

MGANM President

Job Description

Job Summary:

The President serves as the official spokesperson of MGANM. and has several administrative duties to ensure good management and governance practices are followed by the Association. The president is an ex officio member of each board committee. The President coordinates and communicates with the MSU Extension Coordinator, MGANM Board Members, committee chairs and membership.

Job Duties:

1. Ensures that an annual board and membership meeting calendar is set and that board meetings are held at least 5 times per year
2. Prepares the agenda for meetings
3. Presides over and conducts board and membership meetings.
4. Leads the board in setting goals for the Association.
5. Enter into legal contracts and memorandums of understanding on behalf of the Association with board approval.
6. Works closely with the MSU Extension Coordinator on MSUE Master Gardener program and MGANM business.
7. Writes a Letter from the President for the Real Dirt bi monthly newsletter engaging MGANM members and subscribers in the organization.
8. Fosters communication among the members
9. Works to enhance visibility of MGANM and Master Gardeners in the community and serves as an ambassador

Approved
3/3/16