

# Yavapai County Master Gardener Association OFFICER & COMMITTEE RESPONSIBILITIES

11/29/2023

## ***OFFICERS***

### President

1. Preside at all general and special meetings of the Master Gardener Association (MGA) and at Executive Committee meetings. See By-laws for the definition of Executive Committee. President may, at his or her option, delegate the authority to preside to the President-Elect, or to another member of the Executive Committee should the President-Elect be unavailable.
2. Appoint the Chairpersons of all standing committees and any special Committee, if necessary.
3. Be a non-voting member of all committees except the Nominating Committee.
4. Coordinate preparation of an annual report with the Historian, for completion by the end of January.
5. Consult with the Yavapai County Extension Agent to coordinate the efforts of the MGA in fulfilling its objectives.
6. Call a meeting of all Officers and Committee Chairs in June to review the progress of the prior six months, the By-Laws, Rules and Regulations, etc.
7. Appoint a person or committee to audit the treasury books at the end of each calendar year.
8. Prepare a calendar of MGA meetings for the upcoming year, after the November election and prior to taking office. Prepare that calendar for distribution to all MGA members and for posting on the MG website.
9. Reserve meeting rooms in Prescott and the Verde Valley for the next year's monthly meetings of the MGA, preferably in October/November, prior to taking office.
10. Schedule a meeting of all new Officers, Committee Chairs and committee members in early January to make plans for the upcoming year.
11. Coordinate events that require involvement of more than one committee, e.g. Class Welcome, Recognition Picnic.
12. Pick up and return the key to the proper person for the meeting rooms in Prescott and Verde Valley (coordinate with President-elect).
13. Open meeting room, set-up (includes tables and chairs) (coordinate with President-elect).
14. Prepare the agendas for all monthly MGA meetings.
15. Update the Officers and Committees document annually.
16. Submit articles "from the president" to monthly Yavapai Connections

### President-elect

1. Assume duties assigned by the President and assist the President as needed. President-elect should be prepared, at the option of the President, to preside over monthly meetings of the MGA in the area (Verde Valley, Prescott) of their residence.
2. Attend committee meetings as requested by the President and provide the Executive Committee with a report of committee activities.
3. Help keep order in meetings.
4. At monthly MGA meetings staff the welcome table: greet members, have members & guests sign in, and make temporary name tags for those who did not wear their name badges. Help to seat late-comers. Count the number of member and guest attendees, provide to the Secretary and post on the sign-in sheet. At the end of the meeting give sign-in sheet to Program Coordinator (who will scan and send a copy to the Membership Chair and the Secretary).

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5. Ensure supplies in the totes are adequate for the MGA meeting sign-in table (sign-in sheets, pens, nametags, etc.).
6. Pick up and return the key to the proper person for the meeting rooms in Prescott and Verde Valley (coordinate with President).
7. Open meeting room, set-up (includes tables and chairs) and clean-up at all events (coordinate with President).
8. Fill next year's committee positions (chairs and members)

## Secretary

1. Record minutes of all meetings of the MGA and Executive Committee.
2. Keep a record of number of attendees at all meetings.
3. Communicate with individuals, groups and organizations as directed by the President and/or President-elect.
4. Present budget report at meetings in the absence of the Treasurer.
5. Forward the minutes for all meetings to the President and Program Coordinator for proofing prior to distribution to MGA members (distribution is 7 days prior to the next meeting).

## Treasurer

1. Keep an account of income and disbursements.
2. Make a statement of the MGA financial condition at each General Meeting.
3. Prepare and submit an annual financial report to the membership.
4. Prepare and submit yearly records book for an annual financial review
5. Prepare periodic reports of committee and project income and disbursements versus budget.
6. Authorize payments for expenses and reimbursements, ensuring proper approvals.
7. Keep a record of Gift-in-Kind items in conjunction with the budget.
8. Keep a record of donations by the MGA.
9. Submit current year's expense estimate versus budget to County Extension Agent, Program Coordinator and MGA leadership within 7 days of the annual planning meeting.
10. Coordinate appointment at bank for annual change of officer signatories.
11. Maintain Treasurer records box (7-year retention for bank records).

## ***STANDING COMMITTEES***

### **All committees will:**

- Obtain approval from MGA Officers and County Extension Agent for expenditures that will exceed approved budget by more than 20%.
- Meet at least annually with committee members and communicate via e-mail when appropriate.
- Maintain project file to be passed on to next chairperson.
- Provide verbal status at MGA General meetings and written status to Secretary.

