

Bexar County Master Gardeners

SUBJECT: B-2 – Supervision of the Office Manager

POLICY:

The President of the Bexar County Master Gardeners will be the sole supervisor of the Office Manager.

The President, in consultation with the Vice President, Secretary and Treasurer, will complete an Annual Evaluation of the Office Manager in May of each year. The Annual Evaluation will be filed in the Personnel Folder of the Office Manager.

Upon completion of the Annual Evaluation, the President will meet with the Office Manager and obtain her/his signature on the report signifying her/his receipt of the Annual Evaluation.

RATIONALE:

This policy establishes the supervision of the Office Manager and the Annual Evaluation schedule.

DATE APPROVED: 9 April 2015

DATE REVIEWED: 8 July 2021