

## **OMGA JOB DESCRIPTION**

### **1<sup>st</sup> 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 2<sup>nd</sup> Vice President.

#### **IMPLEMENTATION**

- Mini College (see Mini College Notebook for specific details)
  - a. Arrange for facilities which includes:
    - Classrooms
    - Housing
    - Main Meeting Room
    - Sufficient area for Chapter Displays, Chapter Sales, Historian Displays, Demonstration Garden Display, registration, and possibly book sales
    - AV equipment, "smart" technology, and announcement boards
    - Layout of tables and chairs, aisles, and that meets safety standards
    - Meals
- Recruit and appoint chairpersons for the following committees and positions:

Banquet Food	Banquet Decorations
Chapter Displays	Chapter Sales
Door Prizes	Evening Garden Tour
Housing	Cafeteria Meals (if needed)
Kick-Off Dinner	Master of Ceremonies
Photographer/AV support	Ray McNeilan Scholarship
Classroom Hosts	Maps and Signs
Sponsorships	Book Sales
Advertising	Greeters and announcement boards
Awards and Ribbons	Helpers-at-Large
Send-A-Friend Scholarship	
Silent Auction*	
- 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.
- Coordinate with the President Elect for items that relate to the Leadership Forum
- 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.
- Work closely with 2<sup>nd</sup> Vice President to select a theme and coordinate efforts to present an outstanding educational venue for Master Gardeners and the general public
- Work with 2<sup>nd</sup> Vice President to prepare conference budget and help determine conference prices (see Mini College under Financial in Policies and Procedures and MC notebook).
- Work with OSU Statewide Master Gardener Program Coordinator to select classes that qualify as 'Advanced Training' credits (recertification)
- Consult with OSU Statewide Master Gardener Program Coordinator for advertising that mentions OSU and OSU policy that may apply

- 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
- Co-host an evening soiree to thank those involved in coordinating the various activities
- Solicit copy information from chairpersons and coordinate distribution to chapters
- Computer work: Work with Registrar and Webmaster on Registration Form for Gardener's Pen; Articles for Gardener's Pen; Master of Ceremonies script; Oversee the creation of the Banquet Program; Oversee the Awards and Ribbons committee; Budgets and schedules; Quarterly reports to the Board of Directors.
- Ensure Awards Committee coordinates with Program Coordinator for OSU Statewide Awards and Educator Extension Grants.
- Approves all invoices for payment. Works with the treasurer to ensure timely payment and compliance with IRS regulations.
- 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 1<sup>st</sup> Vice President.

\*Silent Auction, while normally held in conjunction with Mini College, is a separate event. The Chairperson for this event coordinates with the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents for schedules, budgets, facilities, staff, and other resources. The Bylaws do not mention silent auction or chairing it. Because the Board of Directors may appoint chair positions as needed, we can assume that the Silent Auction Chairperson is a Board appointed position. See Article V, section 4.