

## **JOB DESCRIPTION POLICY**

### **A. Purpose**

To capture in detail, and describe a procedure for adding or updating officer job descriptions or committee/representative guidelines.

### **B. Foundation Board Job Descriptions and Qualifications**

As deemed appropriate, the current job descriptions as described in this chapter will be reviewed. If changes are made, the new description will be approved and the handbook updated.

In order to qualify as a MGFTC board member, incumbents must possess the following general qualifications:

- Be a Foundation member in good standing.
- Understand the MGFTC Mission and Vision and the workings of the organization
- Be proficient in the use of computer technologies and current software (e.g. Word, Excel, email, etc.).
- Have good organizational skills.
- Have good verbal and written communications skills.
- Be able to perform the duties outlined in their Job Description.

In addition MGFTC board members must possess any job specific qualifications as identified under each Job Description.

1. President

Term of Office:

4 years including 1 year as President Elect, 2 as acting President and 1 year as Past President, with 1 consecutive term maximum.

Responsibilities:

- Guide and facilitate the business of the Foundation Board.
- Preside at all Board Meetings, General Membership Meetings, and the Annual Meeting.
- With Board assistance, set the meeting dates and times and, establish the agenda for all meetings.
- Appoint all standing and special committees as required.
- Work closely with the Master Gardener Program Manager to insure good communications between the Program and the Foundation.
- Advocate for the Foundation to city and county officials, Thurston County Master Gardener interns and all other appropriate parties.
- Writes articles for and posts information on a regular basis using the newsletter, emails, and other methods and technologies for communications (e.g. blogging).
- Oversees membership voting.
- Oversee the Policy and Procedures Committee.
- Perform other duties as needed.

Qualifications:

- Must possess all general qualifications.

2. President Elect

Term of Office:

1 year with 1 term.

Responsibilities:

- Shadow the current President to learn the duties required, meet contacts,
- and in general become familiar with the ways of business of the
- Corporation.
- In the absence of, or inability of the President, perform the duties of the
- Vice President.
- Attend all Board Meetings, General Membership Meetings, and the Annual
- Meeting.
- Chair the Nominations Committee when in office
- Perform other duties as needed.

Qualifications:

- Must possess all general qualifications.

3. Past President

Term of Office:

1 year with 1 term.

Responsibilities:

- Guide the current President in any way needed with particular emphasis on historical context and timeline of activities.
- Attend Board Meetings, General Membership Meetings, and the Annual Meeting.
- Chair the Nomination Committee when in office.
- Perform other duties as assigned.

Qualifications:

- Has served as President of the Foundation.
- Must possess all general qualifications.

4. Vice President

Term of Office:

2 years, with up to 2 consecutive terms.

Responsibilities:

- Reports to President.
- In the absence of, or inability of the President, perform the duties of the President.
- Attend all Board Meetings, General Membership Meetings, and the Annual Meeting.
- Work closely with the President to facilitate the business of the Foundation.
- Co-Chair the Budget process with the Treasurer.
- Oversee all Fundraising Committees (e.g. Plant Sale, Retail, Handicrafts, and Bloomin' Bingo).
- Serves as the Board Liaison with the Website Committee to ensure the content is aligned with foundation objectives.
- Updates organizational chart.
- Perform other duties as needed.

Qualifications:

- Must possess all general qualifications.

5. Secretary

Term of Office:

2 years, with up to 2 consecutive terms.

Responsibilities:

- Coordinate with President to prepare annual Board roster/phone list showing officers and committee chairpersons contact information with term limits and a separate list of meeting dates.
- Serve as the recording officer of the Foundation and the custodian of all records, except such as are specifically assigned to others (e.g. the treasurer's books). Working copies of minutes and other records will be kept in the Secretary's possession; approved minutes and other records will be maintained, and retained indefinitely, at the WSU Thurston County Extension Office.
- Attend Board Meetings, General Membership Meetings, and the Annual Meeting.
- Prepare minutes of all meetings and distribute to Board Members prior to the next meeting.
- Ensure approved minutes and updated Board documents are posted to the website within one week after approval.
- Arrange for sign in and ballot distribution at meetings where voting shall occur. Document voting results for meetings where voting occurs.
- Send communications and notices to non-MG Foundation Members in a timely fashion.
- Draft and send correspondence as appropriate (e.g. Thank You notes, acknowledgments, etc.).
- Perform other duties as assigned.

