



Lowcountry Master Gardener Association

Job Description - Vice President

The Vice President (VP) of the Lowcountry Master Gardeners Association (LMGA) serves as the program chairperson and supports the cause or mission of LMGA. The VP, in the absence of the President, performs the duties of the office of the President. The VP is a member of the Board team responsible for directing and managing the overall operations of the Association.

Responsibilities:

- Is a certified active South Carolina Master Gardener and a member in good standing with LMGA.
- Arrange for locations and/or Zoom Meetings (via Clemson Agent) of membership meetings to be held in January, March, May, September, November (5 times annually). Set up the room (chairs, tables, podium) for the meeting and break down after the meeting.
- Arrange for premises where meetings can be held for up to 80 -100 people and any contractual arrangements for those locations.
- Purchase, store and transport and equipment needed for meetings (projector, pointer, screen, microphone)

- Work with a survey developer to compose questions that will indicate interests of members for purposes of deciding topics for the annual line up of speakers.
- Line up 5 credentialed speakers annually to speak live or on Zoom at membership meetings. The speaker's skills need to reflect member preferences for topics. The speaker needs to be proficient with PowerPoint or other presentation software and should be Zoom capable.
- Resources utilized for finding credentialed speakers on topics identified by members as being of high interest include the Clemson Agent, Board Members, LMGA members, members of other gardening groups, OLLI speakers, information on lectures publicized in the area, and connections with landscaping professionals in the area. It is important to ensure that the speaker is credentialed as well as having presentation skills and the ability to prepare a PowerPoint presentation, and also is capable of participating in a Zoom presentation. A board member, the Clemson Agent, or the VP should have heard the speaker at another event, has seen a video of the speaker or has very reliable information about that speaker's abilities.
- Compose a document which can be sent to the membership to announce the meeting date, time, location, the agenda, the speaker and some background info on the speaker. If the meeting is on Zoom, information on the Zoom link needs to be included. Two

notices of the meeting should be sent to members through the Communications Secretary.

- Develop in conjunction with the President a meeting agenda to include the speaker lecture, Q&A time, business meeting, and any additional activities like a plant swap or raffle.
- Plan for, budget, pick up and deliver any refreshments to be provided at membership meetings.
- Set up the room (chairs, tables, podium) if it is a live meeting and break down after the meeting.
- Set up tables for signing in members and distributing any information.
- Introduce the speaker at the meeting. Provide brief background information, thank the speaker after the talk.
- Purchase door prizes prior to the meeting and award door prizes after the Business Meeting is adjourned using a random drawing of tickets.
- Supervise any extra events at the end of the meeting like plant swaps.
- Clean the room if necessary, making sure no debris from plants, and refreshments are disposed of in containers.
- Budget annually all costs associated with membership meetings.
- Recruit people to help with various aspects of the above tasks.

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