

JOB DESCRIPTIONS FOR BOARD OF DIRECTORS AND LOCAL REPRESENTATIVES

The WIMGA Board of Directors is the governing body for the Wisconsin Master Gardeners Association. It consists of fifteen (15) Directors, with twelve (12) District Directors chosen based on the former six (6) UW-Extension Districts/Urban Clusters and three (3) Directors At-Large elected from the entire membership. Each member Association must assign a Local Representative to maintain a connection to the Board.

- **District directors** give regional, geographic representation and represent those Associations in that District. District Directors are chosen from MGVs in their respective Associations.
- **Directors At-Large** are elected by the membership of WIMGA as a whole and represent all MGVs in the State, especially those who are independent of any member Association of WIMGA.
- **Local Representatives** are selected by each member Association to represent their Association in all official business with regard to WIMGA – they are the one recognized contact person for their Association. If an Association feels a need to have an alternate, the Local Representative can forward all the information to the alternate.

Key Roles/ Responsibilities of All District Directors and Directors At-Large

1. Attend WIMGA Board Meetings and Face-to-Face WIMGA Board and Local Representatives Meetings. Board members need to notify the WIMGA Secretary in advance if unable to attend.
2. Participate in Wisline calls between Board meetings as needed. This is in the event of something that is time sensitive and requires immediate Board input/action. Notify the WIMGA Secretary in advance if you are unable to participate.
3. Serve as chair or member of at least one WIMGA Committee and one of WIMGA's strategic initiatives.
4. Assist in the design and implementation of WIMGA's three-year strategic plan.
5. Review all strategic initiatives brought to the Board for its approval and implementation.
6. Attend WIMGA-sponsored conferences as a WIMGA Board member and host.

Additional Responsibilities for District Directors:

7. Fulfill all the responsibilities of the Local Representative for the Association you represent.
8. Represent the MGVs and Associations in your district at the WIMGA Board.
9. Keep Associations in the district informed regarding the WIMGA's current activities; conversely, bring to the attention of the WIMGA Board any issues/concerns/help needed from the associations.
10. District Directors along with Local Representatives may conduct meetings in their respective districts prior to the quarterly WIMGA Board meetings.
11. A summary report of each meeting of the WIMGA Board will be posted on WIMGA's website for use at District meetings. If an item is time sensitive, it is the District Director's responsibility to contact the Local Representatives and officers of the Associations to make them aware of the issue and obtain responses.

Key Roles/ Responsibilities for Local Representatives

1. Attend the two Face-to-Face Meetings with the WIMGA Board held each year.
2. Participate on any of the WIMGA committees and/or strategic initiatives as a member with full rights on that committee.
3. Download a summary report of each meeting of the WIMGA Board as posted on WIMGA's Website and relay the information to your Association.
4. Respond promptly to requests for input from the WIMGA Board.
5. Bring to the attention of your District Directors any issues you or your Association would like the WIMGA Board or the Master Gardener Advisory Committee to address with UW-Extension.
6. Make sure your local treasurer sends both dues and addresses of Association members to the WIMGA Treasurer by the deadline.
7. Make sure the **Annual Accomplishment Report** for your Association is submitted to the UW-Extension MG Program Office by the deadline. Who actually writes the report is left up to the group – in many cases it is the Local Representative who writes it, but in other Associations, the President/Chair, a committee or even the UW-Extension Agent handles this responsibility.
8. Make sure your Local Association's Calendar of Events on the WIMGA Website is up-to-date. Who actually submits the updates is up to the group, but the material for updates must be sent to the Web Page Coordinator.
9. Provide the WIMGA Secretary with a current list of your local Association's officers and changes as they occur due to elections or resignation.
10. Notify the WIMGA Secretary of any changes in your address, phone number and/or e-mail address.
11. Provide the WIMGA Secretary with a copy of updated Association by-laws when changes are made.
12. Assist in District-wide communication in conjunction with the District Directors. This can be done by attending District meetings (either in person or by WisLine) and/or through District newsletters.

Note: Meetings and driving time to Board Meetings; Board and Local Representatives Joint Meetings and District Meetings count as volunteer time.

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