

TEMG Leaders Videoconference meeting- 1/13/2017

11:00-11:05 Introduction and main goals of these digital networking sessions, introduction of participants (Natalie)

- Sharing information
- Connecting leaders around the state
- First step- potentially illuminating needs that can be addressed in other meetings, trainings and such

11:05-11:15 Roles of volunteer leaders in the local MG group- principles of leadership (Melody)

- knowing your people
- creating value
- taking responsibility
- accountability

11:15-11:25 Purpose of our local MG meetings and tactics for effective business meetings that engage members, role of parliamentary procedure (Celeste and Ginny)

11:25-11:45 Roles and responsibilities of officers and lessons learned by experienced officers

President- Presides at meetings, serves as official representative of organization, reports at each meeting, signs documents, makes position appointment according to bylaws, and works with secretary to prepare meeting agenda.

*Organizational and people role (speaking, planning, but also listening and seeing)
Leading meetings and business efficiently- this can vary by the size of the group
Delegation – those we work with are investing at all different levels (many with full-time jobs)
Vision- seeing the future, motivation
Managing time commitments- being at every event may not be feasible
Perspectives- Balance between leading the show and being the show
Even with all of these attributes, there is not a model, effectiveness has many appearances*

*How much experience do you think is important for an MG president?
How do you pass on the information and knowledge to the next leader?
How do you determine length of time in office? (1,2? Term limits?)*

Vice President: Presides at meetings when the president is absent (includes creating an agenda with secretary), may be the president-elect, may be the program chair, coordinates the standing committees as assigned by the president.

How is the vice presidency used in your organization? President in waiting/training or program leader?

Secretary: Works with the president to prepare the agenda, distributes the minutes to the members, sends out the call for meeting, prepares an annual report prior to the annual meeting.

How expansive are the roles of secretary in your organization?

In our current technology climate, how have secretaries found that communication works best?

Treasurer: Reports financial activities to the president and the group, manages finances according to the county and state policies and bylaws, makes sure funds are handled correctly, prepares required forms, budgets, audits, and tax paper work. Treasurer duties are outlined in more detail in the Financial Guidelines section of this document.

More than just knowing the bank balance- time and attention to detail are needed

Our local groups operate under three general financial systems- the goal of how we manage all of them is to 1) effective service and outreach, 2) protecting ourselves

Realize that our groups are public and we can be targets- we want to protect our balances and our reputations

Other potential roles:

Record Keeper (Certification officer): Assists the Extension county coordinator and/or office with compiling or entering volunteer service hours on the TEMG website. Reports member status to the coordinator and president.

Reporter or historian

11:45-12:00 General discussion and response to other chat box topics

What is needed to support officers and board members in local organizations?

Thanks for reports that are coming in and checking to make sure there are no key questions about those numbers or requests

Share plans for a general report that can be shared across the state

Preview of February 3rd meeting on answering questions from citizens- different tactics, resources, forums, lessons from experienced groups