The MGAGCM Board of Directors shall consist of the following offices:

1. President
2. 1st Vice President
3. 2nd Vice President
4. Secretary
5. Treasurer
6. Director A
7. Director B

who shall be elected and serve their 2 year term according to the term detailed in the respective office descriptions below. The expectation is that any person running for any position is committed to that 2 year term and will not resign early to seek another office.

All Board Members Basic Functions:

* Serve as a voting member of the MGAGCM Board, as appropriate
* Attend scheduled MGAGCM monthly meetings, special meetings as called by the office of the President, Board meetings, planning meetings, workshops or other Board development activities
* Develop and monitor short and long-range planning and goals
* Attend, support and participate in special events, if possible
* Monitor the Association's financial performance and approve the annual budget
* Lead with personal/professional expertise to support the mission of the Association
* Be responsive to members' concerns that fit the mission of the Association
* Maintain their board position’s handbook & assure that their position replacement is mentored for the position
* Have basic computer / e-mail skills

**TITLE: MGAGCM Board President**

**REPORTS TO:** Board of Directors

**ROLE:** The President shall preside over all meetings of the general membership and the Board and shall have such other powers and duties as assigned by the Board, subject to any restrictions imposed by law.

**TERM**: 2 years, elected at the end of an even year to serve starting in the odd year

**BASIC FUNCTIONS**:

* The President is the leader of the MGAGCM Board and membership
* Compose agendas for the Board and membership meetings
* Act as the tie-breaker in membership votes
* Communicate all Board decisions to the membership
* Inform the membership of any relevant procedures and updates
* Is a de-facto member of every MGAGCM committee and shall be notified of any committee meetings and updated promptly on any committee decisions
* Support committees as needed
* Collect and retain the annual Board commitment letters by the end of each January Board meeting
* Oversee that all Board members are performing their duties effectively and help if needed
* Resolve MGAGCM conflicts among members
* Respond to members' concerns that fit the mission of the Association
* Work with the local Master Gardener Coordinator/MSUE in the interest of the membership
* Attend, support and participate in special MGAGCM events
* Second signatory for bank checks
* Secondary monitor of MGAGCM USPS mailing addresses (PO Box)
* Is the primary monitor of the MGAGCM Gmail address
* Develop and monitor short and long-range planning and goals
* Oversee that proper record retention occurs
* Acts as primary liaison between MGAGCM and MMGA
* Enforce any MGAGCM associated rules and regulations
* Is the primary contact for all questions and inquiries associated with MGAGCM
* Represent the Association to the public and private sector; serve as an advocate for the Association.

**PERSONAL COMMITMENT**:

* + Time:
	+ Board meetings
	+ Work groups
	+ Time outside of each meeting for completing tasks
* Basic knowledge and access to equipment and high speed internet for participating in any electronic meetings and seeing to emails as required

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**TITLE: 1st Vice President**

**REPORTS TO:** President

**ROLE:** The 1st Vice President shall in the absence of the President have all of the powers of the President, as well as such other powers assigned by the Board.

**TERM**: 2 years, elected at the end of an even year to serve starting in the odd year

**BASIC FUNCTIONS**:

* Participate actively in one or more committees of the Board as needed
* Attend, support and participate in special events, if possible
* Back-up 2nd Vice President position when necessary
* Fulfill responsibilities as requested by the President
* Oversee and assist the following fundraising and marketing committees as needed:
* Ask A Master Gardener
* Garden Tour
* Fall into Spring
* MG Stones and plant signs
* Soliciting donations and gifts
* Branding and Branded items
* Crafts
* Distribute procurement & spending policy, approved budgets and reimbursement forms to committee chairs
* Report committee income and expenses to the Board as deemed necessary in cooperation with the Treasurer
* Communicate with the local Master Gardener Coordinator and the President on committee status as needed

**PERSONAL COMMITMENT**:

* Time:
	+ Board meetings
	+ Workgroups
	+ Time outside of each meeting for completing tasks
* Basic knowledge and access to equipment and high speed internet for participating in any electronic meetings and seeing to emails as required

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**TITLE: 2nd Vice President**

**REPORTS TO:** President

**ROLE:** The 2nd Vice President shall in the absence of the President and 1st Vice President have all of the powers of the President, as well as such other powers as assigned by the Board.

**TERM**: 2 years, elected at the end of an even year to serve starting in the odd year

**BASIC FUNCTIONS**:

* Creates the MGAGCM monthly meeting speaker schedule according to the Speaker SOP
* Shall keep track of membership interest on speaker topics
* Shall attempt to solicit speakers for presentation topics of interest to the membership
* Shall ensure that speakers and their monthly meeting presentations adhere to the Speaker SOP
* May communicate with other MG organizations, MMGA, MSUE, etc. regarding speakers
* Solicit membership and maintain a schedule of monthly MGAGCM meeting snack providers
	+ Send out a reminder to providers 1-2 weeks before the next meeting
	+ Maintain an adequate supply of necessary items in the MGAGCM designated storage space
* Ensure that the MGAGCM meeting venue is available, setup and restored to as found condition for each meeting
* Manage building security for monthly MGAGCM meetings
* Lead the Hospitality team chairpersons:
	+ Cards, flowers, etc.
	+ Awards Banquet
	+ Summer Picnic
	+ Christmas Banquet
* Fulfill responsibilities as requested by the President

**PERSONAL COMMITMENT**:

* Time:
	+ Board meetings
	+ Workgroups
	+ Time outside of each meeting for completing tasks
* Basic knowledge and access to equipment and high speed internet for participating in any electronic meetings and seeing to emails as required

