

NETMGA POSITION DESCRIPTION

Projects Chairperson

Updated: 3/05/2019

Position Overview: Recruits leaders/coordinators and volunteers for approved NETMGA projects and conducts regular committee meetings, prepares project budgets, needs and funding for projects; relays information and activities to the President, Treasurer and Website Chairperson, Newsletter Editor and Facebook Administrator.

Qualifications:

- Member in good standing with NETMGA
- Experience working on an NETMGA ongoing project
- Strong communication skills and problem solving skills

Responsibilities/Duties:

- Evaluates submitted new/revised projects and presents them to the Board for review and approval
- Responsible for supervision and overview of projects; the President and Extension Agent will have input
- Recruits Volunteers for project
- Will keep an updated list of all projects and chairpersons and inform the Board of project standings and vacancies of Leaders/Coordinators
- Will provide detailed project list with contact person for members of each new class
- Meets with project leaders/coordinators regularly to discuss project needs and funding
- Schedules and conducts committee meetings as needed
- Schedules workdays as needed
- Informs Extension Agent of all formally scheduled workdays
- Report project status at bi-monthly Board meetings
- May apply for beautification awards or other grants/awards
- May prepare budgets, needs and funding for projects

Time commitment: About 10 hours a month