

MCMGA Executive Committee Job Descriptions  
Updated 10-24-2011

This job description document outlines duties of the board and its officers as listed in the by-laws and provides guidelines for other general duties that typically are performed by the officers.

Executive Committee as defined in the by-laws: The President will chair The Executive Committee. The members will consist of the President, First Vice President, Second Vice President, Secretary, Treasurer, Newsletter Editor, Member elected at large, and Immediate past president. The Extension Educator may serve as an ex-officio member of the committee at their discretion. This committee functions as the board of directors of this organization. The duties of this committee are to set policy, approve programs, approve income and expense budgets and authorize expenditure of funds on behalf of the membership. Approvals and authorizations require an affirmative vote by a simple majority of the executive committee. Minutes of executive committee meetings must record the results of voting on resolutions and authorizations. Meeting minutes are to be filed by the secretary.

## **President**

### By-Laws

- Preside at all meetings of the MCMGA and the Executive Committee of the association.
- Be responsible for the general supervision of the affairs of the organization.
- Be an ex-officio member of all committees except the Nominating Committee.
- Have the authority to sign checks.

### One-time chores

- Get the newly elected treasurer's and your signatures on file with the bank. Secretary is also needed for the transfer of signatures.
- Schedule meeting rooms for monthly business meetings. Currently that is with Unity Church with a cost of \$50 per month. Phone number for the church is 642-4463 and email address is [unityanderson@comcast.net](mailto:unityanderson@comcast.net).
- Ensure financial records have been audited for year-end. This according to by-laws needs to be conducted yearly by Member at Large, and 2<sup>nd</sup> Vice President, with information provided by the Treasurer.
- Review and update officer job descriptions as needed.
- Ensure that notice of membership dues is posted in January newsletter.
- Provide opportunity for Extension Educator to come to a membership meeting to talk about MG program and hours.
- Determine committee chair and members – Any changes or additions from previous year. Coordinate with various committee chairmen and project leaders to ensure their reports are included on the monthly meeting agendas. Following

is a list of committees, and other responsibility areas. Standing committees are defined in the by-laws.

- Executive Committee (standing)
- Scholarship Committee (standing) – May appoint chairperson
- Program (standing) – 1<sup>st</sup> VP
- Audit (standing) – Member at Large and 2<sup>nd</sup> VP
- Gardening Series
- Plant Sale
- MG Ware
- Website
- MCMGA email group list
- Photo Contest
- Annual Dinner
- Nominating Committee (standing) - This is set in August.
- Bus Trip
- Annual Book Purchase
- Sprinkles Mailing
- Refreshment coordinator for membership meetings
- Meeting room set up and clean up for membership meetings
- Youth Gardening (Extension Educator appoints)
- Flower and Patio Show (Extension Educator appoints – check with educator in December.)
- State Fair (Extension Educator appoints)
- Advanced MG Training (Extension Educator appoints)
- Mentor for Interns (Extension Educator appoints)

#### Monthly duties

- Write article for Sprinkles, notes from the president
- Create agenda and chair executive committee meetings
- Create agenda and chair monthly membership meetings
- Email reminders to executive committee for both meetings
- Beginning 2008, meeting rooms scheduled with Anderson Public Library, can be done 1 year in advance, one month at a time. On February 1, the meeting room for January of the following year can be scheduled using the APL online scheduling. Currently the APL is used for executive meetings the 4<sup>th</sup> Tuesday of each month at 6:00 p.m. The Garden Series chairman can schedule for the Garden Series the 3<sup>rd</sup> Saturday of the months March through November from 10:00 a.m. – 12:00 p.m. If APL AV equipment is needed that can also be scheduled through the online scheduling.
- Store President archives, MG banner, serving supplies, etc.
- Ensure monthly membership room is set up including making coffee and having serving supplies available for refreshments. (Check with 1<sup>st</sup> VP about meeting room & equipment set up.)

