



POSITION DESCRIPTIONS

OREGON MASTER GARDENER™ ASSOCIATION
Position Descriptions
April 1, 2019

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OMGA™ POSITION DESCRIPTION
President

DESCRIPTION: The President supports the association's 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:

1. 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 Robert's Rule of Order whenever applicable.
2. Secure Funding
 - a. OMGA's strategic plan is to maintain solvency.
 - b. Fiscal budgets reflect the strategic plan's activities and timelines.
3. Board Membership
 - a. Follow through with OMGA Chapter Reps for the distribution of information to Chapters.
 - b. Support the President-elect in the development and management of Board succession plans.
4. Policy, Procedures, and Guidelines
 - c. 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 all OMGA Committees. Other duties as described in OMGA Bylaws.

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OMGA™ POSITION DESCRIPTION
President-elect

DESCRIPTION: The President-elect supports the association's mission of education and attends all Board and Executive Committee Meetings. The President-elect Chairs the Leadership Forums and the Nomination Committee, and supports the President.

IMPLEMENTATION:

1. The President-elect is responsible for establishing and chairing a committee to prepare a slate of nominees for state officer positions to be voted upon at OMGA's last meeting of the year.
2. The President-elect presides at OMGA meetings in the absence of the President.
3. May serve as the Parliamentarian at the discretion of the President.
4. Upon confirmation by election, assumes the office of President in the event that the President cannot fulfill the duties of the office.
5. Schedules Chapters to be hosts for quarterly Board meetings to be held during the year of holding the office of the President of OMGA.
6. The President-elect assumes the office of President at the expiration of the current President's term.
7. The President-elect is also a member of the Audit Committee which reviews selected financial records annually.
8. Leadership Forums:
 - a. Leadership Forums are typically held the day prior to the quarterly Board of Directors meetings. The Forums are sponsored by OMGA and are the responsibility of the President-elect and the Past President.
9. Annual Education Event (AEE):
 - a. The President-elect is a participant on the statewide OSU Master Gardener 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 Robert's Rule of Order is a useful skill for this position.

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OMGA™ POSITION DESCRIPTION
Past President

DESCRIPTION: The Past President (PP) supports the association's mission of education and attends all Board and Executive Committee Meetings; provides advice to President and Board as needed; assists the President-elect in planning and conducting Leadership Forum.

IMPLEMENTATION:

1. Maintains OMGA Board Member Handbook and ensures distribution to all Board members as well as the Executive Committee.
2. Assist President-elect with the planning of Leadership Forum.
3. Annual Educational Event (AEE) responsibilities include:
 - a. Maintains an inventory of signs for the AEE and works with committee placing directional signs.
 - b. Works closely with AEE co-chairs to coordinate efforts.
4. Reviews Memorandum of Agreement (MOA)
 - a. Every year the PP reviews the MOAs and presents findings to the ExCom and the Board.
 - b. Every 3 years (2018, 2021, 2024, etc.) the PP presents the MOA and MOU to the entire ExCom for review and reports findings to the Board.
5. Chairs the Bylaws Committee.
 - a. Every year the PP reviews the bylaws and presents findings to the ExCom and the Board.
 - b. Every 3 years (2017, 2020, 2023, etc.) the PP presents the bylaws to the entire ExCom for review and reports findings to the Board.
6. Chairs the Policies and Procedures (P&P) Committee.
 - a. Every year the PP reviews the P&Ps and presents findings to the ExCom and the Board.
 - b. Every 3 years (2018, 2021, 2024, etc.) the PP presents the P&Ps to the entire ExCom for review and reports findings to the Board.
7. A member of the Audit and Budget Committees.

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OMGA™ POSITION 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 the Annual Educational Event (AEE) with the 2nd Vice President.

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

IMPLEMENTATION:

