

Neon One Lead - Job Description and Timeline (DRAFT)

Responsibilities:

- Serves as contact for AMGA with Neon One and Neon Pay. Participates in Neon One trainings and webinars to remain current on program updates and uses. Ensures Neon One/ Neon Pay contract and payments are current.
- Serves as the expert in Neon One and Neon Pay. Assists Neon One Admins, AMGA Board of Directors, and AMGA members with technical issues and questions re: Neon One and Neon Pay.
- Maintains membership database. Ensures membership joining and renewal processes are operating correctly. Provides reminders of annual membership renewal via newsletter, emails, and at meetings. Works with CES to provide new Master Gardener graduates with code for free membership.
- Ensures other Neon One Admins receive training (personally or through Neon One trainings). Typically, AMGA Admins are the Neon One Manager, AMGA President, AMGA Treasurer, and Broadcast Email/Newsletter Lead, who utilize Neon One for activities such as:
 - Generating Monthly Reports
 - Financial Reconciliation
 - Campaigns
 - Communications and Newsletters
 - Event Sign Up
- Provides a monthly report to the BOD on the status of Neon One activities and the current number of active members.

Due Date	Task
1st week of each month	Provide a report on the status of Neon One and the current number of active members to the AMGA President to include in the BOD monthly meeting.
December & January	Ensure the automatic Neon One annual membership renewal reminder emails are being sent. Provide reminders re: membership renewal via newsletter, emails, and at meetings.
Ongoing	Oversee Neon One activities. Participate in Neon One and Neon Pay trainings and webinars.

	Maintain the membership database. Ensure membership joining and renewal processes are operating correctly.
As needed	Ensure Neon One Admins receive training (personally or through Neon One trainings) on using Neon One for their specific needs. Assist Neon One Admins, BOD and members with technical issues and questions re: Neon One and Neon Pay. Work with CES to provide new Master Gardener graduates with code for free membership

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