#### Month by Month

- January
  - At membership meeting, review functions of executive meetings and membership meetings. Also let membership know executive meetings are

- open and that minutes are available upon request and will be posted on MCMGA's website. Sprinkles newsletters, By-laws, job descriptions, monthly treasurer's report are other documents stored on the website.
- Ask executive committee to furnish refreshments for January membership meeting.
  - If Intern Training is scheduled work with John about furnishing refreshments for the first intern class.
  - If Advanced Master Gardener Training is scheduled, work with Extension Educator for volunteers needed for set up, registration, clean up, etc.
  - Check with Treasurer about any reports that need to be filed with the Secretary of State office.
  - Ensure year-end audit was conducted and report at January meeting
  - Discuss with Extension Educator getting MCMGA assigned days for the Flower and Patio Show and for the State Fair.
  - Ensure Liability Insurance has been paid
  - Ensure Website renewal has been paid
  - Schedule MCMGA Project Fair for membership meeting.
- March
    - Ensure that all state and federal tax forms for tax-exempt organizations have been received by the Extension Office and that they are filed on time
  - May or June – presentation to scholarship recipient(s).
  - August
    - Establish the Nominating Committee. See by-laws.
    - Offer opportunity for membership to submit in writing any budget requests to be reviewed and decided by next year's Executive Committee.
  - October
    - Conduct election of officers at membership meeting.
    - Invite next year officers to attend the October & November board meetings.
  - November
    - Plan meeting with John Orick to talk about upcoming year expectations, volunteer opportunities, etc., including Flower and Patio Show date for MCMGA
  - December
    - Ensure account signature authorization have been changed for new officers.
    - Begin working with 1<sup>st</sup> Vice President on programs and field trips for the next year.
    - Ensure audit is scheduled.
    - May want to consider meeting informally with the next year's Executive Committee to plan the January meeting, answer or ask questions, and generally be better prepared to start the next year.
    - Check with Extension Educator on Flower & Patio Show MG Booth.

## Miscellaneous

- Tax issues. Original of our letters of exemption are in the president's files with copies in the treasurer's files and also with John Orick at the Extension Office. Copies of our past tax returns are in the treasurer's files. (John Orick is the registered agent for our corporation)
- We are required to file an annual report with the Indiana Secretary of State. (Form 990)
- Original articles of incorporation and the latest by-laws are in the president's files with copies in the treasurer's files and with John Orick.
- Promote the purposes of the MCMGA as listed in the by-laws.
- Work with Extension Educator. Invite to membership meeting (typically August) to speak about MG program, volunteer hours, and education hours. This is also a good time to encourage members to submit their hours.

## **1<sup>st</sup> Vice President**

### By-laws

- Perform the duties of the president in the absence of that officer.
- Chair the Program Committee for programs/speakers for monthly membership meetings.

### Miscellaneous

- Line up miscellaneous field trips throughout the year.
- Keep MCMGA's projector and schedule of its use.
- Store AV equipment.
- Attend executive board meetings.
- Attend monthly membership meetings.
- Promote the purposes of the MCMGA as listed in the by-laws.
- Scholarship recipients will be invited to the May membership meeting. (June is the alternative month.)

## **2<sup>nd</sup> Vice President**

### By-laws

- Chair for the annual Garden Tour.
- Serve on Audit Committee to audit financial records annually.

### Miscellaneous

- Attend executive board meetings.
- Attend monthly membership meetings.
- Promote the purposes of the MCMGA as listed in the by-laws.

## Secretary

### By-laws

- Keep the records of the proceedings of the meetings.
- Maintain membership list (Treasurer will provide updates as dues are paid.)
- Conduct general correspondence.
- Prepare and mail notices of meetings, special activities, etc.
- Have membership lists available at the March membership meeting of the year.
- Inform membership of any additions to the membership list.