1. Oversees all conference planning, etc. and make sure all activities are on track.
2. On a quarterly basis, reports to Board of Directors all progress on the conference.
3. Prepares conference budget with 2nd Vice President, OMGA Treasurer and shares with Event Coordinator.
4. Follows up with OMGA Treasurer on all insurance requirements.
5. If an Event Coordinator is hired then 1st V.P. coordinates the AEE logistics including conference waivers with Event Planner.
6. Coordinates OMGA website for publicity of the event.
7. Provides direction and guidance as needed to the Event Coordinator.
8. Approves all invoices, bills, etc. prior to being presented to Treasurer for payment.
9. Coordinates *Thank You notes* as needed.
10. Coordinate with the President-elect for items that relate to the Leadership Forum, if it is included at AEE.
11. Oversees annual event evaluations and "Lessons Learned" about the event from attendees, instructors, and chairpersons. Updates the AEE Coordinator's Handbook and passes it to the next 1st Vice President.
12. The AEE "books" will be closed 60 days after the AEE. No bills, refunds, etc. will be accepted after this date. Closing books will permit preparation of a final report by the Board of Directors November meeting.
13. The 1st Vice President ensures the Treasurer is to contact OMGA's liability insurance company with the change of address or new location of AEE each year. The Treasurer is to request that the liability insurance company send a Certificate of Insurance to the new location of AEE.
14. Recruits volunteers for:
 - a. Photographer
 - b. Master of Ceremonies
 - c. Snack/Cookie Coordinator – depending on location
15. Assigns Committee Chairs – except for Silent Auction and Send-A-Friend
 - a. Conference graphics
 - b. Awards Luncheon
 - c. Décor for Awards Luncheon/Banquet and Registration area

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- d. Publicity and Marketing
- e. Volunteers
- f. Hospitality
- g. Tours – Local MG (not Chapter)
- h. Information table – Local MG (not Chapter)
- i. Sponsorships
- j. Reception
- k. Signage – for site signage, coordinate with Past President

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COORDINATES WITH OMGA EXECUTIVE COMMITTEE WHOSE RESPONSIBILITIES

INCLUDE:

1. Creates a conference schedule – choosing dates, times, agendas, etc. and coordinate with Event Planner.
2. Creates a conference theme.
3. Assigns committee chairs for:
 - a. Silent Auction
 - b. Send-A-Friend
 - c. Search for Excellence
 - d. Extension Educator Grant
 - e. Karl Carlson Memorial Fund award
 - f. Ray McNeilan Scholarship
 - g. Longevity Award

Note: Items c – g are distributed at the annual Awards Luncheon/Banquet.
4. Appoints person to create the award certificates for OMGA, i.e., Search for Excellence award, Extension Educators Grant and Karl Carlson Memorial Fund award, etc. to be presented at Awards Luncheon/Banquet.
5. Prepares scripts for the General Sessions and Awards Luncheon/Banquet and coordinates with 1st VP.
6. Prepares the agenda for the Awards Luncheon/Banquet and coordinate with the Graphics Chair.
7. Hosting the Conference Reception – possibly providing the appetizers.

COORDINATES WITH EVENT COORDINATOR WHOSE RESPONSIBILITIES MAY INCLUDE ONE, TWO OR ALL OF THE ITEMS BELOW:

1. Arrange for Facilities and coordinate with the 1st and 2nd VP's
 - a. Lodging, Hotels, etc.
 - b. Conference Facility (250-350 attendees)
 1. 2 rooms for classes to include workshops (up to 30+/-)
 2. Main meeting Room for General Sessions and larger classes (250-350 attendees)
 - c. Audio Visual needs – AV/Tech for PPT presentations (coordinated with the 2nd V.P.)
 - d. Registration Area (2 - 30" x 5'-6' tables)
 - e. Silent Auction room or secure area to accommodate approximately 25-30 30" x 72" tables
 - f. Other areas required:
 - Displays – as needed
 - Award posters – either on wall or tables (coordinate with the 1st VP and OSU MG Coordinator
 - Chapter Sales – usually 4-6 30" x 72" tables
 - Send-A-Friend Raffle table – to be by the Registration area

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- Beverage/snack area – usually 3 – 30” x 72” tables
- g. Awards Luncheon/Banquet Buffet (250 - 300 attendees) to include:
 - Location
 - Food services
 - Coordinate with Décor Chair
 - Raised podium/stage for the award presentation
- 2. Registration
 - a. Online and mail-in
 - b. Provide volunteers to man check-in at the event
 - c. Provide name badges with participant schedule
 - d. Provide after-event evaluation survey with results; coordinate with 1st VP
- 3. Catering
 - a. Daily beverage service both AM and PM (300 +/-)
 - b. Lunch (250-350 attendees)
 - d. Awards Luncheon/Banquet Buffet (250-300 attendees)
 - e. Reception (100 – 150 attendees) with adult beverages and appetizers provided by either Executive Committee or catering service

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OMGA™ POSITION DESCRIPTION
2nd Vice President

Description: The 2nd Vice President supports the organization's mission of education and attends all Board and Executive Committee Meetings; co-chairs the arrangements of the Annual Educational Event (AEE) with the 1st Vice President.

