

Director #4: Fundraising Washington County Master Gardeners

Advisor: Current Executive Board, Past President(s)

Directly responsible to: Washington County MG Chapter Executive Board

Purpose: To direct and coordinate the capital funding needs for the organization.

Benefits of the position: Strengthening the organization by helping to provide for its future; personal benefits include enhancing skills, knowledge and abilities in consensus building, long range organizational planning and determining capital expenditure needs.

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 Fundraising Committee which will research, evaluate and make recommendations to the Board for future funding avenues
- Coordinate with Business Manager and Treasurer to prepare annual Chapter budget

Skills needed: Communication, good organizational skills, long term planning

Term: 2 years

Time involved: 4 hours a month for Board and Chapter meetings; 1-2 hours a month for committee meetings; and additional hours as necessary for research, evaluation and development of recommendations

Training: On the job; completion of Oregon MG training

Budget: To be prepared/presented during the regular budget preparation cycle

Support (Chapter and/or Extension Office privileges): Authorized to contact outside agencies/organizations to obtain information and determine their interest in MG activities. Authorized to request the Corresponding Secretary to write and mail thank you notes, etc. on behalf of the committee and Chapter. Any postage/copying expenses will be reimbursed through Chapter funds.

Expectations: An Executive Board and Chapter with a clear and stable plan for its future; an organization less reactionary to immediate circumstances and more able to control its activities through long term planning and fundraising and thus better able to serve its members and the community.