

# Roles and Responsibilities for President of KCMG

## Roles and Responsibilities Overview

### Role Title

President of Knox County Master Gardeners

### Purpose of the Role

The president of Knox County Master Gardeners is responsible for overseeing and directing all aspects of the organization including intern training, internal and external communications, finance and budget, membership management, garden project needs, outreach project needs and interfacing with UT Extension.

### Key Responsibilities

List the main duties associated with the role:

- Provide leadership in alignment with KCMG's mission and vision
- Lead in execution of long-term strategic plans-track and reassess
- Monitor progress toward goals and adapt strategies as needed
- Serve as the chair of the Board of Directors
- Review Board meeting minutes for accuracy before presenting them to board for approval
- Prepare the agendas for the monthly board of directors and the monthly member meetings
- Review meeting minutes
- Maintain close working relationship with UT Extension
- Write a president's message for the monthly KCMG newsletter
- Support fundraising effort
- Meet annually with the project leaders and committee chairs to discuss needs and concerns
- Ensure financial sustainability by working closely with the treasurer
- Oversee proper resource allocation
- Review/approve major policies, plans and expenditures before bringing them to the Board for approval
- Attend and participate in committee and project team meetings to ensure KCMG meets their needs and the needs of the community

- Help identify and develop future leaders within the organization to ensure plans are in place for smooth leadership transitions
- Serve as a spokesperson for KCMG

## Skills and Qualifications

Detail the skills, experience, and qualifications needed to fulfill the role effectively:

- Ability to guide KCMG toward its mission and inspire volunteers to embrace KCMG's mission and vision
- Ability to address organizational challenges and problem solve quickly and effectively
- Ability to set short term and long term goals and priorities and align resources to meet them
- Ability to make informed, timely choices and decisions in the best interest of the mission.
- Ability to understand budgets and responsible resource management
- Ability to balance administrative duties with member and community engagement
- Ability to constructively manage divergent viewpoints to achieve consensus
- Prior service on KCMG committee or Board (preferred)
- Basic understanding of KCMG nonprofit bylaws & UT extension compliance requirements
- Strong sense of accountability, transparency and stewardship of KCMG and community resources

## Reporting Structure

Explain how this role fits into the broader organizational structure:

- The president of KCMG oversees and interacts with all aspects of the organization – Board of Directors, committees, garden projects, outreach projects, and UT extension

## Performance Expectations

- It is the president's primary responsibility to be actively engaged in all aspects of KCMG to ensure both leaders and volunteers work together for the betterment of the community.

## Term of Service

- KCMG president usually serves a two year term