

**POLICIES AND PROCEDURES  
OF  
THE MASTER GARDENER FOUNDATION OF WASHINGTON STATE  
Section B**

Revised February 16, 2022

**Job Descriptions**

Expectations of Incumbent Common to Every Position:

1. Maintain status as a current, certified WSU Master Gardener in good standing.
2. Commit to support the mission and purposes of the Master Gardener Foundation of Washington State (“MGFWS” or “foundation”).
3. Commit to work as a team member with a global attitude, willing to view things from the perspective of the state as a whole.
4. Commit the time and resources needed to accomplish the responsibilities of their position, and to follow through on assignments and responsibilities in a timely manner.
5. Attend and participate in regular and special Board meetings when possible.
6. Attend and support yearly advanced-education conferences when possible.
7. Commit to volunteer to participate on committees, initiatives, and projects when possible.
8. Have access to an Internet connection in order to communicate with MGFWS officers and members by email and to prepare, receive and transmit electronic files.

Specific Expectations for Members of the Executive Committee:

1. Any current, certified WSU Master Gardeners in good standing may stand (or be recruited) as a candidate for the positions on the executive committee as defined in the bylaws.
2. Commit to attend and participate in executive committee meetings.
3. Have a well-founded understanding of the history, mission, and purpose of the MGFWS.
4. Be skillful in personal interaction, problem solving, diplomacy, and communication.
5. Have the ability to effectively manage programs.

I. Position: President

Reports to: The members of the MGFWS board. Term: Two years, no limits on re-election.

Purpose: As the leader of the MGFWS, the president has by far the largest commitment, responsibility and role of any member of the Foundation. The job may require more than 60 labor hours per month, including but not limited to 24 hours for day-to-day administration, 10 hours (plus travel time) for attendance at quarterly foundation meetings, and 14-16 hours for communicating with other board members, foundation members and the WSU Master Gardener Program Leader about MGFWS and WSU Master Gardener Program issues.

The MGFWS president has no official or reporting relationship with WSU but is highly encouraged to maintain a close and positive working relationship with the WSU Master Gardener Program Leader. This position is elected by the board of the MGFWS and is charged with the responsibility of promoting and accomplishing the goals of the Foundation as delineated in its articles of incorporation and bylaws.

Unique Expectations of President, in addition to those indicated above:

1. Have effective leadership skills, including the ability to create and nurture a motivating environment; the ability to effectively lead a team of volunteers; the ability to plan and conduct effective meetings; the ability to plan, organize, and assure execution of the objectives of programs and activities, and perhaps most importantly, the ability to inspire others.
2. Have a high level of skill in oral and written communication.
3. Be proficient in computer word processing and have the ability to communicate via email.
4. Schedule and establish agendas for all executive committee and board meetings. These meetings shall be run according to Robert's Rules of Order, with the incumbent encouraging all participants to contribute and striving to arrive at decisions in an orderly, timely, and democratic manner.
5. Act as principal liaison between the foundation and Washington State University, specifically with the WSU Master Gardener Program Leader.
6. Promote the development and implementation of a strategic operating plan, including the establishment of goals, long- and short-term objectives, and tasks associated with achieving the goals identified in the plan.
7. Work to ensure that policies and procedures are in place for securing resources required by the MGFWS.
8. Promote positive and productive relationships between and among the MGFWS and county Master Gardener foundations, WSU, the media, donors, and other organizations.
9. Participate in, but not necessarily lead, foundation events and committee activities, as appropriate.
10. Work to ensure MGFWS representation, as appropriate, at local, regional, and national Master Gardener events.
11. Serve as primary spokesperson for the foundation, including representation of the foundation to the media.
12. Guide, with the assistance of the treasurer, the development and administration of a fiscally sound budget.
13. Provide support, encouragement, and feedback to the Foundation's board and all Foundation members.
14. Ensure that policies and procedures are in place for effective recruitment and evaluation of MGFWS board members and officers.

## II. Position: Executive Vice President

Reports to: The members of the MGFWS board. Term: Two years, no limits on re-election.

Purpose: Primary focus areas include Administration, Conference, and Fundraising. Serves as assistant to and substitutes for the President when needed. Is the primary leader of officers and members in areas of Board Administration.

Unique Expectations of Executive Vice President, in addition to those indicated above:

1. Lead efforts to encourage communication and cooperation between and among counties and/or affiliates across the state.
2. Work with a standing membership committee to encourage development of membership affiliation for any county without a chartered organization.
3. Encourage participation of the board members across the state and encourage participation by all counties.
4. Maintain contact with counties in their region to inform them about the state foundation purposes and activities.
5. Attend retreats, seminars, training and planning meetings concerning Master Gardener programs as necessary to build partnerships.

