

APPENDIX B
Adopted on February 10, 2012

Job Descriptions

Expectations of Incumbent Common to Every Position:

1. Maintain status as a current, certified WSU Master Gardener in good standing.
2. Commit to support the mission and purposes of the Master Gardener Foundation of Washington State ("MGFWS" or "foundation").
3. Commit to work as a team member with a global attitude, willing to view things from the perspective of the state as a whole.
4. Commit the time and resources needed to accomplish the responsibilities of their position, and to follow through on assignments and responsibilities in a timely manner.
5. Attend and participate in regular and special Board meetings when possible.
6. Attend and support yearly advanced-education conferences when possible.
7. Commit to volunteer to participate on committees, initiatives and projects when possible.
8. Have access to an Internet connection in order to communicate with MGFWS officers and members by email and to prepare, receive and transmit electronic files.

Specific Expectations for Members of the Executive Committee:

1. Any current, certified WSU Master Gardeners in good standing may stand (or be recruited) as a candidate for the positions on the executive committee, which are president, secretary, treasurer and regional vice-presidents. Regional vice-presidents should be from a county within their region.
2. Commit to attend and participate in executive committee meetings.
3. Have a well-founded understanding of the history, mission and purpose of the MGFWS.
4. Be skillful in personal interaction, problem solving, diplomacy, and communication.
5. Have the ability to effectively manage programs.

I. Position: President

Reports to: The members of the MGFWS board.

Term: Two years, no limits on re-election

Purpose: As the leader of the MGFWS, the president has by far the largest commitment, responsibility and role of any member of the organization. The job may require more than 60 labor hours per month, including but not limited to 24 hours for day-to-day administration, 10 hours (plus travel time) for attendance at quarterly foundation meetings, and 14-16 hours for communicating with other board members, foundation members and the WSU Master Gardener Program Leader about MGFWS and WSU Master Gardener Program issues.

The MGFWS president has no official or reporting relationship with WSU. This position is elected by the board of the MGFWS and is charged with the responsibility of promoting and accomplishing the goals of the Foundation as delineated in its articles of incorporation and bylaws.

Unique Expectations of President, in Addition to Those Indicated Above:

1. Have effective leadership skills, including the ability to create and nurture a motivating environment; the ability to effectively lead a team of volunteers; the ability to plan and conduct effective meetings; the ability to plan, organize, and assure execution of the objectives of programs and activities, and perhaps most importantly, the ability to inspire others.
2. Have a high level of skill in oral and written communication.
3. Be proficient in computer word processing and have the ability to communicate via email.
4. Schedule and establish agendas for all executive committee and board meetings. These meetings shall be run according to *Robert's Rules of Order*, with the incumbent encouraging all participants to contribute and striving to arrive at decisions in an orderly, timely, and democratic manner.
5. Act as principal liaison between the foundation and Washington State University, specifically with the WSU Master Gardener Program Leader.
6. Promote the development and implementation of a strategic operating plan, including the establishment of goals, long- and short-term objectives, and tasks associated with achieving the goals identified in the plan.
7. Work to ensure that policies and procedures are in place for securing resources required by the MGFWS.
8. Promote positive and productive relationships between and among the MGFWS and county Master Gardener foundations, WSU, the media, donors, and other organizations.
9. Participate in, but not necessarily lead, foundation events and committee activities, as appropriate.
10. Work to ensure MGFWS representation, as appropriate, at local, regional and national Master Gardener events.
11. Serve as primary spokesperson for the foundation, including representation of the foundation to the media.
12. Guide, with the assistance of the treasurer, the development and administration of a fiscally sound budget.
13. Provide support, encouragement, and feedback to the organization's board and all foundation members.
14. Ensure that policies and procedures are in place for effective recruitment and evaluation of MGFWS board members and officers.

II. Position: Regional Vice President

Reports to: The members of the MGFWS board from counties within the region.

Term: Two years, no limits on re-election

Purpose: Represent the state foundation to all Master Gardener chapters in their region and represent all counties within their region to the state foundation. Encourage Master Gardener programs within the region to participate in MGFWS.

Unique Expectations of Regional Vice President, in Addition to Those Indicated Above:

1. Lead efforts to encourage communication and cooperation between and among counties and/or affiliates within their region and between regions.
2. Work with a standing membership committee to encourage development of membership affiliation for any county in their respective region without a chartered organization.
3. Encourage participation of the board members in the region and encourage participation by all counties in region.
4. Maintain contact with counties in their region to inform them about the state foundation purposes and activities.
5. Attend retreats, seminars, training and planning meetings concerning Master Gardener programs within their region, and in adjacent regions to build partnerships.
6. The most senior regional vice-president shall be prepared to assume the duties of the president if the president is absent.

