

OMGA JOB DESCRIPTION

2nd Vice President

Description: The 2ND Vice President supports the organization's mission of education and attends all Board and Executive Committee Meetings; co-chairs the arrangements of Mini College with the 1ST Vice President.

IMPLEMENTATION

- Co-chairs Mini College.
- Works with 1st VP to establish a theme for Mini College and ensures appropriate notices are forwarded to volunteers in charge of publicizing the event.
- Works with the 1st Vice President to prepare conference budget and helps determine conference prices and schedules. Helps track progress of volunteers in accomplishing tasks and requests for status reports.
- Recruits volunteers to help with registration and acts as chair of the Registration Committee which includes the set-up and division of responsibility for on-site registration.
- Responsible for coordinating the preparation of the Registration Packet for the attendees including:
 - a. Maps
 - b. Information Sheet
 - c. Advertising materials inserted (pencils, pads, etc)
 - d. Should this also include ribbons and speaker badges? Who is responsible to obtain lanyards, holders, inserting meal and event chits, etc.?
- Works with the official Registrar on the content of the registration posting online. Establishes and chairs the committee for selection of classes (coordinate with OSU Statewide Master Gardener Program Coordinator to ensure agreement with the theme) and speakers.)
- Creates speaker room assignments and class schedules. Helps 1st VP determine facility requirements (tables, chairs, "smart rooms", etc.).
- Provides list of speaker AV needs for Mini College and coordinates these needs with the AV personnel.
- Ensures that copies of handouts for speaker's class are requested from speakers and reproduced for attendees.
- If required; oversees special Saturday classes and/or tours and AV equipment if needed
- Prepare a final report for inclusion in "Lessons Learned" for the Mini-College. Submit suggested changes and updates for inclusion in the Mini College Notebook.
- **Front Desk Coordinator**
Ensure set up of tables and functions agree with plans. Ensure personnel are at their stations. Recruit additional help if needed. Troubleshoot potential problem areas. Work with chairs for Greeters, Helpers at Large, Registrar, On-Site Registration, and others to ensure warm, friendly, and quickly paced check-in occurs for each attendee. Review signs and directions. Plan and conduct a mock check-in to ensure traffic flow and procedures are efficient. Stay within budget and adhere to schedules. Prepare summary (lessons learned) within 30 days after Mini College for improvements to next year's Mini College.