III. Position: Secretary

Reports to: The members of the MGFWS board. Term: Two years, no limits on re-election

Purpose: Responsible for creation and maintenance of Foundation's documents, minutes, correspondence, rosters, and similar activities.

Unique Expectations of Secretary, in addition to those indicated above:

1. Maintain a current directory of officers, board members and chairs of standing committees. The directory should include name, address, phone number, email address, county, and position. The directory will be updated and distributed to the members as directed by the president, but not less often than annually.
2. Attend all meetings of the executive committee and the board and take note of all substantive discussion "on the record" needed to support the development of minutes as described below
3. Render notes taken into official minutes of the meeting. Minutes should:
  - a. Record the time the meeting is called to order and adjourned.
  - b. Record the names of all attendees, identifying whether each is an officer, board member, or guest.
  - c. Document all substantive business, including but not limited to reports of activity from member organizations and the recognition of noteworthy achievements. A general guideline is that minutes should record what is done by the assembly, not what is said by members.
  - d. Record the name of the person who makes each motion or amendment to a motion.
  - e. Record the name of the person who seconds each motion.
  - f. Describe substantive discussion, including summary of proposals and arguments pro or con.
4. Prepare draft minutes within 30 days of the meeting. Email a PDF version of the draft to executive committee and board members, setting a deadline for proposed amendments.
5. After the first deadline, email any proposed amendments as a revised draft to executive committee and board members with a new deadline for response. In the rare case where controversy arises, the issue should be referred to the president, who may place it on the agenda of the next meeting of the same group or otherwise propose a resolution.

6. Email a PDF version of the revised "final" minutes to the president, who will email it to all participants as an attachment to the proposed agenda for the next meeting of the same group.
7. Minutes for board meetings will be approved or amended by vote of the attendees at the next board meeting.
8. Minutes for executive committee meetings will be approved or amended by vote of the executive committee and shall be distributed via email to all board members.
9. Make a PDF version of approved board and executive committee meeting minutes available for download from the MGFWS website.

#### IV. Treasurer

Reports to: The members of the MGFWS Board. Term: Two years, no limits on re-election.

Purpose: Responsible for the Foundation's financial records, income & payments. Serve as chair of the finance committee, delegating financial duties to committee members and external resources as appropriate.

Unique Expectations of Treasurer, in addition to those indicated above:

1. Ensure all financial obligations of the Foundation are properly recorded and paid in a timely manner.
2. Maintain a record of the Foundation's financial records using the Foundation's accounting software program.
3. Track contributions received for a designated purpose to assure they are used for the intended purpose.
4. Make the Foundation's financial records available to the Internal Financial Review committee for their annual Internal Financial Review.
5. Oversees adherence to and compliance with federal and state filing requirements including forms, returns, reports, corporate renewals, etc.
6. If federal income tax filing is not required, the incumbent shall submit required paperwork to Internal Revenue Service.
7. Obtain end-of-the-year financial reports from dependent counties and consolidate their reports with the Foundation's financial reports.
8. Review dependent county chapters every three years for continued eligibility and make recommendations to the board regarding retention of dependent county status based on established income levels.
9. Present a year-to-date budget report, a year-to-date income/expense report, and a current balance sheet at each regular meeting of the board.
10. Develop, in conjunction with the finance committee, a draft budget for the following fiscal year in the last quarter of each fiscal year.
11. Prepare an annual financial report during the first quarter of each fiscal year. The annual report will be presented to the board and used for the annual Internal Financial Review of the foundation's financial records.
12. Oversee investment decisions.
13. Participate in the Internal Financial Reviews of the Advanced Education Conferences.
14. Oversees insurance and bonding decisions.

## V. Director of Development

Reports to: The members of the MGFWS Board. Term: Two years, no limits on re-election.

Purpose: Director of Development is responsible for developing & proposing Master Gardener Foundation of Washington State (MGFWS) fundraising activities including the major gifts program, annual fund, planned giving, special events and capital campaigns. The Director works closely with the Executive Committee in gaining broad approval of fundraising proposals, and coordinates with and provides support to the AEC Co-Directors in their fundraising efforts relative to the MGFWS-WSU Master Gardener Advanced Education Conferences.

Director of Development actively researches, identifies, and personally engages major donor candidates, including individuals, corporations, trusts, foundations, etc. In alignment with the MGFWS annual budgeting process, the Director develops and proposes an annual fund-raising plan, identifying quarterly goals for fund-raising activities, fundraising targets, and anticipated expenses.

