



UNIVERSITY OF MINNESOTA
EXTENSION

MASTER GARDENER PROGRAM

Volunteer Leadership Position Descriptions
University of Minnesota Extension Master Gardener Program,
Carver-Scott Counties



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Volunteer Leadership Position Descriptions

**University of Minnesota Extension Master Gardener Program, Carver-Scott
Counties**

CHAIR

This is a three-year obligation: 1st year as Vice-Chair; 2nd year as Chair; 3rd year as Ex-Officio Chair.

Chair and Vice-Chair shall not reside in the same participating county (Carver/Hennepin vs Scott/Dakota/Sibley).

In the event there is no Extension staff person responsible for Program coordination, the Chair will fulfill the role of Local Volunteer Leader, as outlined in the State Program Volunteer Manual.

<http://www.extension.umn.edu/garden/master-gardener/coordinators/manuals-and-policies/volunteer-leader-position-description.pdf>

Chair Duties/Responsibilities:

1. Work with the Coordinator or Extension Representative (if any), along with the Vice-Chair, to determine educational needs for the Program, plan monthly meetings and provide for the physical arrangements of those meetings.
2. In the absence of a Coordinator, this officer shall confirm meeting speakers with a phone call and follow-up letter outlining the date, time, location, topic, length of lecture and equipment needed. Follow up with confirmation call 7-10 days prior to event.
3. Inform the newsletter editor of all pertinent information regarding upcoming meetings in time for inclusion in the next meeting notice/newsletter.

4. Preside at all meetings of the Program and the Executive Committee including presiding at Garden Fever.
 5. Develop and distribute the agenda and meeting notices for all Executive Committee meetings.
 6. Develop and distribute new member packets for incoming Executive Committee members.
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VICE-CHAIR

This is a three-year obligation: 1st year as Vice-Chair; 2nd year as Chair; 3rd year as Ex-Officio Chair.

The Chair and Vice-Chair shall not reside in the same county (Carver/Hennepin vs Scott/Dakota/Sibley).

The Vice-Chair shall assume the duties of the Chair in the absence or inability of the Chair to act.

Vice-Chair Duties/Responsibilities:

1. Work with Coordinator or Extension Representative (if any), along with Chair, to determine educational needs for the Program, plan monthly meetings and provide for the physical arrangements of those meetings.
 2. Solely responsible for the venue selection and menu for the annual banquet in January.
 3. Record minutes of regular Program meetings and provide a written copy to the Coordinator for inclusion in the next meeting notice/newsletter.
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EX-OFFICIO CHAIR

This is a three-year obligation: 1st year as Vice-Chair; 2nd year as Chair; 3rd year as Ex-Officio Chair.

The Ex-Officio Chair shall serve in an advisory capacity to the Chair and Vice-Chair.

Ex-Officio Chair shall assume the duties of the Chair in the absence or inability of the Chair and the Vice-Chair to act.

Ex-Officio Chair Duties/Responsibilities:

1. Work with Category and Committee Chairs to develop annual committee and project sign-up sheets in time for the Intern Orientation and February meetings.
 2. In absence of a Coordinator, confirm volunteer staffing at approved events such as community service, town expos, or other activity where no specific Chair already serves this function.
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TREASURER

Elected annually, the Treasurer can serve an unlimited number of terms.

Treasurer Duties/Responsibilities

1. Keep correct and complete records of all accounts.
 2. Have charge and custody of all funds.
 3. Receive and disburse all funds.
 4. Present requests for money to the Executive Committee for discussion.
 5. Write and sign approved checks.
 6. Deposit all funds in a timely manner with such depository as the Executive Committee shall designate.
 7. Balance checkbook monthly.
 8. Attend Executive Committee Meetings.
 9. Along with Finance Coordinator, submit a quarterly financial report to the Executive Committee.
 10. Have the most recent quarterly financial report available for review by the membership at large, upon request, at each regular Program meeting.
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FINANCE COORDINATOR

Appointed annually by the Executive Committee, the Finance Coordinator may serve an unlimited number of terms.

Finance Coordinator Duties/Responsibilities:

1. Attend Executive Committee Meetings.
2. Keep correct and complete records of the accounts.
3. Along with Treasurer, submit a quarterly financial report to the Executive Committee.

4. Submit a complete and detailed report of the past year's financial transactions preferably at/for the January Executive Committee meeting.
 5. Submit a proposed budget for Garden Fever and for the general operation of the Program for the coming year.
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MEMBERS-AT-LARGE

Determined at the annual meeting from the remaining slate of candidates, each of the two Members-at-Large serves a term of two years by attending Executive Committee Meetings. Each Member-at-Large will represent one of the two county designations within the program (ie: One from Carver/Hennepin and one from Scott/Dakota/Sibley).