IMPLEMENTATION: (newly added)

1. Coordinates Speakers and session topics, to include keynotes, session presenters and workshop instructors. Form committee, if needed.
2. Coordinate with OSU MG Coordinator on recertification requirements for sessions, workshops, etc.
3. Identifies and coordinates with the Event Planner the to classroom/general session room requirements including Class Schedule postings at each entrance.
4. Coordinates Speaker Assistants and Room Monitors, as needed.
5. Coordinates Speaker Room and its functions, etc., and with the Event Planner as needed.
6. Handles Speaker handouts, (max. 2-3 double-sided copies) including printing, distribution, etc.
7. Coordinates Speaker gifts/thank you notes. (\$25.00 each)
8. Works with 1st VP on all aspects of the Conference.
9. Communicates regularly with speakers during the months preceding the AEE, answering questions and providing essential information.
10. Provides a list of speaker Audio-Video (AV) needs for the Event Coordinator and coordinates these needs with the AV personnel.
11. Prepares a final report for inclusion in "Lessons Learned" for the AEE Notebook.
12. Submits suggested changes and updates for inclusion in the AEE Notebook.
13. Ensures that 2nd Vice President's notebook stays current.

Front Desk Coordinator at AEE:

Makes sure set up of tables and functions agree with plans. Makes sure volunteers are at their stations. Recruits additional help if needed. Troubleshoot potential problem areas. Works with Chairs, Greeters, Helpers at Large, Registrar, and on-site Registration staff, and other volunteers to ensure a warm, friendly, and quickly paced check-in occurs for each attendee. Insure there is an expense form available with directions for completing and mailing the form.

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OMGA™ POSITION DESCRIPTION
Secretary

DESCRIPTION: The OMGA Secretary serves as a voting member of the Board of Directors and a voting member of the Executive Committee. The Secretary shall keep the minutes of the meeting, assist the President in conducting necessary correspondence, and perform related duties as requested by the President.

IMPLEMENTATION:

1. Minutes:
 - a. Take the minutes of all Board and Executive Committee meetings; prepare the minutes and action items for reproduction and mail electronically or by postal to all Executive Committee members, all Chapter Presidents, Representatives (Reps) and Alternate Representatives, and the State Program Leader.
 - b. Shortly after the meeting send the minutes so members will have a good record of what occurred.
 - c. Have a basic understanding of Microsoft Word and Excel in order to prepare and read all Master Gardener Correspondence.

2. Distribute information as follows:
 - a. Agendas of upcoming meetings, minutes of the Executive Committee and Board meetings, Chapter Reports, basic OMGA documents, and any other information given to the secretary by an Executive Committee or Board member that needs to be dispersed.
 - b. 2-3 weeks before a Board meeting send out the Agenda, the chapter reports requirements document and the minutes from the previous Board meeting. Ask the Board members to review them and bring up any questions they may have at the meeting.
 - c. If needed send a reminder to the Chapter Presidents, Reps, and Alternate Reps to submit the Chapter Quarterly Reports.
 - d. Send a summary of the minutes to the Newsletter Editor.
 - e. Forward electronic copies of the minutes and quarterly reports to the Webmaster for website updates.

3. Permanent files:
 - a. Maintain a Secretary's Binder with a Table of Contents and the following permanent files:
 - approved copies of all minutes
 - sign-in sheets
 - audit reports
 - conflict of interest forms
 - quarterly reports

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- financial reports
 - approved documents and revisions to them
 - approved bylaws and revisions to them,
 - approved Policies and Procedures and revisions to them and any other reports deemed necessary to maintain.
- b. Keep the Secretary's file box in order and up to date.
- c. Work with the State Historian to determine what information should be archived according to the Document Retention Requirements
4. Other Duties:
- a. At the first Executive Committee meeting provide copies of the Conflict of Interest form and ask each member to sign it and return it to you. Maintain a permanent file of the signed and dated forms for three years.
 - b. At the first Executive Committee meeting ask for any updates to the OMGA Inventory.
 - c. Prepare an Executive Committee Sign-in sheet and ask all members present to sign.
 - d. Prepare a County Sign-in sheet for each Board of Directors meeting and arrive an hour before each Board meeting to set up the Sign-in Sheet and set out the county place cards if it is a table and chair arrangement. Be sure to collect them after the meeting.
 - e. At the Board meetings, ask 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 of the Executive Committee meetings will be sent electronically only to the Executive Committee members and the State Program Chairperson. The Board of Directors minutes should be sent electronically to the OMGA listserv.
 - f. Attend all Executive Committee and Board meetings. Be prepared to travel and possibly stay overnight. Check with the Treasurer for reimbursement of funds.
 - g. At the beginning of the year, electronically provide all Representatives and Alternate Representatives with the Quarterly Report Guidelines (<http://www.omga.com/about>) for OMGA Representatives.
 - h. Update the Suggested Procedures for OMGA Quarterly Meeting Preparation with the current year's meeting dates and locations and provide each Chapter's host for the next meeting with this document.
 - i. Thirty days prior to AEE notify Chapter Presidents (to ensure the recipients are present), the Banquet Master of Ceremonies and the OMGA Treasurer (so the checks can be prepared) the names of the people receiving the awards together with the timing and location of the banquet.
 - j. Maintain a copy of the inventory.