### Miscellaneous

- Work with President and Treasurer for changing authorized signers on MCMGA bank accounts.
- Ensure voting records are included in the minutes.
- Distribute monthly membership meeting minutes to the board within one week after the meeting. Present each month's minutes for corrections and approval at the following month's meeting. Extra copies of the minutes should be available at the membership meetings. If you cannot be present, arrange for a sub to take the minutes.
- Distribute minutes of the MG Executive Committee to the board within one week after the meeting. Present board meeting minutes for corrections and approval at the following month's meeting. Have extra copies available at the next month's executive meeting. Submit minutes to webmaster to post on MCMGA's website. If you cannot be present at a meeting, arrange for a sub to take the minutes.
- Save all final versions of the minutes, correspondence sent and received, etc. to pass on to the next secretary, and have said items available if needed by the Executive Committee or other authorized person.
- Coordinate updated membership with the Treasurer as members pay annual dues. Be available to work in conjunction with the Treasurer and to facilitate the process of recording the receipt of dues and the membership information. The membership list is to be made available to the newsletter committee for Sprinkles mailing and also needs to be made available to the membership. The membership form now includes delivery method, email or mail for Sprinkles distribution.
- Have copies of by-laws available at membership meetings and offer email as an alternative for members to receive by-laws.
- Type up forms, documents, etc. as requested by the Executive Committee.
- Type and send other correspondence as requested by the Executive Committee.
- Send thank-you letters to special speakers, and to places that allow us to tour their facilities or gardens. Keep copies of these letters on the file to pass on to the next secretary. Have said items available if needed by the Executive Committee or other authorized persons.
- Keep a supply of official MG stationery on hand and have it available for executive committee officers if needed.

- In the case of the death of a MG member, send flowers for the memorial service or a memorial contribution if requested by the family. The Treasurer has authorization to spend up to \$100.
- Attend executive board meetings.
- Attend monthly membership meetings.
- Promote the purposes of the MCMGA as listed in the by-laws.

## Treasurer

### By-laws

- Receive and keep safe account of all moneys.
- Pay all bills incurred after approval by the Executive Committee.
- Prepare a detailed annual financial report to be audited and presented to the membership.
- Authority to sign checks.
- Complete all required state and federal forms as needed.
  - Yearly business entity report is typically filed in November. The Indiana Secretary of State form is called, Indiana Business Entity Report. There is a *\$10* filing fee that is included with Indiana Business Entity Report when mailed into the Indiana Secretary of State, 302 W. Washington St. Room E-018, Indianapolis IN 46204. Have to call or go online for forms.
  - Non-profit status IRS reporting annually on Form 990-N. E-Postcard file your electronic IRS Form 990-N. E-Postcard is due annually on or before May 15. This needs to be filed before the Indiana NP-20 as a copy of this 990-N filing receipt will need to be attached to the NP-20 return.
  - File yearly the NP-20 report with Indiana Department of Revenue. Indiana. Attachments to this NP-20 will include the Form 990-N E-filing Receipt – IRS status: Accepted and a list of current officers (position, name & address) on our letterhead paper. You will submit this completed form and attachments to: Indiana Department of Revenue, Nonprofit Section, P.O. Box 7147, Indianapolis, Indiana 46207-7147. If you need to call, the telephone number is (317) 232-2188. Should be able to get the form from the Extension Office. This is due, May 15, which is 5 months and 15 days from the anniversary of incorporation date.

### Miscellaneous

- Sign up via computer with the IRS, to ensure IRS Exempt Organization Update e-mails are sent.
- Change all banking account (checking, CDs, etc.) signature cards to add newly elected officers and delete previous officers not currently serving. Work with President and Secretary as needed for changing authorized signers.
- January – begin collecting dues for the current year. Keep record of dues collected and any name or address changes. Work with Secretary who will maintain the updated membership list, and also work with the Newsletter Editor