Members-at-Large Duties/Responsibilities:

1. Represent the best interests and concerns of their respective counties.
 2. Evaluate the needs of their communities and ensure formation of necessary committees and programs to address those needs.
 3. Consider attending their respective County Board meeting to represent those county values and goals at our Executive Committee meetings.
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STATE ADVISORY BOARD MEMBER (S)

<http://www.extension.umn.edu/garden/master-gardener/volunteers/advisory-board/bylaws/>

Selected by an application process through the State Master Gardener Advisory Board for a term of three years.

If any of our members serve in this capacity, they will serve concurrently as a member of the Executive Committee. As such they shall:

1. Attend Executive Committee Meetings
 2. Report to the Executive Committee on Advisory Board actions that could affect our Program
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INTERN/MENTOR ADMINISTRATOR

Appointed annually by the Executive Committee and may serve an unlimited number of terms.

Intern/Mentor Administrator responsibilities include:

1. Attend Executive Committee meetings
 2. Recruit new members through various media outlets
 3. Hold informational meetings for interested applicants, if deemed necessary
 4. Review applications for suitability and compliance.
 5. Schedule and manage the interview process
 6. Notify applicants of their interview results
 7. Organize and manage Intern orientation
 8. Assign, develop, and direct mentors for each new intern
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SIGN-UP ADMINISTRATOR

Appointed annually by the Executive Committee and may serve an unlimited number of terms.

Sign-Up Administrator responsibilities include:

1. Attend Executive Committee Meetings
 2. Work with Category and Committee Chairs to develop yearly volunteer sign-up for seasonal programs, not later than shortly following our general program February meeting.
 3. Explain the sign up process to interns at Intern Orientation
 4. Assist and explain the sign up process to members as needed.
 5. Maintain software and SignUp Genius database with updates as necessary
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PROGRAM COORDINATOR OR OTHER EXTENSION REPRESENTATIVE

<http://www.extension.umn.edu/garden/master-gardener/coordinators/manuals-and-policies/program-coordinator-position-description.pdf>

Responsible for over-seeing all aspects of the Program and volunteer management

Program Coordinator or Extension Staff Person Duties/Responsibilities:

1. Act as liaison between the Program and County Extension Offices, the State Office, and University of Minnesota Extension, as needed.
2. Check-out and track Program equipment.
3. Assist members with recording of volunteer and education hours. This shall include reporting these hours yearly to the State Office. This-position has final authority for determination of acceptable educational and volunteer activities.
4. Work with Chair and Co-Chair to determine educational needs, plan monthly meetings and complete the physical arrangements for the meetings.
5. Confirm meeting speakers with details outlining date, time, location, topic, length of lecture and equipment needed. Follow up with confirmation-7-10 days prior to event.
6. Evaluate the Program effectiveness and work with Executive Committee to institute changes.
7. Evaluate community needs and ensure formation of necessary committees to address those needs.
8. Work with State Advisory Board committee member, if any, and other state, regional, county, and civic groups to keep the Executive Committee advised of broader issues that may affect the Program.
9. Publish a monthly newsletter which shall include notification to all members of upcoming meetings. This notification shall be no later than five (5) days prior to the meeting.
10. Confirm volunteer staffing at approved events such as community service, town expos, or other activity where no specific Chair already serves this function.
11. Attend meetings of the Executive Committee.
12. Submit year-end summary of activities annually in January or February.
13. Record minutes of Executive Committee meetings, distributing copies to Executive Committee members prior to the next meeting.
14. Keep a true and complete record of the proceedings of all minutes of both the Program and Executive Committee meetings. This record shall be kept on file indefinitely.
15. Create a sign-in sheet with current members' names to be available at the February meeting.

CATEGORY CHAIRS AND VICE CHAIRS

All Category Chairs and Vice Chairs are appointed annually by the Executive Committee and may serve an unlimited number of terms.

Category Chairs Duties/Responsibilities:

1. Present a written and/or oral report on category activities at least once annually to the Executive Committee.
 2. Attend additional Executive Committee Meetings if they wish or designate the Vice Chair to attend in their absence. If there is no coordinator, attendance at each Executive Committee meeting is required by Chair, Vice Chair, or an appointed representative.
 3. Coordinate with Chairs of the Committees assigned to their category to avert or solve problems as they arise.
 4. Recruit replacements as needed for Chairs or Vice Chairs of their assigned committees.
 5. Meet with all assigned Committee Chairs at least one time per year.
 6. Ensure that committee programming is scheduled in a timely manner with the Ex-Officio Chair or the Program Coordinator or other Extension Representative (if any).
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