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OMGA™ POSITION DESCRIPTION
Treasurer

DESCRIPTION:

1. Receive and disburse funds.
2. Maintain records for Checking, Savings, and Investment accounts.
3. Maintain membership records corroborating Chapter and Individual enrollment showing the total amount of dues paid.
4. Distribute a financial Quarterly Report intended for quarterly Board & Executive Board meetings.
5. Document and give an account of income disbursements for Annual Educational Event (AEE) and other activities.
6. Participate in and coordinate annual audits.
7. For the annual audits, respond to all questions and instruct as to how an audit takes place.
8. Pay the Federal and State registration fees.
9. Act in accordance with Federal and State tax requirements.
10. Examine Bylaws and Policies with regular update maintenance with respect to the Treasurers and financial position.
11. Possess a working knowledge of accounting software "Quicken" or "QuickBooks".
12. Be prepared to answer all questions for IRS concerns.
13. Receive and distribute the information on OMGA Endowment Fund. Statewide Master Gardener Program Coordinator will send copies of this report to the OMGA treasurer.
14. After preparing, give each county a copy of their end of year tax report.

IMPLEMENTATION:

1. Open and maintain checking account with the President, President-elect, or 1st Vice President as the second signature on checks for non-budgeted items. If the item is in the budget then pay the bill. If the item is above the anticipated expense then a second signature is required.
2. Make deposits within 3 days.
3. Reconcile checking, savings, and investments accounts.
4. Pay expenses on a weekly basis.
5. Secure and distribute membership cards signed by the President and report membership statistics.
6. Maintains the financial information on the OMGA website
7. Make available all financial records for annual audits to be held prior to the November OMGA meeting.
8. Compile all financial reports including tax records for review at any Executive, Board or private meeting.
9. Coordinate with all Committees to receive and disburse funds and subsequently report on these activities.
10. Chair the Budget Committee along with preparing and distributing the budget.

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11. Prepare as well as file Federal and State Tax Reports.
12. Compile responses from County Presidents on Annual IRS Information Return.
13. Act in accordance with Policy & Procedure 4.11 plus file all IRS requests; i.e., annual IRS Subordinate Unit Information Form, 990-N, 990 EZ & 990, CT-12S, annual IRS Information Form.
14. Be prepared to assist any county with Treasurer-related questions which may perhaps include instruction for Quicken or QuickBooks, along with traveling which may be required to accomplish training.
15. Provide training at Leadership classes, the AEE, or at individual County Chapter on such subjects as the Treasurer's job, Auditing, Budgeting, etc.
16. On a Monthly basis, preserve and backup financial information. One copy kept in a safe place.
17. Regularly update software and virus protection.
18. Oversee the Association's Liability Insurance every other year.
19. Uphold IRS requirements, and changes relating to 501(c)(3).
20. Make the Biannual payments for the "Doing Business As" (DBA) status for the Master Gardener Chapters.
21. Supply all Chapter Treasurers with their year end tax reports.

Accountability by Activity Date

This information can be found in the OMGA Treasurer Accountability List.

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OMGA™ POSITION DESCRIPTION
Historian

DESCRIPTION: As a member of the Oregon Master Gardener's Association secure valuable evidence of OMGA history and accomplishments. Determine what records and information will be kept for future reference. (Refer to OMGA Retention Policy for additional information)

IMPLEMENTATION:

1. Establish and maintain an OMGA history to be retained indefinitely for use by a succeeding OMGA Historian.
 - a. The historical information should document special projects and events. Selected photographs and/or newspaper articles pertaining to the association activities may be included
 - b. Documents should be original or the best quality possible.
 - c. Officers and members can assist in collecting these documents but the OMGA Historian makes the final determination by reviewing and determining the value of the documents of what is retained
 - d. Take photos of events and projects or assign a member to do so
 - e. Retain and maintain any OMGA scrapbooks as a record of events, accomplishments, and activities.
 - f. Have a concern about the association's history, current events, and projects by OMGA members and their chapters
2. At the close of the fiscal year:
 - a. Using the documents from the year and the President's report, draft a review of the year's events.
 - b. When possible and appropriate Incorporate electronic method to preserve historical data.

