

OMGA JOB DESCRIPTION

President

DESCRIPTION: The President supports the organizations mission of education, leads and facilitates board meetings, guides the work of the board to secure funds, oversees efforts to build and maintain a strong board, and helps the board develop policies and procedures.

IMPLEMENTATION

- Leadership and Facilitation
 - a. Maintain an open relationship with the OSU Horticulture Department, Extension Agents, and the Statewide MG Program staff
 - b. Be aware of all legal obligations of OMGA
 - c. Refer to bylaws and policies for guidance in all practices. Ensure a record retention system is followed for all identified policies and procedures
 - d. Chair quarterly business meetings; develop and follow agendas; assign action items to accountable parties
 - e. Use Roberts Rule of Order whenever applicable.
- Secure Funding
 - a. OMGA's strategic plan is to maintain solvency
 - b. Assist with articulation of a 5 year strategic plan developed by the Executive Board
 - c. Fiscal budgets reflect the strategic plans activities and timelines
- Board Membership
 - a. Follow through with OMGA Chapter Reps for the distribution of information to Chapters
 - b. Support the development and management of Board succession plans
- Policy, Procedures and Guidelines
 - a. Ensure that clear work instructions are documented.

OTHER POSSIBLE DUTIES

Act as liaison between Executive Committee and Board members at large and keep members informed. Ensure board members are correctly representing the organization. Be responsible for representing the Master Gardener Program on all levels: local, state, regional, and international. Serve as ex-officio member of Extension Educator Grant Committee. Other duties as described in OMGA By-laws.