

**CCMGI HOURS RECORDER
JOB DESCRIPTION**

The Chairperson will record all volunteer hours and continuing education hours of the members as they are submitted. A record will be kept for the Extension Office and for the State of TN.

The chairperson will be in charge of teaching the new CCMGA members and will prepare a handout (if necessary) for the new MG intern class.

The Chairperson will become knowledgeable of the UT website to record such information.