

MMGA VICE PRESIDENT POSITION DUTIES & RESPONSIBILITIES

Date 01/01/2009

General Overview: This position is a successor to the Michiana Master Gardener Association President's position thereby providing continuity of leadership to the Master Gardener Organization.

Requirements: The candidate must be a member of the Michiana Master Gardener Association (MMGA) in good standing and a member of the board with two years of eligibility remaining. Further, the candidate must be willing to fulfill a one-year term as President following his or her tenure as Vice President. The Board of Directors elects the Vice President at its January meeting; the VP is expected to attend all board, executive committee and membership meetings during that year.

Duties & Responsibilities:

1. As set forth in section 5.4 of the Bylaws the Vice President shall perform the duties specified in Section 5.3 of the Bylaws in the absence or disability of the president. In addition, the Vice President shall perform duties and assignments that may be delegated from time to time by the President or the Board.
2. In addition to the responsibilities outlined in the MMGA Bylaws, the following apply to this position:
 - Reports to the Board's President and assists the President in planning.
 - Participates closely with the President to oversee ongoing Committee and Administrator Liaisons.
 - When necessary assists Board Liaisons in preparation of committee budgets.
 - Assist in development of policies and procedures for Board approval.

- Assist in the implementation of amended/new policies and procedures.
- The Extension Office Secretary shall keep the master file of the policies and procedures; no changes to the master are to be made without authorization from the Vice President.
- The VP shall oversee the maintenance of up-to-date policy and procedure manuals that will be provided to newly elected board members. The contents of the manuals shall be:
 1. A copy of the current MMGA Bylaws.
 2. A copy of all procedures that have been approved by the MMGA Board.
 3. A copy of the MMGA Mission Statement.
 4. Page dividers for: Board Meeting Agendas, Board Meeting Minutes, Bylaws & Mission Statement, Committees, Membership List, Monthly Meeting Minutes, Job Descriptions, and Personal Notes.

Reporting:

A progress report of assigned activities shall be provided at the regularly scheduled Board meetings.

Time Commitment:

It is estimated that time required for monthly board, executive committee and membership meetings will involve 8-9 hours per month. Additional responsibilities will involve 9-10 hours per month.