- to ensure mailing list for Sprinkles is accurate and that notice of membership dues is included in the January Sprinkles.
- Plan budget for the coming year. Be ready to present first draft at January meeting. May want to consider budget status reports for committees and for officers to review to assist in planning for the next year.
  - Maintain a general ledger for income and expenditures.
  - Prepare a balance sheet to present and/or hand out at all meetings.
  - Submit membership meeting Treasurer's report to webmaster to post on website. This was decided at July 2011 board meeting.
  - Include agenda item, Presentation of Bills for meetings.
  - Balance checkbook monthly and do Statement of Operations for meetings.
  - Scholarship awards beginning in 2010 will be disbursed by MCMGA, not through the Madison County Community Foundation.
  - Collect money for annual dinner and pay bills.
  - Have tax ID numbers and non-profit tax forms available for any sizable purchase.
  - Pay monthly meeting and speaker fees promptly.
  - Beginning in 2010, the MCMGA Expense reimbursement form will be used when a member presents an approved expense to be reimbursed. The receipt for the reimbursement must also be submitted.
  - Keep track of expenses in spreadsheet and pay bills promptly.
    - Garden Tour
    - Youth Programs
    - Gruenewald Gardens
    - Miscellaneous
  - Get checkbook to President if going to be unavailable for meeting or out of town so that bills and deposits may be made promptly
  - List all checks and deposits under appropriate headings so they will go to proper budget category.
  - Attend executive board meetings.
  - Attend monthly membership meetings.
  - Be available to answer any audit questions from the Audit committee
  - Review investment strategies for current MCMGA accounts and make recommendations for board consideration
  - Perform monthly audit of Certificates of Deposit for market interest rate changes and certificate maturity. Upon maturity, make recommendations to board as to direction the investment should take. Perform investment direction.
  - Promote the purposes of the MCMGA as listed in the by-laws

### **Member at Large**

Be the voice of the membership to the Executive Committee

- Attend Executive Board Meetings and represent members of the association.
- Attend monthly membership meetings.

- Be available to the membership for all suggestion and convey those suggestions to the Executive Committee.
- Promote the purposes of the MCMGA as listed in the by-laws.

## **Newsletter Editor**

### By-laws

- Responsible for publishing a periodic newsletter

### Miscellaneous

- Gather information, articles, photographs, etc. to use in Sprinkles newsletter
  - The Sprinkles newsletter is published monthly on the Monday preceding the Master Gardener's monthly membership meeting, which is held the second Monday of each month.
  - Articles submitted for Sprinkles should be proofread by the author and by a second person.
- The newsletter may be distributed either by mail or email. The distribution method was added to the 2010 membership form. The delivery method is coordinated through the Secretary, Newsletter Editor, and the newsletter committee. Webmaster will post Sprinkles on MCMGA's website.
- Newsletter deadlines and schedule for monthly articles:
  - January
    - Advanced Master Gardener Training
    - Membership dues notice
    - Intern Training
    - MCMGA Project Fair
  - February
    - 2<sup>nd</sup> Notice of membership dues
    - Advanced Master Gardener Training
  - March
    - Plant Sale
    - Last issue of Sprinkles to those who have not paid dues
  - April
    - Garden Tour
    - Plant Sale
  - May
    - Garden Tour
    - Plant Sale
  - June
    - Scholarship Recipient
    - Garden Tour
  - July
    - Volunteer and Education Hours information & form
  - August
    - Photo contest information

- September
  - Annual pitch in information for September meeting
  - Annual dinner information & form
  - Photo contest entry form and release form
- October
  - Annual dinner information & form
- November
  - Master Gardener of the Year
  - Annual membership dues form
  - Master Gardener Intern Training
- December
  - Usually there is no issue published this month
- Ensure Membership Dues Notice is in November and January Sprinkles.
- Attend executive board meetings.
- Attend monthly membership meetings.
- Promote the purposes of the MCMGA as listed in the by-laws.

### **Past President**

- Be a mentor to the newly elected President and other officers as needed.
- Attend executive board meetings.
- Attend monthly membership meetings.
- Promote the purposes of the MCMGA as listed in the by-laws.