

OMGA JOB DESCRIPTION SECRETARY

DESCRIPTION: The OMGA Secretary serves as a voting non member of the Board of Directors and as a voting member of the Executive Committee as defined by Article V. Section 1 of the By Laws. The Secretary shall serve a one year term beginning January 1, and may be reelected for one term. The Secretary shall keep the minutes of the meetings, assist the President in conducting necessary correspondence and perform related duties as requested by the President.

IMPLEMENTATION

Minutes

- Taking the minutes of all Board and Executive Committee Meetings, preparing these minutes for reproduction, mail electronically or postal to all Executive Committee members, all Chapter Presidents, Reps and alt Reps, the State Program Leader, heads of important committees, all county Agents and program assistants, and members of the OSU Horticulture and Extension Departments.
Microsoft Word and Excel will be required to read all MG Correspondence. Names and the Secretary's return address stickers will be supplied to you, if needed, by the Database Manager.
- Distribution of information as follows:
Agendas of upcoming meetings, minutes of Executive3 Committee and Board meetings, Chapter Reports, basic OMGA documents, Any other information given to you by an Executive Committee or Board member that needs to be dispersed.
2-3 weeks before a Board meeting send out the Agenda, the Chapter Reports requirements document and the minutes from the Previous Board meeting to all of the above mentioned in (a). Ask the Board members to review them and bring up any questions they may have to the meeting even though you will have already mailed the minutes and the Chapter Reports document to them shortly after that Board meeting.
- Permanent files:
Maintain a permanent file of approved copies of all minutes
Keep the Secretary's file box in order, and up to date.
- Work with the State Historian to determine what information should be archived according to the Document Retention Requirements.
- State Secretary's Handbook complete and up to date

- Arrive an hour early before each Board Meeting to set up the County Sign-In Sheet and set out the county place cards if it is a table and chair arrangement. Be sure to collect the set after the meeting.
- At the Board meetings, asking if there are any more corrections or Additions to the previous Board minutes. If so, make the corrections. If not, The President will ask for approval. The minutes for the Executive Committee meetings will be electronically sent only to Committee Members and the state Program Chairman but Board minutes will be electronically sent to all persons listed in Distribution of Information (a).
- Updating the By Laws and Policies and Procedures Motions documents and
Electronically mail to all persons mentioned in Distribution of Information (a).
Check to see that they are posted on the MG website.
- You are required to attend all Executive Committee and Board meetings. Be prepared to travel and possible stay overnight. Check with the Treasurer for reimbursement of funds.

OTHER POSSIBLE DUTIES:

At the beginning of the year, electronically provide all Representatives and Alternates with the QUARTERLY REPORT GUIDELINES for OMGA Chapter Representatives. Update the Suggested Procedures for OMGA Quarterly Meeting Preparation with the current year's meeting dates and locations and provide each chapter host for the next quarterly meeting with this document. This document is to be sent 5 to 6 weeks prior to the meeting date and should be sent to the host Chapter President, Representative and Alternate.

Approximately 2 to 3 weeks prior to Mini-College, the Secretary should provide the Executive Committee with the agenda and schedule for the meeting held on Tuesday prior to Mini-College. The State Representatives and Alternates are to receive the quarterly report guidelines as pertaining to Mini-College; they should also receive the agenda and scheduling of chapter report presentation and Master Gardener of the Year awards presentations.

Added in 2011:

Distribute and collect CONFLICT OF INTEREST forms to Executive Committee Members. Maintain the permanent file of these signed and dated for three years.

Maintain one copy of the Inventory List.