

Director #1 Business Manager

Washington County Master Gardener Association

Advisor: Previous Director #1, Chapter President

Directly responsible to: WCMGA 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 shape the 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 as recommended by OMGA
- Conduct an annual audit of the Chapter's financial books:
 - Verify income and disbursements with bank statements
 - Review Chapter financial reports and financial procedures
 - Provide a written audit report to the Board and membership
- Manage all WCMGA investments
- Maintain Record Retention Policy and review annually with Board members. Ensure that the policy is followed
- Develop proposal for the Board regarding internal financial controls as needed
- Maintain a yearly WCMGA inventory
- Train successor Business Manager to conduct monthly account verifications, annual inventory and audit

Skills needed:

- Completion of Oregon Master Gardener training
- Communication, organization
- Light bookkeeping
- Knowledge of acceptable business practices and insurance

Term: Two years

Time involved: Four to five hours a month – account verification and meetings. Eight hours annually 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: 9-15-2022