

MASTER GARDENER FOUNDATION OF YAKIMA COUNTY

Board of Directors – Position Descriptions

Title: President

Term: One year, maximum of two consecutive terms. Serve as Past President for one year following end of term as president.

Summary of Duties:

Lead a team of volunteers dedicated to meeting the goals of the Master Gardener Foundation of Yakima County (MGFYC, the Foundation). Work effectively with the WSU Extension Master Gardener Program Coordinator. Guide the development of annual strategic goals. Evaluate Board performance and operations. Perform all other duties incidental to the office of the President.

Percentage of Essential Job Functions:

- 40% - Provide effective leadership for the MGFYC.
- 20% - Ensure organizational alignment with the WSU Extension Master Gardener Program.
- 20% - Exhibit leadership in successful fundraising.
- 10% - Represent the Foundation at local and state functions.
- 10% - Perform other duties as assigned.

Requirements:

- Embrace and demonstrate a commitment to the Foundation and the WSU Extension Master Gardener Program.
- Establish and maintain productive internal and external relationships and positively engage with the Master Gardener community in Yakima County and State
- Ensure Foundation activities conform with non-profit and WSU guidelines and practices.
- Effectively facilitate the development of annual goals and work to accomplish actions that advance the organization.
- Serve as a resource, engaging in training, orientation, and planning efforts.
- Chair general Foundation and Board meetings and provide an agenda for each meeting.
- Renew and/or update agreements and contracts between the Foundation and its various partners (MOAs) as needed in conjunction with the WSU Master Gardener Program Coordinator.
- Encourage and support the training of Board members in their duties and responsibilities by ensuring they are familiar with the duties and requirements of their position.

Note: See Reference Materials & Helpful Tips for Directors for additional information.

MASTER GARDENER FOUNDATION OF YAKIMA COUNTY
Board of Directors – Position Descriptions

Title: Vice President

Term: One year, maximum of two consecutive terms.

Summary of Duties:

Serve in the absence or disability of the President and, during such time, shall have all of the duties and powers of the President. Oversee maintenance of the Master Gardener Foundation of Yakima County's (MGFYC, the Foundation) bylaws, policies, and procedures. Perform all other duties incidental to the office of the Vice President.

Percentage of Essential Job Functions:

- 25% - Serve in the absence or disability of the President or as assigned
- 40% - Review and update MGFYC bylaws, policies, and procedures
- 25% - Represent the MGFYC at local and state functions
- 10% - Perform other duties as assigned

Requirements:

- Embrace and demonstrate a commitment to the Foundation and the WSU Extension Master Gardener Program.
- Establish and maintain productive internal and external relationships and positively engage with the Master Gardener community in Yakima County and State
- Ensure Foundation activities conform with non-profit and WSU guidelines and practices.
- Act as a resource regarding non-profit operational guidelines and recommend changes to bylaws, policies, procedures, and committee descriptions accordingly.

MASTER GARDENER FOUNDATION OF YAKIMA COUNTY
Board of Directors – Position Descriptions

Title: Past President

Term: One year.

Summary of Duties:

Act as a resource to the President and provide continuity for the Board of the Master Gardener Foundation of Yakima County (MGFYC, the Foundation).

Requirements:

- Embrace and demonstrate a commitment to the Foundation and the WSU Extension Master Gardener Program.
- Establish and maintain productive internal and external relationships and positively engage with the Master Gardener community in Yakima County and State
- Ensure Foundation activities conform with non-profit and WSU guidelines and practices.

MASTER GARDENER FOUNDATION OF YAKIMA COUNTY

Board of Directors – Position Descriptions

Title: Secretary

Term: One year, maximum of two consecutive terms.

Summary of Duties:

Provide continuity of the Master Gardener Foundation of Yakima County's (MGFYC, the Foundation) through the recording, distribution and filing of minutes and reports of the Foundation. Maintain the MGFYC Board and Foundation directories. Perform all other duties incident to the office of the Secretary.

Percentage of Essential Job Functions:

- 70% - Record minutes from all Board, and special meetings
- 20% - Maintain Foundation records in accordance with Foundation guidelines.
- 5% - Represent the Foundation at local and state functions.
- 5% - Perform other duties as assigned

Requirements:

- Embrace and demonstrate a commitment to the Foundation and the WSU Extension Master Gardener Program.
- Establish and maintain productive internal and external relationships and positively engage with the Master Gardener community in Yakima County and State
- Ensure Foundation activities conform with non-profit and WSU guidelines and practices.
- Accurately record minutes of all MGFYC meetings.
- Maintain current roster of Board of Directors and Foundation Members.
- Maintain Foundation nonfinancial records in paper or electronic format and in accordance with Foundation document retention and destruction policies.

Note: See Reference Materials & Helpful Tips for Directors for additional information.

MASTER GARDENER FOUNDATION OF YAKIMA COUNTY

Board of Directors – Position Descriptions

Title: Treasurer

Term: One year, no limit on terms

Summary of Duties:

Responsible for overseeing all matters related to the Master Gardener Foundation of Yakima County's (MGFYC, the Foundation) finances, property, budget and performing all other duties incidental to the office of the Treasurer.

