1st VICE PRESIDENT'S JOB DESCRIPTION

It is the duty of the 1st Vice President to assist the President in pursuing the goals and functions of the Rutgers Master Gardeners of Mercer County as outlined in the by-laws and operating procedures, by:

1. Assisting in the preparation of monthly agendas for the Executive and General Meetings.

2. Attending monthly Executive and General meetings and Officer's meetings as called for.

3. Conducting such meetings when the President is not available.

4. Overseeing and conferring with committee chairs on a regular basis with guidance and directive from the President.

5. Meeting with the President and other officers to review and select chairs and co-chairs. In December, the President and officers will contact current chairs to see if they will remain in their positions. The President-elect and the new officers will take the lead in discussing and contacting members to fill chair vacancies as needed.

6. Attending budget meetings. Assisting Treasurer and President by proofreading all budget materials.

7. Coordinating with the President and 2nd Vice President in having an officer attend all committee organizational meetings where plans are being made for the coming year. Continuing to act as a liaison and to those committees for the remainder of the year.

8. In June, helping to recruit members of the Nominating Committee. Updating Nominating binder and Class skills list to assist the Nominating Committee.

9. Each year prior to the first meeting of the Nominating Committee, each existing officer shall notify the Chairman of the Nominating Committee of their intention to continue to serve in his or her position or their desire to be considered for another position.

10. Performing other duties as requested by the President and other Officers. Including proofreading and assisting with the monthly minutes, budget, calendar and Monthly meeting set up.

11. Collecting Committee Annual reports each December. Place copy in binder in ITCH and assisting in archiving materials.

12. Working with the Hours Committee to identify RMGs who are having difficulty completing their required hours. Contacting these individuals and assisting them when possible.

13. Attend graduation in November, if space permits.

Revised 4/20/16