

Chapter Vice President

Washington County Master Gardeners

Advisor: Chapter President

Directly responsible to: Washington County Chapter of the Oregon Master Gardeners Association (WCMG) Executive Board

Purpose. Assist the President; assume President's duties in his/her absence; contribute to the Chapter's strength by assuring rules and data are current, programs are educational, and future planning meets organizational needs

Benefits of the position:

Working with other Master Gardeners; advancing both the Master Gardener program and the Chapter; helping to shape the future direction of the Chapter

Major duties:

- Attend the Chapter & Board meetings
- Attend Tri-County MG Advisory Council meetings
- Assist in conducting day-to-day Chapter business
- Participate as a voting member of the Executive Board
- Represent the Executive Board on the Program Committee
- Represent the Executive Board on the Long Range Planning Committee
- Oversee the Chapter's data management program
- Oversee the Chapter's bylaws and standing rules
- Act for the Program Chair in his/her absence at Chapter meetings
- Lead the Awards and Recognition Committee
- Serve as liaison with Hillsboro Demonstration Garden Committee
- Serve as Board's parliamentary procedure expert
- Serve on the Chapter Budget Committee

Skills needed: Communication, visioning, organizational, persuasive

Term: 1 year

Time involved: 8 to 10 hours a month

Training: On the job; completion of Oregon MG training

Support (Chapter and or Extension Office privileges): Authorized to (1) represent WCMG to the public and (2) contact outside agencies/organizations to exchange information regarding MG activities. Postage and copier expenses are reimbursed through Chapter funds.

Expectations: By participating in Long Range Planning, Programs, Database program management and overseeing the Chapter's bylaws and standing rules, individuals who serve as Vice President of the Chapter will complete their terms with a solid understanding of fundamental Chapter operations.