**Policy: Job Descriptions Approved February 8, 2021**

**Board Members**

Responsibilities of individual Board Members shall include

* Attend monthly meetings of the Board of Directors to ensure that a quorum is present and that necessary decisions can be made.
* Stay well-informed of the corporation’s mission, services, policies, and programs so that any decisions made, programs instituted, and actions taken conform to them.
* Review the agenda and supporting materials prior to Board meetings to contribute to the discussion, decision making and implementation of any decisions made.
* Volunteer to serve on committees and offer to take on special assignments from time to time.
* Share the Gardens programs and activities with the community to publicize the organization.
* Attend and actively participate in special events and work activities to understand the tasks needed to maintain the Gardens.
* Suggest candidates to the Board of Directors who can make significant contributions to the work of the RVACG and insure the sustainability, continuity, and succession of the organization.
* Comply with procedures concerning conflicts of interest and confidentiality as provided for in policy.

**President**

* The President is the chief executive officer of the corporation and shall exercise general supervision and control of the business and affairs of the corporation.
* The President is responsible for soliciting agenda items, and preparing the meeting agenda for the Board of Directors, no less than ten calendar days prior to a scheduled meeting, or no less than seven days before a special meeting.
* The President shall serve as the representative to the community including to the Village of Spring Green, other government agencies, and the public, as needed.
* The President is responsible for enforcing the Bylaws and policies of the corporation.
* The President shall sign all contracts that the Board of Directors enters with the countersignature of the Secretary, as approved by the Board of Directors.
* The President shall prepare an annual report on the activities of the RVACG, and submit copies to the directors, gardeners, Village Board and the public.
* The President may delegate any of the powers belonging to the presidency to the Vice President or other qualified person as needed.

**Vice President**

* The Vice President is the deputy chief executive officer of the corporation.
* The Vice President shall assist the President in the execution of his / her responsibilities.
* The Vice President may be assigned other duties delegated by the President or the Board of Directors.

**Secretary**

* The Secretary is the chief communications officer of the corporation.
* The Secretary shall issue minutes of Board meetings, notices and pertinent documents to directors, gardeners and volunteers on forthcoming board meetings and events. Print notices are to be issued to Board Members who do not have email.
* The Secretary shall conduct the corporation’s correspondence and other communications as directed by the President or the Board of Directors.
* The Secretary shall manage and store the corporate records including the lease agreement with the Village of Spring Green, and insurance documents within an appropriately marked binder.
* Other duties may be assigned to the Secretary as mandated by law, provided for in policy, or as resolved by the Board of Directors.

**Treasurer**

* The Treasurer is the chief financial officer of the corporation.
* The Treasurer shall receive all monies belonging to the corporation and keep an accurate account of receipts and expenditures.
* The Treasurer shall have the discretion to pay all debts and purchases routinely incurred on behalf of the RVACG and approved via the budget process.
* The Treasurer shall pay any extraordinary debts incurred only with the prior approval of the Board of Directors.
* The Treasurer shall prepare the annual budget.
* The Treasurer shall chair the Finance / Fund Raising Committee.
* The Treasurer shall prepare expense and income records for tax filing and proceed with that filing.
* The Treasurer shall coordinate or apply for grants
* The Treasurer shall issue receipts to donors for their donation(s) and gardeners for plot fees.
* Other duties may be assigned to the Secretary as mandated by law, provided for in policy, or as resolved by the Board of Directors.

**Registrar shall be appointed by the Board.**

* The Registrar is responsible for administering gardener registration including the assignment of plots, publicizing the availability of plots, collecting plot fees, maintain a garden plot map, and any other duties to make the registration process smooth.
* The Registrar shall maintain the wait list if all plots are rented.
* The Registrar and the Social Committee shall plan the pre-season registration meeting.
* The Registrar shall present any changes to the advertising fliers or posters to the Board for approval.
* The Registrar shall prepare any handouts for gardeners at the pre-season registration meeting.
* The Registrar shall keep copies of the Gardener Registration Forms and the signed Gardeners Agreements for the Gardening season.
* The Registrar shall create and maintain a gardener / volunteer directory, with contact information for all gardeners and volunteers.

**Registered Agent is required by federal law and appointed by the Board.**

* The responsibility of the Registered Agent is to fulfill Wisconsin State Statutes as the contact person for legal and corporate matters.
* The Registered agent shall file the annual report – and all other necessary documents – with the pertinent state and federal agencies.
* The Registered agent shall perform the duties of a registered agent as mandated by law.

**Superintendent shall be appointed by the Board**

* The Superintendent’s responsibility is to manage the property to provide gardeners with an enjoyable and successful community gardening experience and to manage and maintain the property for the landowners.
* The Superintendent is the chief maintenance officer of the corporation who shall manage, direct, supervise and / or perform the general maintenance of the property.
* The Superintendent shall maintain and revise a list of tasks for Gardeners and Volunteers that may include any tasks required for forthcoming work sessions and volunteer hours and schedule and supervise those work session activities.
* The Superintendent shall oversee the maintenance of all tools and equipment owned by the RVACG and inventory them for insurance purposes.
* The Superintendent shall routinely assess the condition of allotments and offer assistance or advice to Gardeners and help as needed.
* The Superintendent shall arrange pre-, in-, and post-season tillage of plots.
* The Superintendent and Registrar shall install new plot boundaries and check existing plot boundaries and install plot signage;

**Food Pantry Coordinator shall be appointed by the Board**

* The Food Pantry Coordinator shall manage the food pantry gardens.
* The Food Pantry Coordinator shall record the harvest yield donated to the area Food Pantries and report it to the President for inclusion in the annual report.
* The Food Pantry Coordinator shall supervise volunteers to plant, weed, harvest, and distribute produce to the area food pantries and local institutions.

**Fund Raising Director shall be appointed by the Board**

* The responsibility of the Fund Raising Director is to recommend, plan, organize, supervise, and evaluate the fund raising activities of the corporation.
* The Fund Raising director may organize a Fund Raising Committee to help with the planning and managing of the fund raising activities.

**Orchard Manager shall be appointed by the Board**

* The responsibility of the Orchard Manager is to supervise the management of the orchard areas including strawberry bed, raspberry patches, fruit trees, rhubarb bed and any other fruits added to the Gardens.
* Duties include supervising, weeding, pest prevention, organizing harvesting, trellising, etc**.**

**Social Media Director shall be appointed by the Board**

* The Social Media Director shall oversee and update the Gardens presence on all social media platforms including Facebook; design the various sites; maintain and update them as appropriate and reply to visitor comments or forward them to the appropriate person.
* The Social Media Director may appoint a Webmaster to design and update or revise the corporation’s website, reply to visitor comments or forward them to the appropriate person responsible for answering them and report to the Board of Directors on traffic through the site.

**Mentors shall volunteer their service**

* Mentors may be Gardeners or Volunteers who want to share their knowledge of gardening with beginning or inexperienced gardeners or student gardeners.
* Mentors shall teach gardening techniques, and may help as needed but will not do the work.

**Beekeeper (if determined to have bees)shall be appointed by the Board.**

* The Beekeeper shall advise the Board of Directors on matters of apicultural policy.
* Harvest, bottle, and distribute honey to directors and gardeners.
* Perform all other husbandry and general maintenance of the honeybee colonies pertinent to the ongoing care of the apiary.

*\*\*\*End\*\*\**

*Approved February 8, 2021*

*Respectfully submitted Rose Ellen Schneider, President*