



# Lowcountry Master Gardener Association

## Job Description - Communications Secretary

### Position Overview:

The Communications Secretary plays a vital role in maintaining communication within the LMGA. The Communications Secretary manages correspondence, handles member communications, and supports the LMGA's organizational activities. The Communications Secretary ensures smooth communication, helping to keep members informed and engaged. This Position is a part of the Board team that is responsible for directing and managing the overall operations of the Association.

### Key Responsibilities:

#### 1. Correspondence Management

- Receive LMGA correspondence, including invitations, thank-you notes, newsletters, and announcements and forward to President for response.
- Distribute documents and information to members as directed by the LMGA Board.

#### 2. Member Communication

- Maintain and update a contact list of LMGA members
- Give all Board members access to the member list.
- Send out reminders for meetings, events, and deadlines to all LMGA members as requested by the Board.
- Coordinate membership renewal process with Treasurer and President.
- Set up Board meetings in Zoom and forward link to President.
- Maintain and update the LMGA website.

#### 3. Event Assistance

- Assist with coordinating special events, including garden tours, plant sales, and community events hosted by the LMGA.
- Send invitations and manage RSVPs for events.
- Communicate event logistics to members and assist with post-event follow-up as requested by the Board.

#### 4. Record Keeping

- Maintain digital or physical files of correspondence for LMGA records.
- Assist in maintaining the LMGA's social media and website with relevant updates, announcements, and photos.

**Qualifications:**

- Must be a certified active South Carolina Master Gardener and a member in good standing with LMGA.
- Strong written and verbal communication skills.
- Organized and detail-oriented with an ability to manage multiple tasks.
- Proficiency in email, word processing, and social media platforms.
- Interest in gardening and enthusiasm for supporting the LMGA's mission.

**Reports To:** LMGA President and works closely with the Treasurer and Recording Secretary.

**Time Commitment:** Approximately 10 hours per month, including Board meetings and Membership meetings.

The Communications Secretary is a key ambassador for the LMGA, fostering connections and ensuring all members feel informed and involved. This role is ideal for someone who enjoys communication, organization, and working with others to build a strong gardening community.

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