Percentage of Essential Job Functions:

- 70% Maintain financial records.
- 10% Create and communicate financial policies, procedures, and practices to include the development of the annual budget.
- 5% Participate in finance-related committees.
- 15% Perform other duties as assigned.

Requirements:

- Embrace and demonstrate a commitment to the Foundation and the WSU Extension Master Gardener Program.
- Establish and maintain productive internal and external relationships and positively engage with the Master Gardener community in Yakima County and State.
- Collaborate with Foundation and WSU Extension Master Gardener Program team leaders to develop and present an annual budget to the Board and full Foundation membership for approval.
- Prepare and present monthly financial reports to the Board including statement of financial position, statement of activities and budget to actual comparison.
- Serve as the chair of any committees that deal with the finances of the Foundation. This may include Finance Committee, Investment Advisory Committee, Budget Committee, etc.
- Update and maintain fiscal policies and procedures established for the Foundation and approved by the Board.
- Perform bookkeeping tasks including the proper recording and tracking of revenue and expenses using the accounting program(s) selected by the Foundation to record and track its financial activities.
- Oversee federal and state regulatory obligations, including timely filing of forms, returns, reports, corporate renewals, and other requirements.
- Oversee insurance and bonding decisions and make recommendations to the Board for adjustments or changes.

Note: See separate *Fiscal Policies and Procedures Manual* for day-to-day duties of the treasurer.

MASTER GARDENER FOUNDATION OF YAKIMA COUNTY

Board of Directors – Position Descriptions

Title: Member-At-Large

Term: One year, maximum of two consecutive terms.

Summary of Duties:

Provide support and guidance to the Board. Recruit candidates for open Board officer positions.

Percentage of Essential Job Functions:

- 80% - Chairing the Officer Nomination Committee.
- 20% - Perform other duties as assigned.

Requirements:

- Embrace and demonstrate a commitment to the Foundation and the WSU Extension Master Gardener Program.
- Establish and maintain productive internal and external relationships and positively engage with the Master Gardener community in Yakima County and State
- Ensure Foundation activities conform with non-profit and WSU guidelines and practices.
- Be knowledgeable of duties of other officers and assume the duties of any officer as needed.
- Chair the Officer Nomination Committee to recruit and orient new Board officers to be formally voted on and elected by the Foundation general membership at the annual meeting held in April. This is accomplished by:
 - Seeking 2-3 candidates for each office
 - Preparing a slate of proposed officers
 - Providing each individual seeking office a written copy of the duties and responsibilities of the office and answering any related questions
 - Distributing the list of names for consideration to the Foundation general membership two weeks prior to the annual meeting
 - Chairing the proceedings for election of Officers at the Annual meeting.
 - The Chair has the right to ask that a written ballot be taken when several individuals are running for a specific office.
- Be willing to help by taking on responsibilities that are delegated from other officers.

DRAFT

**REFERENCE MATERIALS
&
HELPFUL TIPS FOR DIRECTORS**

Agenda

1. The President drafts the meeting agenda for the meeting.
2. The agenda along with financial reports and other supporting information is provided to the Board for Board meetings and general membership for general membership meetings two weeks prior to the meeting. The preferred method of delivery for the agenda and related materials is by posting the information on the Foundation's website for all to access.
3. The meeting is called to order by the President at the time/date specified for the meeting.
4. Call for additional agenda items
5. Approval of minutes from previous meeting. There should be a call for additions or corrections, if none occur then the Minutes are accepted as read (emailed). If there are additions or corrections, the Secretary should note these. The President calls for a motion that the Minutes be approved, calls for a second to the motion, and takes an oral vote for those in favor followed by those opposed.
6. Call for the treasurer's report. The President calls for a motion that the treasurer's report be approved, calls for a second to the motion, and takes an oral vote for those in favor followed by those opposed.
7. Calls for items listed under Old Business.
8. Calls for items listed under New Business.
9. Call for the Foundation meeting to be adjourned.

If a joint Foundation-Program meeting is being held the Program Coordinator leads the Program meeting with its own agenda.

Meeting Management

The presiding Director shall:

1. Keep the meeting to its order of business.
2. Handle discussion in an orderly fashion.
3. Give every member a chance to speak.
4. Tactfully keep all speakers to rules of order and to the question.
5. Give pro and con speakers alternating opportunities to speak.
6. Clearly state each motion before it is discussed, and before it is voted upon.
7. Put each motion to a vote as they occur and announce the outcome.
8. Vote only when the chair's vote would affect the outcome (to break a tie) or whenever voting is by written ballot.
9. At times individual Foundation members may want to share some of their thoughts during a Foundation meeting. The topic(s) may or may not be appropriate to the meeting. It is every member's right to speak during a meeting, however it is the role of the presiding Director to ensure that all conversation contributes to the overall purpose of the meeting.
10. Apply rules uniformly, guiding each meeting so that decisions are made within a reasonable time. Members wishing to comment should have an opportunity to speak at least once as long as the discussion remains useful and constructive.