

COMMITTEE DESCRIPTIONS

Committee Chairs are appointed by the President unless otherwise noted.

ARCHIVES

The Archives Committee is responsible for collecting, organizing, storing, retrieving and maintaining all legal and historical documents, as well as, de-selecting, acquiring and cataloging publications. Selection of committee members is at the discretion of the Archivist.

AUDIT

The Audit Committee is responsible for the annual inspection of the organization's finances and presenting the results to the Executive Committee no later than March 31st. The committee is also responsible for bringing the audit report to the membership for approval at the Annual Business Meeting in September. The Audit Committee and its Chair is selected from the general membership. See WCMG Bylaws, Article IV, Section 4, B.

AWARDS

The Awards Committee is responsible for recommending to the Executive Committee eligible candidates for special recognition including, but not limited to: *Master Gardener of the Year, Rookie of the Year, Project of the Year and Friend of Master Gardeners*. They are responsible for procuring the awards for presentation at the annual MG Awards Party in April. The committee is also responsible for reviewing and recommending the awards criteria and selection process plus establishing special award categories for volunteer recognition.

BYLAWS

The Bylaws Committee is responsible for an annual review of the WCMG Bylaws. The committee presents its findings to the Executive Committee and makes recommendations for changes available to the general membership prior to the Annual Business Meeting in accordance with the WCMG Bylaws, Article IX.

COMMUNICATIONS

Methods of communication have evolved beyond phone contact to include e-mail, a web blog and the newsletter, *Garden Thyme*. The communications Chair receives and sends local announcements and information electronically to all WCMG members who have e-mail addresses. In conjunction with the *Garden Thyme* newsletter, information reaches all of the membership. Statewide information is transmitted through a website blog maintained by the Washington County Extension Agent. The Communications Chair is responsible for finding an alternative means of communication should these systems break down. *See the back of the title page for important e-mail and web addresses.*

EXECUTIVE

The Executive Committee, elected by the WCMG membership at its Annual Business Meeting, conducts the business of the organization as directed by its bylaws and membership. The committee consists of: President, President-Elect, Secretary, Treasurer, and three (3) Members-at-Large, one of whom is chosen from the most recent MG class. The Executive Committee is responsible for determining the committees needed to carry out the work of the WCMG. Details of its authority, terms of office and duties are found in the WCMG Bylaws, Article V.

FAYETTEVILLE IN BLOOM

This committee began as America in Bloom (AIB), but converted its name to Fayetteville in Bloom (FIB) in 2008. It was formed to foster civic pride, environmental responsibility and preservation of heritage in Fayetteville. Volunteers and committee members participate in many levels of gardening throughout the community. The WCMG Chair of Fayetteville in Bloom is the liaison to the national America in Bloom organization.

FINANCE

The Finance Committee is responsible for preparing the annual budget and recommending the amount of yearly dues. The Treasurer is Chair of the committee and submits the proposed budget to the Executive Committee for review. The budget is presented for approval by the membership at the November meeting. All fundraising proposals are reviewed by the Finance Committee and submitted to the Executive Committee for further review and action. With the Executive Committee's approval, the fundraising proposal is presented to the membership for a final vote.

GARDEN THYME NEWSLETTER

The newsletter staff/committee is responsible for producing the WCMG newsletter, *Garden Thyme*, a monthly publication that includes information on gardening programs, events, activities, articles on gardening and educational opportunities. Master Gardeners may submit information, write articles and provide photos of MG events and projects to the newsletter for which they may accrue volunteer hours.

Publication Details:

1. *Garden Thyme* is distributed to members prior to each monthly meeting.
2. Deadline for submitting articles, etc. is the 15th of the month prior to publication.

HOSPITALITY

The Hospitality Committee is responsible for scheduling members to assist in providing refreshments at meetings and special events, and reminding them in advance. The committee stocks supplies, prepares beverages, helps serve the food and cleans up after each meeting.

