



Washington County Master Gardener™ Association

Chapter Relations Director

Purpose: To strengthen and build cohesive relationships between members of WCMGA and to honor and recognize their outstanding service.

Directly responsible to: WCMGA Executive Board

Benefits of the position: Learning new things, making friends and lasting relationships with others with similar interests while working on behalf of the membership.

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
- MGs of Note: Gather information from the membership, Garden Leads and other committee leaders to find out who among the membership has been going beyond the mark in their volunteer service. Lead the discussion when these names are presented to the board at each month's board meeting. Personalized thank you notes are then sent out by a board member (usually by nominating person). The information about each recipient is compiled into an article for Chapter Chat and forwarded to the Chapter Chat editor for addition to the next edition. Record these nominees in One Drive.
- Represent to the Board the work on the following areas which strengthen and directly benefit the membership:
 - **Awards and Recognition:** Coordinate nominations of members by members of our chapter. Gather names of nominees for MGs of Note, Master Gardener of the Year (for both County and State awards), Behind the Scenes (for both County and State awards), and Special Acts/Making a Difference and present them to the board when appropriate. Designated Board members write the documentation for the County and State awards of Master Gardener of the Year and Behind the Scenes. Confirm that the State guidelines are followed for those awards. The Chapter Relations Director presents the final list to the board to be voted upon. If no nominees are received from the membership the board will consider the membership and select nominees. Obtain gift cards for award recipients as detailed in bylaws. Confirm by the Directory the Longevity Awards and submit the members names and information to OMGA. Prepare and arrange for presentation an appropriate certificate.
 - Other awards that are sanctioned by the Board such as Non-member Volunteer of the Year award during National Volunteer Month (generally in April). Prepare and arrange for presentation an appropriate certificate.
 - **Communications Committee:** Be a member of the Communications Committee. This committee consists of the Communications Director, Publicity Director and Chapter Relations Director and meets as needed, generally monthly, to coordinate dissemination of information and provide input to the Chapter Chat Editor.

- Assist with organizing social events for membership and interns.
- Post, or arrange for posting, to social media and the website, appropriate information for the membership.
- Communicate with WCMGA Member Facebook Group manager when needed.
- It is optional for the Chapter Relations Director to attend meetings of committees.
- Keep Chapter Relations records up to date in OneDrive

Skills Needed: Communication, persuasion, organizational, building consensus, human resource recognition and development, email and some computer skills such as MS Word.

Term: 2 years

Time Involved: 4-6 hours a month for Board and Chapter Meetings; 1-2 hours a month for committee meetings; additional hours as necessary for development of committee program, coordination with other committee chairs as noted above.

Training: On the job; completion of Master Gardener Training

Budget: Annual Awards have a monetary award. Stamps and printing funds are needed for MGs of Note. Hospitality expenditures when needed.

Support (Chapter and/or Extension Office privileges): Authorized to contact and work with OSU and Metro representatives to fulfill position requirements

Expectations: Increased participation by Washington County Master Gardener membership in Chapter activities; commitment of current year class members to become members of the Chapter and participate in Chapter activities; long term retention of individual members.

Revised 01/2023