

AMGA President: Job Description and Timeline-

Responsibilities:

- Preside at the general membership meetings (held monthly except June, July, August and December) and at all scheduled and special Board of Director meetings.
- Responsible for general supervision of the affairs of the organization as defined in the Bylaws and/or Standing Rules.
- Appoints Chairpersons to standing committees and special projects and remains available to assist as needed.
- Delegates, oversees and ensures completion Programs and Tours along with the organization's operational functions and other duties as defined in AMGA Bylaws.
- Authorizes expenditures from AMGA funds as defined by the annual budget and for AMGA special projects and activities not to exceed \$100 unless approved by the Board of Directors.
- Shall be all authorized check co-signer for the Association checking account for checks over \$100.
- Submits items requiring AMGA policy determination to the Board either at meeting or via email.
- Ensures coordination and communication with UAF/CES Horticulture and Master Gardener Program Liaison in order to enhance and support the UAF/CES Master Gardener Program...
- Represents the AMGA to the public and at other events as determined by the board.

Due Date	Task
1st week Of Month	Develops agenda for the Board of Director meetings and distributes via email to Board members one week before the scheduled meeting. Adjusts agenda as requested and distributes final agenda within 72 hrs of the meeting.
2nd Monday	Conducts Board Meeting. In conjunction with board members and committee chairs determine organizational goals, policy and actions. Delegates actions as needed to meet organizational goals.
By 20th	Submits an article for the AMGA newsletter of monthly message "From the President" and prepares other articles, items, notices as may be necessary for publication in the AMGA newsletter, GOOGLE Group and/or MailChimp, or Neon One.
3rd Monday	Conducts Monthly Meeting. Communicates AMGA notices and ensures meetings are organized and informative.
October	Sets up the Elections Committee to ensure board positions are filled for the next year. Communicates with potential candidates.
November	Works with the Treasurer to determine next year's budget.
January	Oversees Special Board Meeting to determine committee chair positions are filled. Writes annual report for newsletter.
As needed	Address any organizational issues that arise. Communicate with other board members as needed. Enforce Bylaws of organization.