

Yavapai County



Master Gardener Association

Project and MGA Committee *Chair Training*

January 15, 2012





Thank you

for volunteering to chair a
Project or a MGA
Committee



Project Chairs

- Identify # of volunteers needed, tasks, durations
- Volunteer Projects Committee will solicit for volunteers
- Your role is to determine what needs to be done, coordinate activities and delegate – use your volunteers
- Submit Project Application if applicable (check w/ Volunteer Projects Comm.)
- A member of the Volunteer Projects Committee may attend your meetings &/or request periodic status



MGA Committee Chairs

- Periodically communicate with all committee members
- Report **brief** status to MGA at monthly meetings
- Submit Project Application when there will be fees or expenses for specific activities that have not been pre-approved (e.g. workshops)



Communicate with Volunteers

Before an event -

- Contact volunteers within 2 weeks of sign-up
- Tell them something about the event
- Provide directions, parking info, etc.
- Provide a schedule of responsibilities / shifts
- Remind them to wear nametags, bring hat, water, chair if necessary, etc.



Supplies

- Determine what supplies are needed from Extension Office for a specific event
- Notify the Extension Office contact at least 2 days in advance of supplies pick-up
- Return supplies on date committed and ensure they are in good condition



Delegate

- Ask volunteers which tasks they would like to perform
- Use your knowledge of their behavioral styles
- Assign tasks to be performed at the event – some volunteers will need more instructions than others



Task List

- Provides the structure Controlling & Analyzing styles look for
- Is a great communication tool
- Allows committee members to:
 - provide input
 - know who is doing what
 - keep on track

Prescott Farmers' Market—Booth Planning Task List

	Task	Responsible	Due by	Comp.	Notes
1.	Overall Coordination				
2.	Select Booth chair and co-chair.	Vol . Projects Committee	4-1-09		
3.	New chairs meet with previous chairs and vol. coordinator to plan.		4-15-09		



How to Use a Task List

- Enter all tasks on the task list (your team will provide input)
- Assign responsibilities and target dates
- Use the task list in meetings to track progress
- For some projects only chair & co-chair may need copies; for other projects all members of the project team may need copies



Forms – Available on MG Website

Expenses

- Expense Reimbursement & Gift in Kind
– *submit to MGA Treasurer*

Volunteers

- Master Gardener Resource Volunteer Agreement – *required for non-MGs who work at MG events (e.g. spouses)*



Forms on Website contd.

Planned Events

- Application for Projects Initiated by Master Gardeners – *for internal projects, e.g. Garden Tour*
- Application for Projects Initiated by MGA Committees – *for MGA Committees planned events, e.g. workshops*



Public Events

- Tally # of personal, educational contacts (actual conversations, not walk-bys)
- Tally by date and shift if you'd like
- Return tally sheets to Extension Office or e-mail information to Mary Barnes
- Tally results will be included in Extension year end reports
- Display MG class brochure
- Have class sign-up sheet available
- Have press releases approved by Extension



After the Event

- Solicit feedback from volunteers – feedback form is on MG website, Documents & Forms page
- Always thank your volunteers / committee members
- Project Chairs provide updated Task List to Volunteer Projects Committee for the next chair
- Send a list of event volunteers to Mary Barnes (exception: Farmers Mkts)



Behavioral Styles

- Know your style
- Know others' styles
- Appreciate and value everyone's contribution



Behavioral Styles

Controlling

Take charge
Decisive
Results Focused

Analyzing

Thorough
Organized
Good Planner

Promoting

Stimulating
Inspirational
Idea Generator

Supporting

Team Player
Consensus Builder
Relationship-Oriented



CONTROLLING ANALYZING

- Task Oriented
- OK with little personal contact
- E-mail communication is okay
- Want structure (e.g., task list)

PROMOTING SUPPORTING

- People oriented
- Like personal contact
- Want positive feedback
- Might prefer phone call
- Might need reminders to meet deadlines



Communicate, Communicate, Communicate ...

- Recognize that individuals with different styles have different needs
 - Controlling & Analyzing want more structure (Task List)
 - Controlling & Analyzing are results oriented
 - Promoting & Supporting want more recognition (Thank you's)
 - Promoting & Supporting may need reminders to finish a task
 - Promoting & Supporting are more social
- Contact committee members / volunteers periodically – send them reminder, status, schedules
- Share status via Task List, MGA meetings, group e-mail distribution, personal contact
- Use latest MGA directory; check for undeliverable messages



Need Additional Assistance?

- MGA Committee Chairs – contact MGA President
- Project Chairs – contact Volunteer Projects Committee

We're here for you and appreciate your willingness to chair!