## Historian

1. Maintain an annual record of major events, Officers and Committee Chairs/members, MGA meeting minutes, and pertinent statistical information.
2. Recorded information should include text and photos.

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3. Records may be maintained in binders for easy viewing. Meeting minutes may be maintained electronically on a media that can be accessed with future technology. When available, CDs/DVDs or thumb drives of events will also be maintained.
4. Provide annual report to website coordinator.

## Membership Committee

1. Review applications for the Master Gardener class and prepare list with recommendations for the County Extension Agent.
2. Manage the recognition program.
3. Keep an up-to-date record of all certified and associate member names, addresses, phone numbers and e-mail addresses and distribute to membership.
4. Work with the Mentor Coordinator(s) by providing MG class information.
5. Work with appropriate committees on the New Class Welcome event.
6. Membership Chair is a member of the Nominating Committee.
7. Membership Chair coordinates MGA official votes.
8. Provide logo wear, at cost, to certified Master Gardeners.
9. Purchase memorial gift upon the death of MG or a spouse/partner. Check with the family to see what would be appreciated (e.g. plant, donation to a charity, etc.). See Executive Board Timeline for price ranges - Executive board can approve up to \$250 per Standing Rules.

## Mentor Coordinators (Verde and Prescott areas) – Members of the Membership Committee

1. Introduce the Mentor Program to the new MG class.
2. Recruit Mentors.
3. Match mentors to mentees.
4. Train Mentors.
5. Attend, or work with someone who will attend, the weekly MG class to become acquainted with the associate Master Gardeners to aid in the mentor matching process.
6. Plan and lead the Certification Plan Workshop that is held in May with MG class members and their mentors.
7. Work with appropriate committees on the Class Welcome event.
8. Encourage mentors to explain MGA committees and encourage participation.
9. Make presentations at January and February MGA meetings to encourage mentor recruitment.
10. Verbal mentor report at monthly MGA meetings

## Program/Education Committee

1. Schedule speakers for MGA meetings, special events, and other educational opportunities. Develop speaker calendar in advance so it can be published in newsletter and posted on MGA calendar.
2. Identify outside educational opportunities and inform members via newsletter or e-mail. These can be workshops, conferences or garden talks offered through other County Extension programs, government agencies or private gardening organizations, e.g. nurseries.
3. Ensure speaker has necessary equipment (e.g. laptop, thumb drive, etc.), directions to the location and start time.

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4. Introduce the speaker or provide moderator of the meeting with information about the speaker.
5. Provide information about future speakers at each MGA meeting.
6. Provide speaker with verbal thank you and gift (e.g. gift card).
7. Provide information on speakers at our meetings to the Communications Committee at least a month ahead of each meeting so they can publicize them.
8. Verde and Prescott area chairs should coordinate with each other and with the Program Advisor.
9. We do not offer honorarium to speakers. Mileage may be reimbursed on an individual case basis, e.g. driving from Phoenix, at the IRS mileage rate. Exceptions to this must be approved by the Executive Board.

## Communications Committee

1. **Publicity for MG Programs:** provide publicity for Master Gardener services and programs via print, and Facebook media. This includes photography, brochure or bookmark preparation.
  - a) Continue producing the bookmarks for distribution and alternate with a brochure to provide to various institutions (like the library) to explain the extension office and its services.
  - b) Appoint one or more photographers to cover the publicity events previously described. Submit photographic copies to the committee chairperson and the MG Program Coordinator for storage on U of A BOX, where the Historian can access them. Ensure all subjects in the photos have a photo release on file before publishing photos. Check with the Program Coordinator who maintains this file.
  - c) Maintain list of garden clubs in the county, in collaboration with the Speakers Bureau.
2. **Facebook Guidelines** (see attachment).
3. **Newsletter (Connections):** Newsletter Editor provides monthly newsletters, determines submission dates, decides on article inclusion, lays out newsletter and works with proofreaders and contributors. Sends to MG Program Coordinator for review before distribution. Articles are due by the 20<sup>st</sup> of each month.
  - a) Newsletter to include:
    - Short write-up on upcoming month's MGA meeting, including time, date, location and speaker information when available (obtain from Program/Education Committee).
    - Quarterly Meet a Master Gardener article introducing active members from both sides of the county. Articles on new officers who have not been introduced should be given a high priority. The Volunteer Coordinator will identify potential candidates every year.
    - Names of newly certified Master Gardeners and, if applicable, their mentors, the month following meeting recognition, including photo when possible.
    - Recognition Picnic article with names/hours of those receiving recognition.
    - Gardening articles of interest and book reviews.
    - Approved education and volunteer opportunities for Master Gardeners.
    - Photos and short articles about MGA volunteers in action.
    - Listing of continuing education and volunteer opportunities.

