

Chapter Relations Chair/ Director #5 Washington County Master Gardeners

Advisors: The Executive Board and the previous Chapter Relations Director

Directly responsible to: Washington County MG Chapter Executive Board

Purpose: To strengthen membership and participation in the Chapter

Benefits of the position: Getting to know/working on behalf of the membership

Major duties:

- Attend Chapter General and Board meetings
- Assist in conducting day to day Chapter business
- Participate as a voting member of the Executive Board
- Coordinate Chapter committees and/or activities which strengthen and directly benefit the membership including:
 - Outing/Field Trip Committee
 - Hospitality
 - Recruiting/Nominating Committee
 - The Directory Committee
- Provide regular input to the Publicity Director and Chapter Chat editor
- Obtain attendance data for chapter meetings from Hospitality Chair

Skills needed: Communication, persuasion, organizational, building consensus, human resource recognition and development, email and some computer skills such as MS Word.

Term: 2 years

Time involved: 4 hours a month for Board and Chapter meetings; 1-2 hours a month for committee meetings; additional hours as necessary for development of committee program, coordination with other committee chairs as noted above.

Training: On the job; completion of Oregon MG training

Support(Chapter and/or Extension Office privileges): Authorized to contact and work with OSU and Metro representatives to fulfill position requirements

Expectations: Increased participation by Washington County MGs in Chapter activities; commitment of current year class members to become members of the Chapter and participate in Chapter activities; long term retention of individual members.

(Chapter Relations job description Rev. 9/2012)