

President – Position Description

Overview

The position of President is an elected office. Each year in August the Immediate Past President heads a nomination committee to recruit and vet candidates for the elected offices for the next year. The slate of candidates is announced to the membership in November and voted on in the December Annual Meeting. The term runs from January 1st until December 31st. The President cannot serve more than four consecutive terms.

Qualifications

Any candidate for the position of President must be a member in good standing for the year. Good standing includes:

- Dues paid
- At least 8 hours of continuing education
- At least 20 hours of annual service from project categories of VM, ES, YH and QL
- Passed the background check

Job Duties

- Preside at all HMGA meetings
- Member of the Board of Directors
- Preside at all board meetings
- Confirm quorum to conduct association business
- Sign all legal documents as approved by VCE
- Serve as the designated spokesperson for HGMA
- Coordinate the work of the officers and committees
- Recruit association members to chair the various standing or ad hoc committees
- Review any potential new projects and present them to the board
- Work with VCE Ag Agent and VCE Master Gardener Staff Coordinator to obtain VCE approval of any new projects
- Prepare an Annual Report in writing of all HMGA activities for the year given to the Ag Agent
- Present an abbreviated version of the annual report at the December Annual Meeting
- Appoint a chair for the Nomination Committee with approval of the Board if the Immediate Past President is not available for that duty
- Appoint an audit committee in January to audit the financial records and present a report to the board
- Work with the Ag Agent to present achievement awards
- Prepare and distribute agendas for general and board meetings
- Possibility of additional duties as appropriate to the office of President