

## MMGA PRESIDENT POSITION DUTIES

Date January 8, 2009

**General Overview:** As described in Section 5.3 of the Michiana Master Gardeners Association (MMGA) Bylaws the president is the chief executive officer of the Corporation. Under the Board's direction the president shall have general supervision over the affairs of the Corporation and over the other officers and lead the association in the promoting public knowledge and understanding of the benefits of gardening, landscaping and environmental practices, and to promote good relations among area gardeners and MMGA members. In addition, the president shall foster an environment where the membership is encouraged to take active leadership rolls. The president shall perform all such other duties as are incident to this office.

**Requirements:** The candidate must be a member in good standing of the Michiana Master Gardener's Association and be a member of the board with one year of eligibility left on the board and must be willing to fulfill a one year term as President. The President is elected by the board of directors at its January meeting and during his or her tenure is expected to attend all meetings of the board, executive committee and membership.

**Duties and Responsibilities:** (while this list is rather comprehensive it is not all inclusive and may require additions from time to time).

1. The president shall preside at all meetings of the MMGA Board of Directors, Executive Committee and the membership (Section 5.3).
2. Special meetings of the Board of Directors may be called by or at the request of the president (Section 4.4).
3. The president shall sign all written contracts of the Corporation (Section 5.3).
4. Unless otherwise authorized by resolution of the Board of Directors All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by the treasurer, and countersigned by the president or vice president (Section 7.2).
5. The president shall, with the approval of the Board of Directors, appoint such standing or special committees of such size as the president or Board of Directors may deem necessary to properly carry on the activities and effect the Purposes of the Corporation Such committees shall perform as the president or the Board of Directors may direct. (Section 6.1).

6. In furtherance of the above duties that are expressly set forth in the MMGA Bylaws the president has the following responsibilities and may solicit the assistance of MMGA officers, board members and committee chairpersons or administrators to carry out such functions and duties.
  - A. A Budget for the upcoming calendar year is to be presented at the November membership meeting. At a minimum the budget shall be itemized by activity and include, as applicable, a forecast of expenditures, income and actual expenditures. This should be a formal presentation using an overhead projector and handouts.
  - B. The president shall cause the scheduling of the subsequent years monthly meetings of the membership, including an agenda, and have a copy of same prepared for the January board meeting.
  - C. Advanced arrangements are to be made with the Fair Office to reserve meeting rooms for all monthly membership meetings and activities that are expected to take place at the 4H Fair Grounds. This requires submittal of a request form to the Fair Office before year-end for the upcoming year.
  - D. In January a schedule of board meetings should be arranged for the current year.
  - E. The president shall cause the monthly meeting schedules of both the board and membership meetings to be published in the Membership Directory including available program information for the membership meetings. Both schedules shall include place, time and date of meetings.
  - F. The president is responsible for developing and publishing business agendas for all scheduled meetings of the board and membership.
  - G. Seven to ten days prior to the scheduled membership meeting the president should collect information from the board liaisons to determine if their committee chairpersons need to be on the agenda. This is not meant to preclude last minute committee reports from being presented but rather to assist in timing the length of the business meeting.
  - H. Provide one-week advance notice to upcoming board meeting and include agenda items, previous meeting minutes and other information that is deemed appropriate to help prepare the board members for the meeting.
  - I. A list of MMGA officers, financial officer, directors at large, liaisons, committee chairpersons and administrators shall be prepared for inclusion in the Membership Directory. In addition to member information the directory should include the address and phone number of MMGA the Purdue CES-Elkhart County the responsible Purdue Educator and Secretary.

- J. Distribution of prior months board and membership meeting minutes shall be made to all members in good standing and should be electronically distributed at least one week prior to the next scheduled meeting.
- K. The president has the responsibility of working with the Purdue Extension Educator regarding policies and procedures as they relate to the Purdue Master Gardener Program.
- L. Coordinate with the extension educator to determine the appropriate schedule for presenting an introductory talk to the new Master Gardener training class, this will generally be at the first session welcoming class members and giving them brief overview of the association and ways members earn hours. At one of the last sessions the president will again be expected to give a short talk and make sure the students have MMGA membership applications.
- M. The president will, in coordination with the Purdue University Extension Educator, cause the election of a board member from the new class who will then represent their class on the MMGA board.
- N. The president will serve as the representative of the MMGA at the graduation of the current years Master Gardener interns.
- O. Preside over the annual seminar and membership meeting held in March of each year.
- P. The president shall cause the recording, of any actions approved by the board releasing new policies and procedures or amending, modifying or otherwise changing prior approved procedures. Such action shall be recorded appropriately.
- Q. Assure that open communication is maintained between the board and association members.

**Time commitment:** It is estimated that responsibilities during meetings will involve 8-9 hours per month. Outside of meetings will involve 9-10 hours per month.