

President

- 1. Serves as leader of the OCMGA.*
- 2. Sets agenda and presides over Membership and Leadership Team meetings.*
- 3. Delegates duties within the membership as needed.*
- 4. Assigns a Parliamentarian, as needed.*
- 5. Serves as a member of all committees.*
- 6. Apprises the Horticulture Educator on all matters.*

B. Vice President

- 1. Serves in the absence of the President.*
- 2. Performs duties as requested by the President and Horticulture Educator.*
- 3. Schedules educational speakers for monthly meetings and coordinates speaker fees.*
- 4. Manages a process whereby members may comment, question, and/or redress the organization in order to facilitate a healthy environment to foster integrity, open communication, and cooperation.*

C. Secretary

- 1. Keeps accurate short minutes for meetings of officers, committee chairs and membership.*
- 2. Organizes and manages a permanent record of meetings using electronic media.*
- 3. Records attendance of voting membership ensuring a majority is established.*
- 4. Serves as single focal point to receive and respond to communications outside the organization.*

D. Treasurer

- 1. Maintains accurate financial records categorized by specific activities.*
- 2. Delivers financial reports at meetings.*
- 3. Prepares the budget for approval and tracks income and expenditures.*