



## **GWINETT MASTER GARDNERS ASSOCIATION OFFICER RESPONSIBILITIES AND PROCEDURES**

**Officer:** **Vice President and President-Elect**

**Purpose:** Assist the President in the operation of the GCMGA and as incoming President, develop plans for effective leadership for following year.

### **Responsibilities:**

1. Serve as a member of the Executive Committee (EC) to conduct the business of the GCMGA in the intervals between scheduled meetings of the Board.
2. Preside at all meetings in the absence of the President.
3. Serve as Chairperson of the Nominating Committee.
4. Submit proposed budget for programs and door prizes for approval by the Board.
5. Participate in the preparation of proposed organizational budget for approval by the Board.
6. Arrange and prepare programs for scheduled meetings and introduce speaker.
7. Submit check request to Treasurer for speaker fees in advance of the meeting.
8. Provide program information to Publicity Chair in timely manner to meet publication deadlines.
9. Arrange for door prizes at monthly meetings.
10. Serve as liaison to selected committees.
11. Sign checks in absence of Treasurer.
12. At conclusion of current year, transfer information to incoming Vice President and provide guidance as needed.

### **Procedures:**

1. Nominating Committee Chairperson:
  - a. Select members for the Committee
  - b. Call a meeting of the Committee in September to develop slate of candidates.
  - c. Ensure all nominees are members in good standing and obtain consent of nominees before presenting slate to the Board prior to the October membership meeting.
  - d. As the final order of business portion of the October GCMGA membership meeting, present the slate of nominees to the membership and accept further nominations from the floor with the nominee's permission.
  - e. Present the slate to the President for vote at the November membership meeting.
2. Programs:
  - a. Make arrangements for meeting facility with Bethesda staff for the following year by October. January through November (with the exception of September) will be at Bethesda. The Extension Office (EO) Coordinator will sign the contract. The September meeting (thank-you picnic) will need to be coordinated through the EO Coordinator in August.
  - b. Identify potential speakers and review with the President.
  - c. Determine subject matter, contact speakers regarding fees and schedule.
  - d. Provide proposed budget for speaker fees for approval by the Board.
  - e. Obtain biography of speaker or develop information for publicity.
  - f. Submit information on speakers at least three months in advance to President, Publicity Chair, and for website posting.
  - g. Provide speaker with details of the location, time, telephone contact, etc.
  - h. Determine equipment needs and arrange for equipment with EO Coordinator.
  - i. Contact speaker one week before the event to ensure communications are accurate.

- j. Provide Expense Reimbursement Form to Treasurer for speaker fee in advance of meeting.
  - k. Introduce the speaker at the general membership meeting.
  - l. Send thank you to speaker following the event.
  - m. Maintain a history of speakers who have made presentations to the GCMGA and a list of potential speakers.
3. Door Prizes:
- a. Provide proposed budget for door prizes for approval by the Board.
  - b. Purchase door prizes with a gardening theme for each meeting. Award prize by drawing at the end of the meeting.
  - c. Store items between meetings and transfer any remaining items to the incoming Vice President.
4. Education and Communication Programs:
- a. Mentor and assist the Education Committee Chair in providing valuable educational programs.
  - b. Assist in the communication of information to the general membership.
5. As President-Elect:
- a. Recruit members to serve as Committee Chairs for standing and select committees and for appointed positions to be presented for the advice and consent of the EC.
  - b. Organize planning meeting of incoming Board following election at November meeting.
  - c. Develop budget with Treasurer for approval by the Board at the January meeting.