

NETMGA POSITION DESCRIPTION

Certification/Membership

Revised: 09/10/2019

Position Overview: Ensures that NETMGA members are in compliance with their service hours and CEU (Continuing Education Units) to maintain certification as a Master Gardener according to the UT Extension of Master Gardeners. This records services that are provided to the local community by the Northeast Tennessee Master Gardeners and ensures that Master Gardeners continue to learn good gardening practices to upgrade their skills.

Qualifications:

- Basic computer skills
- Strong organizational skills
- Attention to detail
- Good communication skills
- Requires local access to NETMGA bank Citizens Bank

Responsibilities/Duties:

- Assist NETMGA members in entering their service and CEU hours
- Remind members to input their hours in the UT Extension Volunteer Database via newsletter or other membership communications
- Confirm that service hours and CEU hours are recorded in the UT Extension Volunteer Database
- Maintain records of members names, class year, address, email address, phone number, county, service hours and CEU's submitted
- Maintain records of dues paid
- Scan all checks and cash receipts received for dues
- Prepare and make deposits of dues received
- Provide treasurer copies of scanned checks/cash receipts and deposit slips
- Provide treasurer hard copies of deposit slips and membership forms received
- Attend Board and membership meetings
- Provide board members with updated membership list as needed

- Prepare annual membership dues submission form
- Provide membership dues form for publication in MG Thymes
- Prepare membership achievement awards annually

Time Requirements: Estimated: 1 -2 hours per week and 10 hours at the end of the year for coordinating the member achievement awards.