



## **Lowcountry Master Gardener Association Job Description - Area Coordinator**

The Area Coordinator of the Lowcountry Master Gardeners Association (LMGA) coordinates LMGA activities in their area of Beaufort Country. They promote and facilitate activities that support the LMGA mission. The Area Coordinator helps establish communications and rapport among LMGA members in their area. The Area Coordinator provides existing projects with the resources they need for ongoing success. They get regular updates from the local project leaders about the projects in that area. There are three Area Coordinators: one person each for Beaufort, Bluffton and Hilton Head.

The Area Coordinator position is a part of the Board team that is responsible for directing and managing the overall operations of the Association. Each Area Coordinator is appointed by the LMGA President, and the term of the position is for two years.

### **Responsibilities:**

- Must be a certified active South Carolina Master Gardener and a member in good standing with LMGA.
- Attend LMGA Board meetings and Membership meetings.
- Prior to Board meetings, the Area Coordinator will contact Project leaders for the status of their projects.

- The Area Coordinator will prepare a report of local activities to share with other Board Members and the general LMGA membership during meetings.
- Secure Project approval request forms from all Project Leaders and present those requests at the annual LMGA Board Budget meeting.
- Identify and facilitate approval of requests for new projects that benefit the LMGA mission in the Area. Present them to the LMGA Board for approval.
- Annually, update contact information for all Projects and people assigned to lead them. Send any updated contact information about Master Gardeners and Interns to the LMGA Board Member who maintains the list of contact information about LMGA members.
- Schedule and conduct a local meeting, at least annually, for the Area to encourage communications and rapport among LMGA members. Provide an update on Area projects to the audience at this meeting.
- Upon request from the Beaufort County Extension Agent or other area non-profit leaders, recruit Master Gardener volunteers for community events located in the area that are consistent with the LMGA mission and would benefit from Master Gardener skills.

## **Secondary Responsibilities**

- Send a letter of welcome to new Area Master Gardeners Interns upon completion of the Master Gardener course.
- Foster communication between Area Project Leaders and new Area Interns.
- Be the liaison between community requests and LMGA

Revised 01/21/26