III. Position: Secretary

Reports to: The members of the MGFWS board.

Term: Two years, no limits on re-election

Purpose: Responsible for creation and maintenance of [organization's](#) documents, minutes, correspondence, rosters and similar activities.

Unique Expectations of Secretary, in Addition To Those Indicated Above:

1. Maintain a current directory of officers, board members and chairs of standing committees. The directory should include name, address, phone number, email address, county and position. The directory will be updated and distributed to the members as directed by the president, but not less often than annually.
2. Attend all meetings of the executive committee and the board and take note of all substantive discussion "on the record" needed to support the development of minutes as described below.

3. Render notes taken into official minutes of the meeting. Minutes should:
 - a. Record the time the meeting is called to order and adjourned.
 - b. Record the names of all attendees, identifying whether each is an officer, board member, or guest.
 - c. Document all substantive business, including but not limited to reports of activity from member organizations and the recognition of noteworthy achievements. A general guideline is that minutes should record what is done by the assembly, not what is said by members.
 - d. Record the name of the person who makes each motion or amendment to a motion.
 - e. Record the name of the person who seconds each motion.
 - f. Describe substantive discussion, including summary of proposals and arguments pro or con.
4. Prepare draft minutes within 30 days of the meeting. Email a PDF version of the draft to executive committee and board members, setting a deadline for proposed amendments.
5. After the first deadline, email any proposed amendments as a revised draft to executive committee and board members with a new deadline for response. In the rare case where controversy arises, the issue should be referred to the president, who may place it on the agenda of the next meeting of the same group or otherwise propose a resolution.
6. Email a PDF version of the revised “final” minutes to the president, who will email it to all participants as an attachment to the proposed agenda for the next meeting of the same group.
7. Minutes for board meetings will be approved or amended by vote of the attendees at the next board meeting.
8. Minutes for executive committee meetings will be approved or amended by vote of the executive committee, and shall be distributed via email to all board members.
9. Make a PDF version of approved board and executive committee meeting minutes available for download from the MGFWS website.

IV. Treasurer

Reports to: The members of the MGFWS Board.

Term: Two years, no limits on re-election

Purpose: Responsible for the organization’s financial records

Unique Expectations of Treasurer, in Addition To Those Indicated Above:

1. Serve as chair of the finance committee.
2. Receive and pay bills.
3. Maintain a record of the organization’s financial records using the organization’s accounting software program.

4. Present a year-to-date budget report, a year-to-date income/expense report, and a current balance sheet at each regular meeting of the board.
5. Track contributions received for a designated purpose to assure they are used for the intended purpose.
6. Develop, in conjunction with the finance committee, a draft budget for the following fiscal year in the last quarter of each fiscal year.
7. Prepare an annual financial report during the first quarter of each fiscal year. The annual report will be presented to the board and used for the annual audit of the foundation's financial records.
8. Make the organization's financial records available to the audit committee for their annual audit.
9. Prepare and submit all required government financial reports; e.g. [Internal Revenue Service 501\(c\)\(3\) status, registration with Secretary of State](#).
10. Obtain end-of-the-year financial reports from dependent counties and consolidate their reports with the organization's financial reports.
11. Ascertain Internal Revenue tax filing status based on consolidated information.
12. When necessary, make financial records available to tax accountant for preparation of tax return to the Internal Revenue Service.
13. If federal income tax filing is not required, the incumbent shall submit required paperwork to Internal Revenue Service.
14. Participate in audit of the financial records compiled by host county of annual advanced-education conference.
15. Review dependent county chapters every three years for continued eligibility and make recommendations to the board regarding retention of dependent county status based on established income levels.

V. Position: Board Member/County Representative

Reports to: The membership of the organization or Master Gardener Foundation of the county from which they come and by which they are authorized to participate in the MGFWS.

Term: Not less than two years, to be determined by each county or affiliate organization.

Purpose: Represent their county or organization on the state foundation board and serve as liaison between the state foundation and their organization.

Unique Expectations of Board Member/County Representative, in Addition to Those Indicated Above:

1. Represent and support the interests, actions and activities of their county while working as an MGFWS team member, willing to view things from the perspective of the state as a whole.
2. Maintain awareness of county interests, actions and activities and collect information to contribute to the effectiveness of the state foundation.

3. Report, orally and in writing, both from the county level to the state, and from the state level to the county.
4. Be an active voting member of the state board.
5. Volunteer to serve on committees.