



Lowcountry Master Gardener Association

Job Description - President

Lowcountry Master Gardener Association (LMGA) is led by its President. The President of LMGA serves as the face of the organization and is the team leader of the Board of Directors who are responsible for directing and managing the overall operations of the Association. The President of LMGA wears many hats, including oversight of finances, vision, mission, staffing and long-term goal setting. The President often comes to the position with extensive leadership experience, and demonstrated success as a committee chair or Board member.

Responsibilities

- Is a certified active South Carolina Master Gardener and a member in good standing with LMGA.
- Presides over LMGA Board and Membership meetings.
- Is an ex-officio member of all committees, except the Nominating Committee.
- Gives active direction and have control of the business and affairs of LMGA.
- Signs contracts or other instruments which the LMGA Board has authorized to be executed.
- Performs all duties of the office of President as may be prescribed by the LMGA Board.

- Directs an annual audit of the treasury records.
- Reviews of the Bylaws and Conflict of Interest Policy every three years (next scheduled for 2024).
- Develops monthly (for the 5 scheduled months) Board and Membership meeting agenda.
- Works with Vice President to set up meetings and discuss any special parameters of the meetings or symposium.
- Reviews Board and Membership minutes for accuracy with Recording Secretary before distribution.
- Works with Clemson Extension Agent to provide updated information to new interns and general membership. This includes:
 - Project List
 - Spreadsheet detailing contact information for each project, by area.
 - Flowchart of LMGA organization
 - Board roster
- Works with Area Coordinators to filter new project and budget requests.
- Analyzes volunteer and budget capacities for project feasibility.
- Assists Treasurer and Area Coordinators in yearly budget development. Send following documents to Area Coordinators to be used at budget meeting and to be kept on hand as a record of budget requests:
 - Requests for Funds (found on the LMGA website)
Used to close out budget for current calendar year

- Project Requests – used to plan budget for next calendar year
- Copy of current year's budget – to be used as a reference for future requests

Revised 01/31/26