

Director #1/ Business Manager Washington County Master Gardeners

Advisor: Previous Director #1, Chapter President

Directly responsible to: Washington County MG Chapter Executive Board

Purpose: To assist in conducting the day-to-day Chapter business, oversee chapter finances and expenditures and chair the Audit committee

Benefits of the position: Working with other Master Gardeners; helping to shape the future direction of the Chapter

Major duties:

- Attend Chapter meetings and assist in conducting day to day Chapter business.
- Attend Executive Board meetings and participate as a voting member.
- Serve on the Long Range Planning Committee.
- Serve on the Budget Committee.
- Oversee preparation of Chapter Agreements with strategic partners. Oversee keeping and storage of WCMGA files that are recommended to be kept by OMGA.
- Conduct an annual audit of the Chapter's financial books:
 - Verify income and disbursements with bank statements and check stubs
 - Review Chapter financial reports and financial procedures
 - Provide a written audit report to the Board and the membership
- Serve as the back-up Treasurer and with the Treasurer balance the WCMGA checking and savings accounts each month.
- Manage all WCMGA investments (currently two Certificates of Deposit).
- Send monthly reports from the Learning and Fairplex Gardens to the Executive board.
- Develop proposal for the Board regarding internal financial controls; as needed.
- Maintain a yearly WCMGA inventory.
- Train the successor Business Manager to conduct monthly account verifications, the annual inventory and annual audit.

Skills needed:

- Completion of Oregon Master Gardener training
- Communication, organizational
- Light bookkeeping

Term: 2 years

Time involved: 5 to 6 hours a month – account verification and meetings; 5 to 6 hours per year to audit Chapter books

Training: On the job; completion of Oregon MG training

Support (Chapter and or Extension Office privileges): Photocopying, printing and postage expenses will be reimbursed by Chapter funds

Revised:11/14/14