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OMGA™ POSITION DESCRIPTION
Newsletter Editor

DESCRIPTION: Oversees information gathering, editing and production of OMGA's newsletter Gardener's Pen newsletter

IMPLEMENTATION: Send email notifying OMGA Chapters before quarterly deadline (15th of month prior to issue date) to send information about chapter happenings, events and other pertinent information.

1. Primary duties to facilitate position:
 - a. Compile informative chapter information
 - b. Edit capability
 - c. Desktop publishing of photos and graphics into a pleasing, easy-to-read format. We currently use Microsoft Publisher.
 - d. Send an electronic copy of the newsletter to the Statewide Program Coordinator, and OMGA President for peer review
 - e. After final review, email Gardener's Pen Newsletter in PDF format to the webmaster for posting to the website. He will then forward an email link for the newsletter to you to send out to Exec Comm and Chapters' mailing lists.
 - f. Archive copy in the OMGA Dropbox.

Issue dates: The first week in April, August/September & December/January; additional issues are at the newsletter editor's discretion.

2. Additional duties include:
 - a. Reviewing The Gardener's Pen newsletter budget annually.
 - b. Technology trouble-shooting with the transmission of articles, photos, etc.
 - c. Updating the Editor's job description.
 - d. Prepare certificates and secure as needed and then distribute the longevity awards and certificates.
3. Guidelines:
 - a. Do not publish information that originated as an e-mail, without contacting the author of the e-mail. This helps ensure that private communications are not publicly dispersed without the author's permission
 - b. Before copying and redistributing articles or other published materials, obtain permission from the copyright holder. This will help guard against copyright infringement.
 - c. Make certain that photo permission was obtained prior to publication of photos in newsletter.
 - d. Serve as a member of the Executive Board.

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OMGA™ POSITION DESCRIPTION
Webmaster

ADVISOR: Various

Directly Responsible to: OMGA Executive Board, as contracted

PURPOSE: To inform OMGA Members of upcoming events, news, etc. as well as providing details of the organizational operations, such as Bylaws and Policies.

MAJOR DUTIES:

1. Maintain and update the OMGA website. Enter information provided by Executive Committee in a timely manner.
2. Attach photos received from Historian. Crop, resize, etc. for best web presence.
3. Link events to the website in time for press releases as provided by the Executive Committee.
4. Coordinate links with OSU and OMGA websites and features.
5. Keep website current and accommodates email distribution.

SKILLS NEEDED:

1. Ability to utilize Microsoft Word, Excel, Publisher, PowerPoint and Adobe PDF converter
2. Be organized and pay attention to detail
3. Understanding of web design
4. Ability to utilize software tools on your own
5. Communicate easily through phone, email and in-person

TERM: 2 years

TIME INVOLVED: 8 hours per month while maintaining website. New content and pages may increase this time frame.

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OMGA™ POSITION DESCRIPTION
Database Manager

DESCRIPTION: The database manager shall maintain the OMGA Board of Directors roster using Microsoft Excel. This roster is provided quarterly to all Chapters before or at the quarterly Board of Directors meetings. Maintain a current roster of all OMGA officers and committee members and Chapter officers by updating roster per each chapter's update for changes of addresses, phone numbers and e-mail addresses.

IMPLEMENTATION:

1. Obtain current chapter officer rosters, OSU extension staff, and OSU Program Administrators along with the chairs of Standing Committees, and Ad Hoc Committees.
2. Maintain membership data roster. In July or August, contact Douglas County and Central Oregon for their new officers' roster as they hold elections in the summer.
3. Serve as member of the Executive Committee.

NOTES:

1. It is the express intent of the OMGA to maintain an accurate database and listserv on a quarterly basis, of its officers, Chapter officers and program chairs and appropriate OSU staff.
2. Each Chapter, in accordance with IRS regulations, is required to maintain their own membership database.

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OMGA™ POSITION DESCRIPTION
Budget Committee

DESCRIPTION: The Budget Committee members consist of the OMGA Past President, President-elect and two additional OMGA members.

IMPLEMENTATION:

1. In September, each committee chair is required to recommend to the Treasurer, their budget for the following year. The Treasurer then presents the entire budget proposal figures to the Budget Committee. The committee reviews the proposed budget figures for each committee and adjusts as needed based on their financial knowledge and creates a “Proposed Budget” for the following year.
3. Budget Committee presents the Proposed Budget to the Executive Committee and then to the OMGA Board of Directors.

