

MGGNO Officer & Board Guidelines

President:

- presides over all meetings and activities;
- coordinates directly with an the LSU AgCenter Cooperative Extension Service (LCES) Advisor to assure proper administration of the MGGNO Master Gardener Extension Volunteer Program;
- assures the efficiency of all operations and the accountability of all funds and assets;
- represents MGGNO in all external interactions;
- guarantees that a mentor relationship exists between the Master Gardener class-in-training and the Association and membership;
- oversees the actions and activities of the other officers and committees;
- appoints special committees and task forces as deemed necessary;
- ascertains that the membership and the general public are kept accurately and timely informed of all issues of consequence regarding MGGNO; and,
- serves as an effective link between the individual MGGNO member and the LSU AgCenter Cooperative Extension Service (LCES) hierarchy.

Vice President:

- assumes any or all the duties of the President upon request;
- assists the President when needed;
- provides support to the Secretary and the Treasurer and assistance when needed;
- coordinates the public relations efforts of the Association;
- carries out those special duties assigned by the President; and,
- renders effectively those reports and/or duties assigned by the MGGNO Handbook.

Secretary:

- develops, maintains, and archives the administrative records of the Association;
- takes written minutes of general membership and Board of Director meetings;
- presents the minutes of previous general membership and Board of Director meetings whenever required;
- receives and maintains all incoming correspondence; and prepares all outgoing correspondence for the approval and/or signature of the President;
- prepares and updates an annual events calendar for the Association;
- composes the agenda and distributes meeting notices for each meeting;
- substitutes for the Treasurer when necessary; and,
- renders effectively those reports and/or duties assigned by the MGGNO Handbook.

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Treasurer:

- develops, maintains, and archives the fiscal records of the Association;
- prepares a fiscal report for each meeting of the board or the general membership;
- shall fulfill state and federal tax requirements and arrange for an annual examination of financial records;
- prepares a proposed annual budget for the upcoming fiscal year (January 1 thru December 31) to be presented at the November general membership meeting;
- substitutes for the Secretary when necessary; and,
- renders effectively those reports and/or duties assigned by the MGGNO Handbook

Member, Board of Directors:

- serves as a general manager of the Association;
- assumes specific responsibilities as requested by the President or Board of Directors;
- represents the general membership in deliberations of policy and planning;
- assists all other members of the Board of Directors in the proper management of MGGNO; and,
- renders effectively those reports and/or duties assigned by the MGGNO Handbook.