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**TITLE: Secretary**

**REPORTS TO:** President

**ROLE:** Maintains all meeting records of MGAGCM Board and membership meetings

**TERM**: 2 years, elected at the end of an odd year to serve starting in the even year

**BASIC FUNCTIONS:**

* The Secretary shall follow the guidelines for the Secretary position as outlined in article IX section 9.03 of the By Laws:
	+ Keep the minutes of all Membership and Board meetings
	+ Provide notice to members and Officers of all membership and Board

meetings

* + Keep a register of all addresses of the Chapter’s membership.
	+ Attend to all correspondence of the Chapter as requested by the

Officers and/or Board

* Oversee the review of these Bylaws, not less than every three (3)

years and recommend any changes or modifications to the Board

* Maintain the records of the Chapter
* Perform such other duties as may be delegated to him/her by the Board

In addition:

* Work with the VMS Ambassadors to keep a register of all addresses of the Chapter’s membership
* Maintain a record of:
	+ Copies of Board and membership meeting minutes for the President and the Secretary’s handbook
	+ Association documents as identified by the President and Board
	+ The Association Leadership Directory and Membership
	+ Membership attendance at meetings
* Provide a copy of previous meeting minutes for the membership at the subsequent membership meeting
* Is the secondary monitor of the MGAGCM Gmail address
* Perform responsibilities detailed in the Nomination & Election SOP
* Work with the Treasurer to meet the April 1st annual MMGA reporting requirements
* Fulfill responsibilities as requested by the President

**PERSONAL COMMITMENT**:

* Time:
	+ Board meetings
	+ Workgroups
	+ Time outside of each meeting for completing tasks
* Basic knowledge and access to equipment and high speed internet for participating in any electronic meetings and seeing to emails as required

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**TITLE: Treasurer**

**REPORTS TO:** President

**ROLE:** Oversees the receipt and dispersals of Chapter funds following guidelines in MMGA Treasurers Record Book

**TERM**: 2 years, elected at the end of an odd year to serve starting in the even year

**BASIC FUNCTIONS:**

**Per our Bylaws article IX section 9.04**

**Treasurer:**

* Has primary responsibilities for the management of receipts, disbursements and all related accounting records, and preparation of monthly/annual financial reports and/or filings, including but not limited to the following:
	+ Deposit all monies collected
	+ Maintain accurate account of receipts and disbursements
	+ Pay all invoices and vouchers as approved
	+ Reconcile checking and/or savings accounts
	+ Provide periodic and annual financial reports for all Board and/or general membership meetings
	+ File appropriate IRS Form 990 in accordance with IRS regulations
	+ Filing and submitting reports to the State of Michigan, as required
* Assist with preparation of annual budget
* Prepare and provide records for internal audit
* Perform such other duties as may be delegated to him/her by the Board.

In addition:

* Communicate with Fundraising / Marketing committees in relation to finance
* File paperwork with businesses for tax exempt status
* Distribute annual budget to membership
* Primary monitor of MGAGCM mailing addresses
* Exhibit financial records and documentation to Board members on request
* Prepare lists for award banquet, bus trip etc. as payments are received for committee chairs
* Complete annual reporting responsibilities for MMGA with the Secretary
* Summarize the income and expenses of each funded project and committee for distribution to the 1st and 2nd Vice Presidents and chairs
* Prepare and provide records for internal audit
* Bring personal/professional expertise and that of others to support the mission of the Association
* Fulfill responsibilities as requested by the President

**PERSONAL COMMITMENT**:

* Time:
	+ Board meetings
	+ Workgroups
	+ Time outside of each meeting for completing tasks
* Basic knowledge and access to equipment and high speed internet for participating in any electronic meetings and seeing to emails as required

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**TITLE: Director A**

**REPORTS TO:** President

**ROLE:** Communication and Membership activities

**TERM**: 2 years, elected at the end of an even year to serve starting in the odd year

**BASIC FUNCTIONS:**

* Lead the Communications team per Communications SOP
* Up-to-date MGAGCM Calendar
* Facebook and other social media posts
* MGAGCM website
* Blog(s)
* Newspapers & Radio
* Lead the Membership team
* Membership retention
* Mentors for MGITs
* Freshman rep from trainee class
* MGAGCM annual dues collection for MMGA insurance
* Roster updates (coordinate with Secretary)
* VMS interest updates
* At the request of the Board: Survey membership for suggestions and feedback
* Work with the VMS Ambassadors and Buddies as needed
* Fulfill responsibilities as requested by the President

**PERSONAL COMMITMENT**:

* Time:
	+ Board meetings
	+ Workgroups
	+ Time outside of each meeting for completing tasks
* Basic knowledge and access to equipment and high speed internet for participating in any electronic meetings and seeing to emails as required

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**TITLE: Director B**

**REPORTS TO:** President

**ROLE:** Outreach tools and supplies

**TERM**: 2 years, elected at the end of an odd year to serve starting in the even year

**BASIC FUNCTIONS:**

* Work with the Secretary on reviewing By-Laws not less than every 3 years
* Assist and monitor as needed
* Lead team to make tools that increase educational interaction at outreach events
* Develop outreach event training material to train EMGs to work at outreach events and improve outreach effectiveness
* lead training of MGAGCM EMGs who volunteer at outreach events
* Develop and maintain signage for outreach events, working with MG Coordinator
* Develop and maintain info packets by topic and season for use at outreach events
* Develop ‘Crafternoon’ workshops for developing educational material
* Fulfill responsibilities as requested by the President

**PERSONAL COMMITMENT**:

* Time:
	+ Board meetings
	+ Workgroups
	+ Time outside of each meeting for completing tasks
* Basic knowledge and access to equipment and high speed internet for participating in any electronic meetings and seeing to emails as required