NOTES: Throughout the year, there may be new projects that require review of the budget by the Executive Committee.

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OMGA™ POSITION DESCRIPTION
Extension Educator Grant Chairperson

DESCRIPTION: The chairperson for this position oversees the selection and award of grants to help OSU Extension Community Horticulture Agents, Program Assistants, or designated OSU Extension Staff, who are responsible for County Master Gardener programs, enhance their ability to educate the public in home horticulture supporting the MG chapter educating the public.

IMPLEMENTATION:

1. The OMGA President shall appoint the Extension Grant committee. It shall consist of up to five OMGA members, including one OMGA board member, plus the OMGA President as an ex-officio member.
2. The Extension Educator Grant Committee oversees submission of grants from OSU Extension Administrations. The selection process shall include educational programs in home horticulture; its value to the community; its written or spoken recognition to the Master Gardener program.
 - a. Applications are accepted until May 15th of each year
 - b. The OMGA Treasurer oversees the actual transfer of funds to the chapter treasurer.

The following are OMGA's criteria for grant selection:

1. All grants shall be made in accordance with the purpose for which the fund was established
2. Grants shall not exceed the amount of \$500.00 for any chapter, in any one (1) fiscal year
3. The total of all grants shall not exceed the budgeted amount.
4. All grants shall be submitted on the form provided, with at least two (2) quotes, IDs, estimates, or a material list with projected costs. Choose those that apply. Submit a concise description of your project, with details such as maintenance plans and other sources of funding
5. The OSU Extension Community Horticulture Agent, Program Assistant, or designated OSU Extension Staff member must sign grant requests
6. In event of dissolution or disbanding of a local chapter, the equipment or materials purchased with this grant shall be reverted to OMGA to be held in trust
7. Local funds should be used to fulfill the needs of the Community Horticulturist Program Assistant, or designated OSU Extension Staff member, before applying to OMGA
8. Grant money may include the purchase of equipment and materials: e.g. books, office equipment, software, signs, program promotion, etc.

OTHER POTENTIAL DUTIES: The Chairperson for this job will also attend OMGA meetings pertaining to Annual Education Event (AEE), if necessary. He/she will announce the grant recipient(s) name and general information at an OMGA meeting and at the banquet held at AEE.

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OMGA™ POSITION DESCRIPTION
Send-A-Friend (SAF) Chairperson

DESCRIPTION: This position is appointed by OMGA President on a yearly basis. The chair of SAF chooses his/her committee to review the applications. Two of the members are required to be on the OMGA Board of Directors (OMGA Rep or Alt or from the Executive committee (per Bylaws).

IMPLEMENTATION:

January - March

1. Contact OMGA Treasurer to find out how much funding is available
2. Determine how much can be dispersed to each Chapter. Typically, it has been \$200/Chapter
3. Form the SAF committee. See below for requirements
4. Revise application packet forms and prepare to send out via hard copy/email to each Chapter President. These forms are time sensitive and need to be revised each year. The packet is sent out/distributed at/by the March quarterly meeting
5. Remind Chapter Presidents/OMGA Reps and Alternates to *Publicize* the Send-A-Friend Scholarship program in their respective Chapters at the meeting. This is very important!

April

1. Start thinking about a theme for the Raffle Item(s). It should springboard off of the Annual Educational Event (AEE) theme.
2. Start to gather items for the Raffle. Ideally, these items can be donations from individuals, retail establishments, MG Chapters, etc. There is limited funding to purchase items, too. Total value of Raffle should be approximately \$250 or more and should follow the chosen Theme. Don't forget a ticket depository container.
3. Send out email mid-month reminding Chapter Presidents that the deadline is approaching
4. Make sure a line is added to Registration Packets allowing for Send-A-Friend donation while registering for the conference.

May

1. Send out an email reminding Chapter Presidents that deadline is approaching
2. Review the received applications with the committee and make the determination of which Chapters are to receive scholarship funding. Due date is usually 3rd week of May
3. Decide what type of tickets you will be using for the Raffle and either make or purchase them. Need approximately 550+ tickets
4. Decide who will help you man the display at AEE. In the past, SAF Scholarship recipients have been asked to do this. Or you can ask other MG's. Be sure it is covered during all hours of active AEE events except at the banquet and volunteer appreciation event.

June-July

1. Finish gathering item(s) needed for the Raffle and think about how to display at AEE. Don't forget Ticket container/depository. It can be one of the raffle items

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2. Ask OMGA Treasurer to prepare a cash box with start-up change (usually \$50 or so) for AEE. He/she will give you at AEE.
3. Drawing is held prior to the close of the Silent Auction.
4. Also, make sure master of ceremonies has it in her/his script to make announcements every day for the SAF Raffle so MGs know when and where to buy tickets.

