

## **OMGA JOB DESCRIPTION**

### **President-Elect**

DESCRIPTION: The President-Elect chairs the Karl Carlson Fund Committee, a fund established to help struggling new Master Gardener chapters become better established and to help Master Gardener chapters throughout Oregon to implement new programs or projects. The committee, which shall include at least three OMGA members, reviews chapter applications and makes award determinations.

#### **IMPLEMENTATION**

- Nominations
  - a. The President-Elect is responsible for establishing a slate of nominees for state officer positions to be voted upon at OMGA's last meeting of the year
- OMGA Meetings
  - a. The President-Elect presides at OMGA meetings in the absence of the President
  - b. May serve as the Parliamentarian at the discretion of the President
  - c. Assumes the office of President in the event that the President cannot fulfill the duties of office
  - d. Schedules Chapters to be hosts for quarterly Board meetings to be held during the year of holding office of the President of OMGA. Complete this activity in December 2 years in advance
- The President-Elect assumes the office of President at the expiration of the current President's term
- The President is also a member of the Audit Committee which reviews selected financial records each quarter.
- Leadership Day
  - a. Leadership Day is typically held the day prior to the annual Mini-College event. It is sponsored by OMGA and is the responsibility of the President-Elect and the recent Past President.
- Mini College
  - a. The President-Elect is a participant on the Awards Committee. This committee independently reviews and ranks applications for the Behind the Scenes and Statewide MG of the year awards. The committee can collaboratively review calls for awards and application forms in order to improve the process.
- Familiarity with Roberts Rule of Order is a useful skill for this position.