

# Chapter Vice President

## Washington County Master Gardener Association (WCMGA)

**Advisor:** Chapter President

**Directly responsible to:** Washington County Chapter Executive Board of the Oregon Master Gardeners Association (OMGA)

**Purpose:** Assist the President; assume President's duties in his/her absence; contribute to the Chapter's strength by assuring rules and data are current, programs are educational and strategic planning meets organizational needs.

**Benefits of the position:** Working with other Master Gardeners; advancing both the Master Gardener program and the Chapter; helping to shape the future direction of the Chapter.

**Major duties:**

- Attend the Chapter and Board meetings (11 per year)
- Attend the Tri-County MG Advisory Council meetings (3-4 per year)
- Assist in conducting day-to-day Chapter business
- Participate as a voting member of the Executive Board
- Oversee the Chapter's bylaws and standing rules
- Act for the Program Chair in his/her absence at Chapter meetings
- Lead Strategic Planning for the Chapter (three-year cycle)
- Serve as the Board's parliamentary procedure expert
- Serve on the Chapter Budget Committee

**Skills needed:** Communication, strategic thinking, interpersonal savvy, writing and basic computer skills

**Term:** 2 years

**Time involved:** 8-10 hours a month

**Training:** On the job, completion of Oregon MG training

**Support (Chapter and or Extension Office privileges):** Authorized to (1) represent WCMGA to the public and (2) contact outside agencies/organizations to exchange information regarding MG activities. Postage and copier expenses are reimbursed through Chapter funds.

**Expectations:** By participating in Long Range/Strategic Planning, Programs, the Budget Committee and overseeing the Chapter's bylaws and standing rules, individuals who serve as Vice President of the Chapter will complete their terms with a solid understanding of most fundamental Chapter operations.

Revised 1/22/23