At AEE

1. Set up the display at Registration Desk by the OMGA Treasurer (more eyes on the cash box). That way as MGs check in, they can see right away the Raffle Display
2. Coordinate your volunteers so that all hours of active AEE time (not banquets) are covered
3. Take the cash box with you when not selling tickets
4. End of Raffle is last day of AEE by 4:00 PM. Count all cash and give to OMGA Treasurer.
5. You are now done for the year!

OTHER POTENTIAL DUTIES:

1. Update information to be included in the registration packet – See previous year sample.
2. Most people only give a dollar or two to this fund. If they ask for a receipt then the treasurer will give them a letter of donation. For larger sums of money, the treasurer sends them a letter indicating it was a donation, how much, and our tax number which serves as their receipt for tax purposes. The treasurer has to report all of this to the IRS with names of the donor(s) and the amount.
3. Set a deadline date for the application to be received.
4. Award scholarships early so they can come in with the recipient's registration if possible.
5. The check will be sent directly to the chapter. The person receiving the scholarship must pay the entire registration fee following the criteria for early registration discount even if they have not received the scholarship check at the time of registration.
6. Recruit additional committee members as needed.
7. If raffle is used to secure additional funds for Send-A-Friend, they must not be sold in the classrooms because it is disruptive to the speaker.

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OMGA™ POSITION DESCRIPTION
Silent Auction Chairperson

DESCRIPTION: The Silent Auction is one of the largest revenue generators associated with the Annual Educational Event (AEE). It is not the intention to turn a profit at the AEE event, however, a successful silent auction will allow us to offset the substantial costs associated with staging this event, and may result in an additional registration reduction in the following year. Thus, it is important that the leadership behind silent auction be organized, ambitious and effective.

IMPLEMENTATION:

The chairperson of this committee will be responsible for:

1. Selecting a co-chair and recruiting committee members who will support the chairperson in all aspects of the Silent Auction
2. Create a task schedule
3. Update existing templates or create new ones for:
 - a. Solicitation letters
 - b. Bid sheets
 - c. Winning bidder list
 - d. Thank you letters, etc.
4. Soliciting items from local businesses and Master Gardener Chapters that will be placed out for bids at the AEE
5. Keeping a database of all items received, from whom they were received, and the address of the donors (for thank you notes and tax letters)
6. Determining the winning bid, and posting a list of winners as soon as possible
7. Coordinating efforts with the chairpersons of the door prize and sponsorship committees, to ensure that committee members are not soliciting multiple donations from a single potential donor
8. Receiving funds at the conclusion of Silent Auction, tallying funds received, and making sure that these funds are delivered to the OMGA treasurer.
9. Follow budget criteria carefully
10. Prepare summary report within 30 days of the end of the AEE and send to Chairperson (OMGA 1st Vice President).

NOTES: According to the OMGA Policies and Procedures, the chair(s) of the Silent Auction committee will receive a full waiver of registration fees for Mini-College, in recognition of the service provided in this capacity.

OREGON MASTER GARDENER™ ASSOCIATION
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OMGA™ POSITION DESCRIPTION
Audit Committee

DESCRIPTION: This committee consists of the Past President, President-elect and an individual appointed by the OMGA President. This committee reviews the financial records, provided by the Treasurer, for accuracy and completeness.

IMPLEMENTATION:

1. The audit committee chair will arrange the meeting place and time for the audit to take place, inform the committee and Treasurer two weeks in advance of the meeting which is usually held in conjunction with the OMGA quarterly Board of Directors meeting.
2. The committee compares entries in the financial records with the supporting documentation, compares the expenses versus the budgets then provides a report to the President and Board of Directors on the results of the audit.
3. The audit committee will review the tax reports that are due at various times of the year.
4. The audit chair will see that the President, Secretary, and Treasurer has a copy of the auditor's signed report/auditors certification.
5. The audit chair maintains the audit records in the Audit Committee Notebook, which is passed from chairperson to chairperson each year.

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OMGA™ POSITION DESCRIPTION
Karl Carlson Chairperson

DESCRIPTION: This position is chaired by the OMGA President-elect. The chairperson chooses his/her committee to review the applications. The purpose of this grant is to commemorate the life and work of Dr. Karl Carlson, co-founder and first President of the Douglas County Master Gardener Chapter.

