

Master Gardener Foundation

Brief New Job Descriptions Proposal

(As part of the new reorganization of the State Board, with a focus on better organizing and conducting our annual conference, these changes and additions to the slate of officers will be needed.)

Executive Vice-President (new position) (*Administration, Conference and Fundraising*)

- President Elect
- Fundraising
- Assistant to / substitute for President
- Sets vision
- Member Executive Committee

Past President (*Fundraising, Conference*)

- Advisor to President
- Fundraising
- Member Executive Committee

Conference Co-Directors (2 new positions) (*Conference*)

- Divide responsibilities for conference...
 - ... Site arrangements
 - ... Speakers
 - ... Volunteers
 - ... Activities
 - ... Program
 - ... Registration
 - ... Auction / Raffle
 - ... Vendor area / Store
 - ... Other as needed

Communications Director (new position) (*Administration and Conference*)

- Website, newsletter, social media, branding, advertising
- Liaison to WSU publicity
- Liaison to local MG foundations
- Research topics of mutual interest for board meetings
- Calendar maintenance

Financial Officer (*Administration*)

- Endowment fulfillment
- Banking
- Strategy-based budgeting
- Financial review
- Checks and Balances
- Grants

Secretary (*Administration*)

- Maintain corporate documents
- Meeting minutes
- Board correspondence
- Directory maintenance

Historian / Archivist (*Administration*)

- Maintain history of the board

Membership Chair and Co-chair (*Administration*)

- Fill vacant roles
- Statewide recruitment
- Update job descriptions as needed
- Board member recognition
- Board member benefits

Awards (*Conference*)

- Manage award criteria
- Recruit award nominations
- Oversee award selection
- Plan award presentations