



GWINETT MASTER GARDNERS ASSOCIATION

OFFICER RESPONSIBILITIES AND PROCEDURES

Officer: President

Purpose: Provide leadership to the organization to ensure realization of our mission and ensuring organizational policies and procedures are in place to accomplish this vision. Act as liaison between the organization and the Gwinnett County Extension Service for the achievement of common goals.

Responsibilities:

1. Ensure the GCMGA Constitution and By-Laws are adhered to in the operations of the organization.
2. Financial:
 - a. Allocate the organizations financial resources and work with the Treasurer to finalize budgets for board approval at the January Board meeting.
 - b. Review in detail all budgets, expenditures, and progress reports of all committees.
 - c. Report the results of the annual audit at the January general membership meeting.
 - d. Oversee fundraising and take an active role in identifying resources.
 - e. Sign checks in the absence of the Treasurer.
3. Preside at all membership meetings, Executive Committee meetings and Board Meetings.
4. Communicate the status of the organization to the membership.
5. Evaluate effectiveness of committees and events for long-term growth and sustainability.
6. Coordinate with officers and committee chairpersons all activities of GCMGA.
7. Maintain open communications with the Gwinnett County Extension Director and staff to ensure achievement of common goals and adherence to polices of joint functions.
8. Appoint the Chairpersons for the standing committees and any select committees, with the advice and consent of the Executive Committee.
9. Provide orientation briefing on policies, procedures, responsibilities, and duties to new Board members.
10. Report Executive Committee actions to the Board at the next scheduled Board meeting.
11. Appoint a member to fulfill the term of office of any vacated officer or director position, with the consent of the Executive Committee and the Board.
12. Help recruit new members and develop succession plans for committee chairs.
13. Obtain the nominations for the coming year from the Nominating Committee at the conclusion of the October general membership meeting. Conduct the election of officers for the coming year at the beginning of the November general membership meeting according to the procedures stated in the Constitution and Bylaws.
14. Fulfillment of all duties prescribed in the Bylaws.
15. Serve as liaison to selected committees.
16. At conclusion of current year, transfer information to incoming President and provide guidance as needed.

Procedures:

1. Notify the members of the Executive Committee and Board of Directors of meeting times and places.

2. Develop agenda for each meeting, review prior minutes and reports in advance of meeting to allow for a complete review and consideration of the issues by the board.
3. Provide agenda in advance to Board members.
4. Preside over meetings making sure that the topics on the agenda are given complete consideration and everyone has an opportunity to be heard. Balance thorough discussion with efficiency in moving through the agenda.
5. Ensure files are maintained regarding policies and procedures of the organization.

Issued: September 1, 2013

Amended:

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