in cooperation with project coordinators.
13. Provides access to all books and records for the annual review by the Financial Review Committee; provides standardized annual financial review procedure for use by the Committee.
14. Stores financial records according to the Record Retention Policy.
15. Requests assistance as needed to complete Treasurer's duties; Treasurer is still responsible for duties.

OMGA State Representative:

1. Serves as an information link between OMGA and COMGA.
2. Attends quarterly OMGA meetings and submits a report of those meetings to the Board and COMGA newsletter editor for publication.
3. Prepares a quarterly report in accordance with OMGA specifications on COMGA activities; one written report presented at the OMGA quarterly meeting.
4. Available to work on OMGA special committees.
5. Maintains the State Representative notebook.
6. Prepares an annual budget.

OMGA Alternate State Representative:

1. Has a copy of all OMGA communication and is available to attend quarterly meetings as needed.
2. Oversees, coordinates and promotes activities for OMGA Mini-college for the Chapter by means of general membership emails and HoeDown newsletter articles.
 - a. Organizes attendees for car pools, room sharing.
 - b. Arranges for collection and delivery of COMGA member-donated Silent Auction items.

Historian:

1. Secures evidence of the history and accomplishments of the chapter and determines what material is retained for future reference.
2. Establishes and maintains a chapter history notebook and/or computer files to be retained indefinitely for use by succeeding members.
3. Documents special projects and events with selected photos and/or articles pertaining to chapter activities. Documents should be originals or best quality possible and be displayed in an attractive manner with acid free materials. Officers and members assist in collecting their documents.
4. Sends pertinent chapter information to the OMGA Historian and submits articles to the OMGA newsletter or requests another volunteer to write and submit articles for the newsletter.
5. Maintains an online photo sharing account such as [Flickr.com](https://www.flickr.com/), renewing when necessary.
6. Posts photos to the online photo sharing account as soon as possible after each event.
7. Photographs the board annually and posts.
8. Arranges with Project coordinators to have a designated photographer and communicates with that volunteer before and after each event.
9. Prepares an updated slide presentation such as a power point presentation for the Project Fair, August BBQ and Holiday Lunch or designates a qualified volunteer to do so.
10. Works with Membership Coordinator and Activities Coordinator to organize the Welcome Lunch and Project Fair at OSU Master Gardener Training.
11. Creates and distributes a list of the trainees with their pictures.
12. Creates historical displays as requested by OMGA.
13. Prepares an annual budget.

Communications Liaison:

1. Editor of the monthly newsletter.
2. Coordinates with the Membership Coordinator for other communication related activities; emails Membership list to general membership in May.
3. Distributes electronic communication to all members.
4. Coordinates with gocomga.com Webmaster for information to be posted online (annual forms, etc).
5. Supervises or arranges for supervision of COMGA social media platforms, e.g., Chapter website, Facebook, Instagram, etc. via regular access and communication with designated MGs who post on the platforms.

Membership Coordinator:

1. Sets up and maintains communication with members, organizes and coordinates activities to maintain and improve membership numbers. Appoints and chairs Membership Committee w/ veterans of varied experience
2. Maintains a current electronic membership list (that includes address, phone number email addresses and membership category). Provides this list to the treasurer, newsletter editor, and COMGA webmaster.
3. Verifies membership by comparing the OSU Extension Service recertification list against the COMGA membership list.
4. Verifies Friends of COMGA have completed and signed their application, which includes the Statement of Understanding.
5. Assists project coordinators in understanding the role of Friends of COMGA.
6. Maintains a current list of Board members for COMGA.

CENTRAL OREGON MASTER GARDENER ASSOCIATION POLICIES & PROCEDURES

7. Provides the Activities Coordinator a list of topics the recertifying Master Gardeners “would like to learn more about” from the annual Renewal form.
8. Provides the membership list to President, Communications Liaison, and Webmaster.
9. As advised by Board and membership, sends greeting cards (get well, sympathy, etc.) to general membership.
10. Works with Historian and Activities Coordinator to organize the Welcome Lunch and Project Fair at OSU Master Gardener Training.
11. Prepares an annual budget.

Activities and Events Coordinator:

1. Plans, schedules and reserves meeting space for any General Membership Meeting advanced training or other COMGA activity. Coordinator must obtain prior approval of the local OSU Master Gardener Program Coordinator for any advanced training.
2. Prepares a monthly report of upcoming advanced training/continuing education opportunities and other COMGA activities to be presented at the monthly board meeting and printed in the HoeDown.
3. Writes or recruits a volunteer to write a descriptive article for the HoeDown newsletter after each General Membership Meeting or event.
4. Recruits and chairs informal committees as needed for General Membership Meetings and COMGA social activities, such as the annual BBQ and the Holiday Lunch.
5. Works with Membership Coordinator and Historian to organize the Welcome Lunch and Project Fair at OSU Master Gardener Training.
6. Prepares an annual budget.

Past-President:

1. Assists the President in assuming his/her duties.
2. Coordinates and chairs Bylaws and Policy & Procedure committee revision process as needed (determining necessity, appointing committee, setting schedule and publication of final document).
3. Acts as Parliamentarian following the procedures outlined in Robert’s Rules of Order.
4. Manages annual election according to Article VI in the Association Bylaws, including reporting results to the COMGA board, COMGA secretary and COMGA membership.