

NETMGA POSITION DESCRIPTION

President

Revised: 07/07/2021

Position Overview: Leads the NETMGA organization to achieve the mission of increasing interest and understanding in home horticulture by the general public in the Northeast region of Tennessee. Leads the Board to set reasonable and attainable goals and objectives. Ensures effective communication among committees, Board of Directors, UT Extension staff and membership at large. Ensures effective operation and coordination of the NETMGA organization. Oversees operations of the NETMGA to include but not limited to project management, financial performance, membership engagement, communication, public relations, outreach to general public, and continuous growth in both size and effectiveness of the organization.

This position has a two-year term followed by a two-year term as Past President and reports to UT Extension Agent/ UT Master Gardener Director/NETMGA Board and Members.

Qualifications:

- Member in good standing with NETMGA
- Excellent leadership and organizational skills
- Ability to assess organizational integration and overall effectiveness
- Good written and verbal communication skills
- Knowledgeable of by-laws and position requirements
- Ability to devote approximately 150 hours per year to presidential responsibilities.

Responsibilities/Duties:

- Preside at organization's meetings, ensure there is a reasonable agenda and appropriate minutes and records are documented and retained
- Ensure financial reporting and records are accurate and complete; Work with Treasurer to maintain financial system and review appropriate audits of financial records

- Appoint an auditing Committee at least 45 days prior to the TNMGA annual report deadline (usually middle of February)
- Work with the Board of Directors to fill all committee leadership roles
- Routinely check to be sure committees are functioning and meeting their responsibilities
- Work with UT staff to keep NETMGA organization apprised of state and national Master Gardener trends and initiatives
- Be aware of best practices and encourage their adoption/integration to the NETMGA group
- Challenge the Board of Directors and membership at large to be active and engaged in the various projects and initiatives undertaken by the NETMGA organization
- Encourage ownership and involvement in the activities

Time Commitment: Approximately 150 hours per year