



GWINETT MASTER GARDNERS ASSOCIATION OFFICER RESPONSIBILITIES AND PROCEDURES

Officer: **Immediate Past President**

Purpose: Provide leadership support for the continuing success of the organization.

Responsibilities:

1. Serve as member of the Executive Committee (EC) to conduct the business of the GCMGA in the intervals between scheduled meetings of the Board.
2. Attend Executive Committee and Board meetings with full voting rights.
3. Participate in the preparation of a proposed budget for approval by the Board at the January Board meeting.
4. Serve as Chairperson of Bylaws Committee.
5. Serve as Chairperson of the Long Range Planning Committee.
6. Serve as liaison to selected committees.
7. Other duties as assigned.

Procedures:

1. Organize and lead a Bylaws Committee, as needed, consisting of five members.
2. Organize and lead the Long Range Planning Committee, as needed.

Issued: September 1, 2013

Amended: