



## **Lowcountry Master Gardener Association Job Description – Rent a Master Gardener Representative**

The Rent A Master Gardener (RMG) Representative of the Lowcountry Master Gardener Association (LMGA) serves as liaison between the three RMG Area Coordinators (Beaufort, Bluffton, Hilton Head) and the Board. In this capacity, the Representative is available to answer the Board's questions regarding the RMG program and activities. The Representative keeps RMG Area Coordinators aware of discussion and action by the Board relating to the program and brings to the Board's attention any issues and concerns raised by the RMG Area Coordinators. The Representative ensures that RMG teams have the resources needed for the on-going success of the program, including contact with new interns. The Representative provides the Board and membership with regular updates on the program's activities. The RMG Representative is a member of the Board team that is responsible for the directing and managing the overall operations of the Association.

The RMG Representative is appointed by the LMGA President, and the term of the position is for two years.

### **Responsibilities:**

- Is a certified active South Carolina Master Gardener and a member in good standing with LMGA.
- Attend LMGA Board and Membership meetings. Prior to each Board meeting, the Representative shall obtain from the RMG

Area Coordinators an update on their visits and activities and prepare a report to be shared with both the Board Members and the LMGA membership during meetings.

- Bring to the Board's attention any concerns and issues of the RMG Area Coordinators that require Board discussion or action.
- Compose an annual written report for the Board and membership on the RMG program including activities from all 3 areas.

### **Secondary Duties:**

- Foster communication between the three RMG Area Coordinators.
- Keep RMG Area Coordinators informed of new research information from Clemson Extension that can impact discussions with homeowners and report preparation and be passed along to all RMG team leaders. For example, info about new diseases or insect infestations.
- Provide assistance to the RMG Area Coordinators on all aspects of their RMG program.

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