

Master Gardener Foundation of San Juan County

President's Duties

Term in Office: 3 years and 1 year as Past President

Responsibilities:

Guide and facilitate the business of the Foundation Board.

- Preside at all Board Meetings, General Membership Meetings, and the Annual Meeting.
- With Board assistance, set the meeting dates and times and, establish the agenda for all meetings.
- Appoint all standing and special committees as required.
President or a majority of the Board shall appoint a finance committee, a membership committee and a nominating committee and may appoint such other standing or special committees as may be required by these Bylaws or as may be deemed necessary or appropriate by the President.
- Work closely with the Master Gardener Program Manager to insure good communications between the Program and the Foundation.
- Be available to advocate for the Foundation to city and county officials, San Juan County Master Gardener interns and all other appropriate parties.
- Write an article for the web blog on a regular basis.
- Facilitate and help write Policy and Procedures. Sign MOA's and document on behalf of the Foundation.
- Perform other duties as needed.

Qualifications:

- Has demonstrated good organizational skills.
- Preferably demonstrates good communication skills.
- Preferably has an understanding of the Foundation Mission and Vision statements and the workings of the organization.
- Must be computer literate in Word, and e-mail programs, with Excel also preferred.
- Willing to travel to Lopez, Orcas and San Juan Island as needed.

Other:

Set Annual Meeting time, place, speaker and lunch

Attend Multi-County Quarterly Meetings

Take pictures at events and post on Website

Prepare presentations and speak at workshops and annual meetings