The Director shall work with the MGFWS Board and WSU Extension Master Gardener Program to create and maintain a case statement and other documents that present an accurate and compelling case for supporting the Master Gardener program through their donations and planned giving.

### Qualifications:

1. Must embrace the Mission of the MGFWS and the WSU Master Gardener Program.
2. Strong interpersonal and writing skills.
3. Have knowledge and experience in fund raising techniques, particularly Major gift fundraising.
4. Possess the skills to work with Board members and other volunteers.
5. Have the desire to get out of the office and build external relationships.
6. Be a "self-starter" and goal driven to personally initiate donor visits and fund-raising calls.
7. Be organized and exhibit follow through on tasks and goals.
8. Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.

## VI. Conference Co-Directors (3), - Director, Incoming Director, & Past Director

Reports to: The members of the MGFWS Board. Term: Two years, no limits on re-election.

1. Sets and oversees conference budget as approved by the Board and manages conference financial matters.
2. Arranges for conference facilities.
3. Arranges for conference food service.
4. Arranges for conference speakers and breakout sessions.
5. Arranges for conference registration, both advance registration and onsite registration desk
6. Arranges for conference public relations, advertising, sponsors, and communication.
7. Arranges for conference tours and activities.
8. Coordinates with Awards Director for presentation of awards.
9. Arranges for conference silent auction and/or other fundraising activities at the conference.
10. Arranges for conference volunteers

11. Maintains records and notes to be used in subsequent years to reduce the workload and enable improvement from year to year.
12. Initiates and summarizes conference evaluations and reports to the Board.
13. Many of these responsibilities might actually be carried out by other volunteers, but these directors are to see that they are taken care of in a timely and proper manner, so as to ensure a successful conference each year.

#### VII. Communications Director

Reports to: The members of the MGFWS Board. Term: Two years, no limits on re-election.

1. Manage MGFWS communication policies including selection of platforms, technologies, applications, etc., recommending revisions when appropriate.
2. Monitor evolving technologies and identify those that best meet MGFWS's communication needs including richness of presentation, greater breadth of reach, increased participation in creating content, overall effectiveness, ease of use, etc. Report findings to the board quarterly.
3. Oversees the production and maintenance of MGFWS website, newsletters, and social media.
4. Establishes and maintains MGFWS branding and advertising.
5. Conducts thorough communications within the Board, MG Chapters, and WSU Extension.
6. Maintains MGFWS Calendar.
7. Develops mutual interest topics for Board meeting sharing.
8. When appropriate, recommend changes to MGFWS's communications program, detailing scope, benefit, cost, and schedule.
9. With the Board's approval, implement technology and application changes in a manner that provides continuity and consistency in MGFWS's overall communications program.
10. Continually monitor MGFWS communication platforms and content to ensure conformance to MGFWS and WSU Extension standards and rules.

VIII. Historian/Archivist Reports to: The members of the MGFWS Board. Term: Two years, no limits on re-election.

1. Organizes and secure past historical documents.
2. Update history with current documents, clippings, notes, etc. to provide a resource of prior accomplishment and events.

IX. Membership Director Reports to: The members of the MGFWS Board. Term: Two years, no limits on re-election.

1. Fill vacant roles
2. Encourage and maintain statewide Board representation
3. Keep job descriptions current.
4. Recognition of Board members and volunteers.
5. Administer Board member benefits and awards.

X. Awards Committee Chairperson (MGoY, Ed La Crosse, Media, Scholarships, etc.)

Reports to: The members of the MGFWS Board. Term: Two years, no limits on re-election.

1. Solicit nominations.
2. Oversee selection committees.
3. Obtain and organize awards, certificates, etc.
4. Plan presentation of awards, working with Conference Directors for formal presentations.

XI. Position: Board Member/County Representative

Reports to: The membership of the organization or Master Gardener Foundation of the county from which they come and by which they are authorized to participate in the MGFWS. Term: Not less than two years, to be determined by each county or affiliate organization.

Purpose: Represent their county or organization on the state foundation board and serve as liaison between the state foundation and their organization.

Unique Expectations of Board Member/County Representative, in Addition to Those Indicated Above:

1. Represent and support the interests, actions and activities of their county while working as an MGFWS team member, willing to view things from the perspective of the state as a whole.
2. Maintain awareness of county interests, actions and activities and collect information to contribute to the effectiveness of the state foundation.
3. Report, orally and in writing, both from the county level to the state, and from the state level to the county.
4. Be an active voting member of the state board.
5. Volunteer to serve on committees.