Qualifications:

- Has ability to take meeting notes.
- Must possess all general qualifications.

## 6. Treasurer

### Term of Office:

2 years, with up to 2 consecutive terms.

### Responsibilities:

- Attend all Board Meetings, General Membership Meetings, and the Annual Meeting.
- Pay all bills presented for documented expenses.
- Deposit all revenues received into Foundation bank accounts.
- Assure balances in accounts are correct.
- Alert the board to any possible future problematic areas.
- Co-Chair the Budget process with the Vice President. Physically prepare the annual budget using information presented by the Master Gardener Program Manager and members of the Foundation Board.
- Prepare and present budget status reports at meetings as requested.
- Oversee preparation of and submit federal tax returns.
- Prepare and submit the annual non-profit report to the Secretary of State.
- Renew the insurance policy with concurrence of the Foundation Board.
- Prepare and distribute donation acknowledgements as needed. In addition, prepare notifications to share with membership at the end of the year including names of people who have made a notable cash donation to the foundation.
- Collect mail from the WSU Thurston County Extension Office at least weekly.
- Perform other duties as assigned.
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### Qualifications:

- Must possess all general qualifications.
- Must have practical finance background, e.g. bookkeeping/accounting skills with Quickbooks or similiar software experience.

7. Treasurer Elect

Term of Office:

1 year with 1 term.

Responsibilities:

- Shadow the current Treasurer to learn the duties required, meet contacts, and in general become familiar with the financial ways of business of the Foundation.
- Perform other duties as assigned.

Qualifications:

- Must have practical finance background, e.g. bookkeeping/accounting skills with Quickbooks or similiar software experience.
- Must possess all general qualifications.



## 8. State Foundation Representative

Term of Office:

2 years, with up to 2 consecutive terms.

Responsibilities:

- Attend all Board Meetings, General Membership Meetings, and the Annual Meeting.
- Represent Thurston County on the State Board as a voting member and serve as liaison between the MGFTC and the Master Gardener Foundation of Washington State (MGFWS).
  - Attend State Board meetings (throughout the state) and report on County activities.
  - Notify the State Board about changes needed for Thurston County in the MFGWS directory.
  - Collect information for the State Board as requested.
  - Attend MG quarterly cluster meetings and encourages other Foundation members to attend.
  - Report to the Foundation Board and membership regarding State Foundation activities. This may include verbal or written announcements.
  - Work as an MGFWS team member willing to view matters from the state perspective.
  - Participate as an MGFWS team member willing to view matters from the state perspective.
  - Locally publicize, attend and support yearly Advanced Training Conferences.
  - Oversee the procurement of raffle items from Thurston County for the Advanced Training Conferences as requested by MGFWS and approved by MGFTC. Arrange for delivery of items to the conference site.
  - Serve on State Board committees as needed.
- Oversee the State Foundation Scholarship and Awards for Thurston County.
- Perform other duties as assigned.

Qualifications:

- Must possess all general qualifications.
- Maintain status as a current certified WSU Master Gardener in good standing.
- Be able to travel to the state meetings often on weekdays with an average of 4 meetings per year, and complete the required tasks.

## 9. Member-at-Large

### Term of Office:

2 years, with up to 2 consecutive terms.

### Responsibilities:

- Attend all Board Meetings, General Membership Meetings, and the Annual Meeting.
- Represent the interest of the general membership to the Board.
- Serve as liaison to the Membership Committee, which includes managing the yearly membership drive.
- Arrange details for each membership meeting including: speaker and fee payment, location reservation and fee payment, coordinating meeting supplies, set-up and break-down of the meeting facility.
- Ensure that speaker acknowledgement and necessary follow-up is completed.
- Send notification of membership meeting details and topics with adequate lead time to the Webmaster and MG/MRC Program Manager and Membership Committee Chair for distribution to the membership using website postings, emails, or other means.
- Assist MG/MRC Program Manager with the yearly awards event each November.
  - Write article and publicize request for nominations of Award Recipients; to membership; present names and awards to the Board for review;
  - Ensure award certificates are completed for the Award Meeting.
  - Arrange for catering of meal at Awards Event.
- Assist MG/MRC Program Manager with joint MGFTC and MG/MRC Program events.
- Perform other duties as needed.

### Qualifications:

- Must possess all general qualifications.
- Ability to communicate with members from varying backgrounds.