

MGGNO Membership Chair Duties

- Keep attendance records. Attend all meetings or secure a replacement, so that the sign-in table is always manned. Print-out sign-in rosters for every meeting.
- Make sure an application is on file for every member. Coordinate with treasurer and database manager to verify that all records are in accord.
- Answer questions at the sign-in table and/or direct members to the individual that can help them solve their problem. Follow up on issues/problems that are reported at the meeting—keep records of issues and who you direct the member to.
- Explain MGGNO membership levels and requirements for each.
- Explain service and education hourly requirements including the types of educational experience and service projects that qualify for inclusion in the LSU Master Gardener Volunteer Database.
- Explain how hours are recorded, and trouble shoot for members who are having a problem with the recording system. Reset passwords for members who have forgotten their passwords.
- Review all monthly rosters in November to tally each member's total attendance for the year.
- Review the Ag Center Agent's records of volunteer service and education hours. Create a chart that shows attendance, volunteer service and education hours for each member.
- Produce annual Membership Directory for website and print.
- Determine which member should be recognized for outstanding service and longevity in the program. (This recognition is not covered in the constitution or by laws but has been important to the organization.) The Board needs to standardize the criteria for outstanding service. Create a program for the first meeting in January that honors outstanding service. Present honorary pins at the January meeting.

Helpful Skills:

- Knowledge of Excel and Word or Google Equivalent Programs