

OMGA JOB DESCRIPTION 1st Vice President

DESCRIPTION: The 1st Vice President supports the Oregon Master Gardener Association's mission of education and co-chairs the arrangements of Mini College with the 2nd Vice President.*

Purpose of Mini College is to provide an outstanding educational venue for Master Gardeners **and the general public.** (See Mini College Notebook for specific details)

IMPLEMENTATION

1. Arrange for facilities which include:
 - i. Classrooms
 - ii. AV
 - iii. Housing
 - iv. Main Meeting Room
 - v. Sufficient area for Registration and all other activities which may take place.
 1. (These may include Silent Auction, Displays, Message Boards, Tours, Send a Friend, Awards Posters, Historian Displays, or other activities as decided.)
 - vi. Lunch during Sessions
 - vii. Awards Banquet
 - viii. Ensure that safety standards are met in all areas.
2. Recruit and appoint chairpersons for committees and positions*. These may include but are not limited to:

<ol style="list-style-type: none">i. Banquet (Food, Décor, Prgm)ii. Toursiii. General Sessionsiv. Photographerv. AV support	<ol style="list-style-type: none">vi. Volunteer Coordinatorvii. Sponsorshipsviii. Awardsix. Send-A-Friend Scholarshipx. Silent Auction*
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3. Provide directions and guidance to all committee chairpersons. Prepare an overall schedule that will provide a framework for more detailed schedules to be prepared by each chairperson.
4. Coordinate with the President Elect for items that relate to the Leadership Forum
5. Negotiate and sign (approve) contracts. (May delegate initial negotiations to designated chairperson, but must approve all contracts). Ensures copies of the signed contracts are forwarded to the treasurer.**
6. Work closely with 2nd Vice President to select a theme and coordinate efforts to present an outstanding educational venue for Master Gardeners and the general public
7. Work with 2nd Vice-President to prepare conference budget and help determine conference prices (see Mini College under Financial in Policies and Procedures and MC notebook. Itemized budget for Mini College will be submitted to Treasurer upon completion.**
8. Consult with OSU Statewide Master Gardener Program Coordinator for advertising that mentions OSU and OSU policy that may apply.
9. Prepare a script for Mini College that includes welcome addresses to conference attendees, that provides timely information about activities, banquet awards, and details timing and sequences of events
10. Co-host an evening soiree to thank those involved in coordinating the various activities
11. Solicit information from Mini College chairs and coordinate distribution of this

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- information to chapters as needed, i.e. about silent auction needs, volunteers needed, registration info, etc.
12. Work with Registrar and Webmaster on Registration Form for Gardener's Pen; Articles for Gardener's Pen; Oversee the creation of the Banquet Program; Oversee the Awards and Ribbons committee; Budgets and schedules; Quarterly reports to the Board of Directors.
 13. Ensure Awards Committee coordinates with Program Coordinator for OSU Statewide Awards and Educator Extension Grants.
 14. Approves all invoices for payment. Works with the treasurer to ensure timely payment and compliance with IRS regulations.**
 15. Collects critiques and "lessons learned" about the event from attendees, instructors, and chairpersons. Updates Mini College Coordinator's Handbook and passes that on to the next 1st Vice President.

OMGA BYLAWS:

***Article V Section 4. Other Committees.** The Board of Directors may establish such other committees as it deems necessary and desirable. Such committees may exercise functions of the Board of Directors or may be advisory committees.

***Article V Section 5. Composition of Committees Exercising Board Functions.** Any committee that exercises any function of the Board of Directors shall include two or more board members.

****Article V Section 8. Information Disclosure by Committees to the Treasurer.** Any committee involved in fund raising activities shall keep the Treasurer fully informed of these activities.

OMGA Policies and Procedures:

2. Committees***

2.2.10 Silent Auction: Solicits donation of items, creates display of items and accounts for auction sales. Chaired by 1st Vice President. (6/7/03, 11/3/12)

2.2.1 Ray McNeilan Scholarship: Awards scholarships to OSU students in the field of Horticulture. Chair is appointed by the 1st Vice President. The Scholarship Committee reviews the awards prior to distribution. (6/7/03, 7/28/12)

5. MINI-COLLEGE

5.1 Full registration fees will be waived for the Directors of Mini College. Class fees, noon-time lunches, and parking fees will be waived for the Registrar, Conference Treasurer, Housing Director, and the Silent Auction Chairs. (8/88, 3/3/07, 2/5/2011).

5.2 Notification of speaker/instructor - cost/entitlements will be provided to the treasurer and the Registrar of Mini-College for budgeting and accounting. (10/12/89)

5.3 Preference for obtaining speakers will be given to those regionally located within Oregon, Northern California and Washington. Speakers will be given mileage and noon-time meals, and waiver of class and parking fees for one day only. Other considerations will be negotiable, depending upon the number and timing of the classes taught. The speaker coordinator will provide a list of class instructors and nature of fees to be provided (refunded) if the speakers are not registered. (11/10/90, 3/8/97, 2/5/2011, 6/2/12)

A budget item will be included to pay for a special speaker(s) as required. Consideration will be given for honorarium and transportation cost. (11/90)

The 20% profit realized from the sale of books at the Mini-College bookstore will be divided equally between the Master Gardener purchaser and OMGA. (6/6/92)

Refund of registration fees will be made in emergency situations, upon written request and approval by the 1st and/or 2nd Vice President. (11/10/90, 2/5/2011, 6/2/12)

The Mini-College “books” will be closed 60 days after the Mini-College. No bills, refunds, etc. will be accepted after this date. Closing books will permit preparation of a final report by the November meeting. (Revised 3/8/97)

Review and authorization of payment of all expenses involved with Mini College shall be the joint responsibility of the 1st Vice President and the 2nd Vice President. (Oct/09, Rev 2/5/2011)

5.9 Establish a Mini College rotation schedule with a 1-2 year projection of annual Mini College events maintained by the 1st and 2nd Vice President. Flexibility will be provided to the Executive Committee to revise the schedule as necessary with considerations of cost and periodic return to the OSU campus in Corvallis. (8/7/99, Revised 6/2/12)

5.10 The financial goal for Mini College shall be enough profit to support the deposit on the following year’s conference venue. (2/6/10, Revised 6/2/12)

5.12 Funds for the Send-a-Friend scholarship are secured through donations, a fundraising event at Mini College, previous years funding and a line item donation in the OMGA budget. (3/2/11, 3/2/05, 6/2/12)

5.13 The Treasurer is to contact OMGA’s liability insurance company with the change of address or new location of Mini College each year. The Treasurer is to request that the liability insurance company send a Certificate of Insurance to the new location of Mini College. (6/2/12)

5.14 Chairpersons of any event taking place outside of the seminar facilities during Mini College must require the participating group to provide their liability insurance coverage to their proposed activity, with the understanding that OMGA liability is only to cover the liability of the Association. Questions regarding liability must be presented to the OMGA treasurer for consultation with the Association’s insurance agent. The Executive Committee and the Board of Directors shall be notified by the Treasurer. (6/2/12).