Implementation:

1. Keep the Karl Carlson brochure and application forms that are on the OMGA website current.
2. Notify all the Oregon Master Gardener chapters of the availability of the grant, the criteria that must be met and the due date for grant submission.
EInsure that all grant applications meet the eligibility criteria which include fulfilling one of the following purposes:
 - a. Establish a new Master Gardener Chapter
 - b. Assist a new or struggling Master Gardener Chapter become better established,
 - c. Implement new programs or projects related to community horticulture, when financial assistance is needed.*
3. Attend Oregon Master Gardener Association Board of Directors meetings to explain and promote the Karl Carlson grant to other Board of Directors members so they can then inform their chapter members.
4. Answer questions from the chapters regarding the Karl Carlson grant. When the answer is not known or readily available, consult with the OMGA Executive Committee for assistance.
5. Ensure that applications are received by the application deadline.
6. Together with the committee evaluate the projects and select the awardees.
7. Inform the OMGA Treasurer of the recipients so he/she can prepare the check(s) for the chapter(s).
8. Notify the person who is creating the award certificate(s) of the names of the chapter(s) receiving the award(s).
9. Present the certificates to each of the chapter(s) at the annual banquet.

Application deadline: May 15th of each year.

*Additional information can be found in the brochure and application located on the OMGA website.

OREGON MASTER GARDENER™ ASSOCIATION
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OMGA™ POSITION DESCRIPTION
Marge Luce Search for Excellence (SFE) Chairperson

DESCRIPTION: This position is appointed by the OMGA President on a yearly basis. The chairperson chooses his/her committee to review the applications. This program recognizes superior Master Gardener volunteer work across the State of Oregon.

IMPLEMENTATION:

1. Keep the Search for Excellence documentation and forms on the OMGA Website up to date and that they mirror the International Search for Excellence Guidelines.
2. Notify all Oregon Master Gardener chapters of the availability of this grant, the criteria that must be met and the due date for the applications.
3. Ensure that all applications meet the eligibility criteria which include the following:
 - a. Ensure that each application fits into one of the following categories:
 - i. Youth Programs,
 - ii. Demonstration Garden,
 - iii. Workshop, Presentation, or Hands-on Demonstration Program,
 - iv. Community Service,
 - v. Innovative Project,
 - vi. Special Audience (e.g. Senior, Disabled, Horticultural Therapy),
 - vii. Research (applied scientific methodology).
 - b. Project must have been worked on for two years and have measurable results.
 - c. Project is a group project and not an individual one.
 - d. Simple to replicate.
 - e. Project is practical.
 - f. Project is original.
 - g. Project fits the missions of OSU and the Master Gardeners.*
4. Attend the OMGA Board of Directors meetings to explain and promote the Search for Excellence program so the Chapter Representatives can inform their chapter members.
5. Answer questions from the chapters regarding the Search for Excellence program. When the answer is not readily available, consult with the OMGA Executive Committee.
6. Ensure that the applications are received by the application deadline.
7. Together with the committee evaluates the projects and selects the awardees.
8. Inform the OMGA Treasurer of the recipient(s) so he/she can prepare the award check(s) for the chapter(s).
9. Notify the person who is creating the award certificate(s) of the names of the chapter(s) receiving the award(s) so the certificates are ready before the award banquet.
10. Present the certificate(s) to the chapter(s) at the annual award banquet.

Application Deadline: May 15th.

*Additional information can be found in the brochure and application forms located on the OMGA website.

Revised, April 1, 2019

<https://omga.org>

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OMGA™ POSITION DESCRIPTION
Longevity Awards Chairperson

DESCRIPTION: This position is appointed by the OMGA President on a yearly basis. If desired, the chairperson may choose Master Gardeners to assist with the process. The purpose of these awards is to thank Oregon Master Gardeners who have been loyal and dedicated volunteers for 20, 30, 40 or more years.

IMPLEMENTATION:

1. Keep the Longevity documentation and forms up to date on the OMGA Website.
2. Notify all Oregon Master Gardener chapters of the availability of this award.
3. Attend the Oregon Master Gardener Association Board of Directors meetings to explain and promote the Longevity Awards so the Chapter Representatives can inform their chapter members.
4. Answer questions from the chapters regarding the Longevity Awards. If the answer is not readily available, consult with the OMGA Executive Committee.
5. Maintain the master list of Longevity Award recipients including all the information needed.
6. Ensure that the information regarding the year's recipients is received by the application deadline.
7. Ensure that sufficient appropriate swinger bars and pins are available for the year's recipients.
8. Notify the person who is creating the certificates of the names of the recipients.
9. Present the certificates and awards at the annual awards banquet.