



## **Job Description President**

### ***Term***

The President serves a one year term, beginning at the annual meeting and terminating at the following annual meeting when the President assumes the responsibilities and title of Past President.

### ***Status***

Voting board member.

### **Specific Responsibilities**

- Provide leadership to the board of directors.
- Chair meetings of the board and membership after developing an agenda with the executive director.
- Guide and mediate board actions with respect to organizational priorities and governance concerns.
- Review with the executive director any issues of concern to the board.
- Monitor financial planning and financial reports.
- Develop and maintain a Legislative Committee.
- Oversee performance of duties by other officers, providing assistance and follow up as needed.

### **Additional Responsibilities**

- Formally evaluate performance of the executive director and informally evaluate the effectiveness of board members.
- Serve as an ex officio member of all committees and as chair of Legislative Committee, attending meetings when possible. Insure that committees keep up their stated responsibilities and goals and report committee progress at each Board meeting.
- Contact the Executive Director and other Board members on a quarterly basis to insure that all issues relevant to the association are dealt with.
- Review association disbursements as provided by the Executive Director, sign and mail all disbursements above \$100 in a timely manner.
- Coordinate and direct an annual board review of the association's mission, goals, and plan for the next year.
- Write a letter to members for each *Leaflet* newsletter. Publication input deadlines are: February 15, May 15, August 15.
- Write a letter to members for the Annual Membership Directory (due 7/1) and the Expo Brochure (due 8/15).



## **Job Description Past President**

### ***Term***

The Past President serves a one year term, beginning at the annual meeting and terminating at the following annual meeting at which point the Past President concludes his service.

### ***Status***

Voting board member.

### ***Specific Expectations***

- Solicit and present a slate of candidates for election by the fall meeting of the Board of Directors.
- Counsel the association president as needed or requested, particularly in the areas of organization and/or strategic planning.



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## **Job Description 1<sup>st</sup> Vice President**

### ***Term***

The 1<sup>st</sup> Vice President serves a one year term, beginning at the annual meeting and terminating at the following annual meeting when the 1<sup>st</sup> Vice President assumes the responsibilities and title of President.

### ***Status***

Voting board member.

### ***Specific Expectations***

- Serve as chair of the annual meeting planning committee.
- Research and prepare the content of the annual Expo, including contacting speakers to identify topics, fees, and travel expenses.
- With the executive director, work to prepare an annual meeting schedule that will accommodate speaker and attendee needs.
- Make initial contact with annual meeting presenters to ensure appropriate seminar content.
- Assist the executive director upon request in preparing an Expo budget for the board's review.
- Review descriptions of Expo presentations prior to the October issue of *The Leaflet* and the Expo brochure.
- In the absence of the president, chair meetings of the board and membership.



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## **Job Description 2nd Vice President**

### ***Term***

The 2<sup>nd</sup> Vice President serves a one year term, beginning at the annual meeting and terminating at the following annual meeting when the 2nd Vice President assumes the responsibilities and title of 1<sup>st</sup> Vice President.

### ***Status***

Voting board member.

### ***Specific Expectations***

- Coordinate site selection and itinerary for the Fall/Summer Tour.
- Solicit articles for the quarterly association newsletter, *The Leaflet*, and coordinate content with the executive director.
- Serve as a member of the Research and Education Committee, attending all committee meetings. Work with the Committee Chair to design and coordinate recognition programs for individuals certified through the Association's Certified Plant Professional (CPP) program.
- With the executive director, design and coordinate recognition programs for individuals certified through the association's Certified Plant Professional program.
- Coordinate with the Education & Research Committee chair to establish written procedures for CPP exams and related workshops.
- Provide technical support to CPP program participants by answering questions regarding the exam and in preparing exam materials in the absence of the Education Committee Chair.
- Attend and participate in other conventions to identify potential MNLA speakers and prepare for Expo planning responsibilities as 1<sup>st</sup> Vice President.
- Chair the association Horticulture Education Fund.
- Oversee the scholarship process and coordinate the announcement of award recipients annually.



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## **Job Description 3<sup>rd</sup> Vice President**

### ***Term***

The 3<sup>rd</sup> Vice President serves a one year term, beginning at the annual meeting and terminating at the following annual meeting when the 3<sup>rd</sup> Vice President assumes the responsibilities and title of 2<sup>nd</sup> Vice President.

### ***Status***

Voting board member.

### ***Specific Expectations***

- Develop and maintain a Membership Committee.
- With the executive director, review membership benefits as needed and make appropriate recommendations to the board to improve or expand membership programs.
- In cooperation with the Executive Director, develop incentives to promote association membership.
- In August of each year, review list of members provided by the Executive Director.
- Review materials used in membership recruitment and retention activities and provide input as needed to the Executive Director.
- Make an effort at the Annual Meeting & Trade Show to make contact with non-members to discuss benefits of association membership.
- Review the *Membership Directory & Buyer's Guide* each year and evaluate its value to members. Provide the Executive Director with feedback regarding improvements to future issues.



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## **Job Description Secretary**

### ***Term***

The Secretary is appointed by the MNLA board of directors and serves a two year term, beginning at the annual meeting and terminating following the annual meeting two years from appointment.

### ***Status***

Voting board member.

### ***Specific Expectations***

- Record minutes at all association board and member meetings.
- Provide a printed copy of appropriate minutes to the executive director within fifteen (15) days of the meeting date.
- Insure that minutes are provided to the executive director for inclusion in the next publication of *The Leaflet*. (Synopsis of meeting in newsletter.)
- Maintain an organized master set of minutes for all meetings during your term and provide these to your successor.
- Review meeting motions and/or highlights from the previous meeting at each current meeting.
- Synopsis to go on website.



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## **Job Description Education Committee Chair**

### ***Term***

The Education Committee Chair serves a Board-appointed two-year term, beginning at the annual meeting and terminating at the annual meeting two years following. He/she is eligible for reappointment.

### ***Status***

Voting board member.

### ***Specific Expectations***

- Administer or assign a committee member to administer, each Certified Plant Professional (CPP) examination. Two examinations are regularly scheduled each year, one in conjunction with the annual Expo (January) and the other in conjunction with the fall meeting. Other examinations are scheduled at the Chair's discretion.
- Create a plant list for the plant identification portion of each exam and arrange for the acquisition and delivery of the materials.
- Generate the written exam prior to each test.
- Work with the MNLA Executive Director to maintain an accurate and referenced data bank of examination questions.
- Review certification marketing materials annually and provide the Executive Director with recommendations and/or changes as needed.
- Following each complete examination, provide the Executive Director with test scores for each participant and details regarding pass/fail.
- Respond in a timely manner to specific questions from candidates or exam takers as needed.
- Recommend to the MNLA Board of Directors proposals for expansion or revision of the exam; acquire support materials or samples as needed or requested by the Board.



## **Job Description Member at Large**

### ***Term***

Two-year appointment by the MNLA board of directors.

### ***Status***

Voting board member.

### ***Specific Expectations***

- Serve as liaison to, and represent the body of, MNLA's allied members.
- Assist the 3rd Vice President in the recruitment and retention of allied members.
- Counsel the MNLA board of directors regarding the needs of allied members, particularly in relation to the MNLA trade show.
- With the executive director, schedule and coordinate an exhibitor meeting at the Annual Meeting & Trade Show. Chair this meeting.
- Assist the executive director in developing and establishing trade show policies and procedures which facilitate involvement by allied members and meet the needs of the association.
- In partnership with the executive director, assist in resolving any trade show conflicts among exhibitors or between the association and exhibitors.