

## MAPLEWOOD COMMUNITY GARDEN

### Officers of the Board

**President:** Irene Dunsavage

1. Communicate the Mission of the Garden and lead through our values and culture
2. Set Board Meeting Agenda and run meetings
3. Principle Town liaison
4. Approve management positions/committee structure and committee leaders
5. Liaison to Food Pantry Committee

**Vice President:** Kirk Sohr

1. Operates as President if she/he is absent
2. Responsible for Educational development of membership
3. Liaison to Education Committee

**Secretary:** Judy Kramer

1. Record/Disseminate Board Meeting Minutes/Attendance
2. Develop Board Meeting Calendar
3. Keep current MCG by laws and rules/regulations. Liaison with President and Maintenance Chair regarding infractions
4. Maintain membership roster/contact information with Membership Chair
5. Liaison to Membership Committee

**Treasurer:** Ed Albright

1. Develop Budget/monitor spending and provide Board financial reports
2. Responsible for filing appropriate tax filings and 501(c) reporting
3. Leads Grants, fund raising and develops marketing plan. Monitors spending. Files appropriate reports
4. Overall fiscal accountability