

NCEMGVA President Position Description

The **President** serves as the leader of the North Carolina Extension Master Gardener Volunteer Association. The President chairs the Executive Committee and conducts the Board of Directors' meetings.

President Requirements

1. Elected by the Association members from among the membership.
2. Be a member in good standing with the Extension Master Gardener Volunteer Program in their county.
3. Serve a minimum 2 year term

President Responsibilities

1. Chairs the Executive Committee.
2. Presides at meetings of the Association.
3. Appoints from among the membership, such standing and special committees, including committee chairs and committee members as necessary to carry out the business of the Association.
4. Except for the Nominating Committee, the President serves as ex-officio member of all committees, without vote, unless necessary to break a tie.
5. Appoints one member of the Nominating Committee.
6. Appoints the Newsletter Editor.
7. Appoints the Auditor.
8. Appoints a Parliamentarian as needed.

NCEMGVA Vice President Position Description

The **Vice President** serves in the absence of the President.

Vice President Requirements

1. Elected by the Association members from among the membership.
2. Be a member in good standing with the Extension Master Gardener Volunteer Program in their county.
3. Serve a minimum 2 year term

Vice President Responsibilities

1. Presides in the absence of the President.
2. Is a member of the Executive Committee.
3. Performs duties as requested by the President.
4. Is a voting member of the Board of Directors.

Adopted: January 21, 2016

NCEMGVA Recording Secretary Position Description

The **Recording Secretary** records the minutes at all meetings of the Association.

Recording Secretary Requirements

1. Elected by the Association members from among the membership.
2. Be a member in good standing with the Extension Master Gardener Volunteer Program in their county.
3. Serve a minimum 2 year term

Recording Secretary Responsibilities

1. Keeps accurate minutes of all meetings.
2. Keeps a record of attendance of all officers and voting representatives.
3. Is a member of the Executive Committee.
4. Serves as historian for the Association.
5. Performs other duties as requested by the President.
6. Is a voting member of the Board of Directors.

Adopted: January 21, 2016

NCEMGVA Communications Secretary Position Description

The **Communications Secretary** receives and responds to all communication that comes to the Association.

Communications Secretary Requirements

1. Elected by the Association members from among the membership.
2. Be a member in good standing with the Extension Master Gardener Volunteer Program in their county.
3. Serve a minimum 2 year term

Communications Secretary Responsibilities

1. Receives all Association correspondence and responds as necessary.
2. Submits pertinent correspondence to the Recording Secretary for the permanent record.
3. Notifies the members of the Board of Directors of the time and place of meetings.
4. Manages and coordinates updates and changes to the official internet website and/or other electronic social media sites authorized by the Association with the assistance of external service providers.
5. Performs other duties as requested by the President.
6. Is a member of the Executive Committee.
7. Is a voting member of the Board of Directors.

Adopted: January 21, 2016

NCEMGVA Treasurer Position Description

The **Treasurer** keeps financial records of the Association.

Treasurer Requirements

1. Elected by the Association members from among the membership.
2. Be a member in good standing with the Extension Master Gardener Volunteer Program in their county.
3. Serve a minimum 2 year term
4. Serve without bond.

Treasurer Responsibilities

1. Keeps financial records of the Association.
2. Provides a Treasurer's report at meetings.
3. Serves as chair of the standing Budget and Finance Committee.
4. Collects all dues.
5. Receives and disburses funds on behalf of the Association subject to the approval of the President.
6. Prepares the yearly budget.
7. Is a member of the Executive Committee.
8. Is a voting member of the Board of Directors.

Note:

Any non-budgeted disbursement over the amount of \$200 shall be made only with the approval of the Executive Committee.

Adopted: January 21, 2016