MEMBERSHIP

The Membership Committee is responsible for maintaining the Membership Directory, updating contact information, member classification and status concerning compliance with organizational requirements. The committee contacts members who are out of compliance and assists them in knowing how to remain in good standing. A **Directory Coordinator** and a **Volunteer Hours Coordinator** are part of the Membership Committee and are appointed by the Chair. The Treasurer and President are advisors to this committee.

Liaison. When needed, the President may appoint a member of the Executive Committee to act as liaison between the Membership and Executive committees. The liaison relays recommendations to the Executive Committee regarding Leave of Absence, Sustainer and Reinstatement, and communicates changes in member status and hours compliance.

Directory Coordinator. The Directory Coordinator is responsible for keeping current a list of members and their contact information. Member status is determined in cooperation with the Volunteer Hours Coordinator and the WCMG Treasurer. The Directory Coordinator also prepares the membership directory for inclusion in the Volunteer Workbook. The coordinator may select members to assist as needed.

Volunteer Hours Coordinator. The Volunteer Hours Coordinator is responsible for distributing and collecting the Hours Log forms, totaling the hours of each member to check his/her compliance with the policies of WCMG, and providing required data for Extension Office reports.

MENTORING

A strong mentoring program supports new members by making them feel welcome and helping them become involved in the projects and activities of the organization. The Mentoring Committee is responsible for enlisting current members-in-good-standing to act as mentors to new members (i.e. trainees, reinstated members and transfers) during their first year as Washington County Master Gardeners. Information is gathered from mentors and new members to aid the committee in matching those with similar interests. Trainees are assigned a mentor during the January training classes. Transfers and reinstated members may be assigned a mentor at the time they are accepted into the organization. Feedback on the mentoring process is solicited from participants each year to assess its effectiveness. The Mentoring Committee is also responsible for collecting and categorizing the skills and interests of new members and filing them for reference in the MG office. A **Skills Sheet Coordinator** is appointed by the Mentoring Chair for that purpose.

NEW MASTER GARDENER TRAINING

The New MG Training Committee is responsible for assisting the County Agent and the County Extension Office in arranging and obtaining training class instructors, providing materials, monitoring class attendance, ensuring that facilities are open and set up, introducing presenters and assisting in all training sessions. Committee members may also assist in the applicant interview process.

NOMINATIONS

The Nominations Committee is responsible for providing a list of candidates (four Officers and three Members-at-Large) to be reviewed by the Executive Committee. The candidates are voted on by the membership at the Annual Business Meeting in September according to the procedure outlined in the MG Bylaws, Article VI, Section 1. *The Chair is selected by members of the Nominations Committee.*

PROGRAM

The Program Committee Chair is the President Elect and may select members to help plan and schedule educational activities and programs for WCMG meetings.

PROJECT PROPOSAL REVIEW

The Project Proposal Review Committee (PPRC) is responsible for reviewing new project proposals and recommending them for approval by the membership. Part of the review process is on-site evaluations arranged with the Owner or Project Manager. The committee is also responsible for an annual site review of existing sanctioned projects and reporting their status to the Executive Committee. The Executive Committee acts as interim PPRC if the committee is unable to perform its duties. The PPRC reviews all new project proposals properly submitted for consideration. Once reviewed, the PPRC presents a recommendation to accept or deny the project to the Executive Committee at its next scheduled meeting. A request for termination of a sanctioned project is submitted to the Executive Committee for a course of action. Site visits by the PPRC are done as requested. Final termination of a project is determined by the WCMG membership.

SUNSHINE

The Sunshine Committee is responsible for writing notes, sending cards, or otherwise communicating with a MG member who has been ill or has had difficulties and needs a word of condolence or encouragement. This committee is also responsible for writing Thank You notes to people upon request of the President or other Chairs.

VOLUNTEER WORKBOOK

The Volunteer Workbook Committee is responsible for the design, contents, publication and distribution of the Volunteer Workbook. Updates are made annually and provided to WCMG members at the February meeting for inclusion in their existing workbooks. New workbooks are presented to new members at their graduation. Extra workbooks are kept in the WCMG room in the Washington County Extension Office.