## Social Committee

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1. Should have co-chairs, one in both Prescott and the Verde Valley.
2. Provide refreshments or arrange with others for refreshments at MG activities & clean up after meetings/events.
  - Prescott MG's to provide refreshments for Prescott meetings.
  - Verde Valley MG's to provide refreshments for Verde Valley meetings.
3. Arrange annual MG picnic – includes:
  - Establishing picnic location and date and making reservations.
  - Obtaining food/equipment (paper goods, napkins and other supplies).
  - Setting-up and cleaning-up (including trash removal if necessary).
4. Check with County Extension Office regarding any necessary contracts – University of Arizona must sign all contracts.
5. Submit large unbudgeted financial requests not later than 3 weeks prior to event – the earlier the better.
6. Report to membership as necessary to seek help and/or refreshments.
7. Work with appropriate committees on the Class Welcome event.
8. Have refreshment sign-up sheets as appropriate.

## Speakers Bureau

1. Respond to requests from the community for guest speakers from the MGA.
2. Initiate public presentations and deliver via Zoom.
3. Maintain a list of Master Gardeners willing and able to speak on various topics.
4. Locate appropriate speaker.
5. Ensure Master Gardeners who speak submit the appropriate U of A form for tracking the number of hours contributed and number of community members served.
6. Provide speaker with the necessary tools to make presentation. i.e. charts, easels, literature, etc.
7. Make presentations available to speakers (e.g. post on website)
8. Develop a brochure to reach community organizations to include the list of topics that are available. This will be updated as necessary.
9. Prepare quarterly report on the presentations given.

## Volunteer Projects Committee

1. Handle/investigate requests for new projects; identify opportunities for new projects.
2. Ensure Project Applications are submitted, routed for approval, and approved or rejected.
3. Monitor progress of active projects.
4. Update Project Status log each month; provide copies to the County Extension Offices & distribute to membership.
5. Advertise volunteer opportunities via e-mail, Yavapai Connections, etc.
6. Hold committee meeting and/or make site visits quarterly.
7. Maintain documented procedures for handling projects (Project Definition, flow chart, Project Application, and task lists).
8. Conduct and track Public Out-reach training (for all MG's).
9. Conduct and track Chair training (for Committee and Project Chairs).
10. Maintain supplies in support of projects ( e.g. travel totes, EZ-ups, etc.) and MGA committees (screen, projectors, etc.).

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## ***AD-HOC COMMITTEES***

### By-Laws Committee

1. Review By-Laws and make recommendations for amendments on an annual basis, preferably in conjunction with elections.
2. Maintain master copy of By-laws.
3. Report to membership as needed.
4. Maintain Standing Rules document.

### Nominating Committee (Appointed by the Executive Board)

1. Develop a slate of candidates for elected offices. Must take nominations from the floor at least at one meeting. Nominees must be certified. Slate of candidates must be presented 30 days prior to the November meeting per the By-laws. May be presented in Yavapai Connections Newsletter and by e-mail message.
2. Prepare ballots for election.
3. Conduct election and count votes.
4. Report to MGA membership as often as necessary for a smooth nominating and election process.

### Scholarship Committee

1. Participate in annual preparation of the MGA budget to assure continued funding of the Mary Barnes and Jeff Schalau Master Gardener Scholarship at Yavapai College.
2. Maintain contact with the Yavapai College Foundation in order to assure funds are allocated as agreed upon.
3. Publicize the scholarship to MGA membership in order to increase support.
4. Report the status of the scholarship to the MGA membership as needed.

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## Master Gardener Facebook Guidelines

1/30/2022

### Primary Goal

- For Master Gardeners to share information with the public
- Drive clientele to Prescott and Camp Verde Help Desks and Yavapai County Extension website

### Audience

- Yavapai County Master Gardeners
- The public (public comments are allowed)

### Guidelines

- Statements of a political or religious nature will be removed by the moderators/administrators
- Horticulture specific questions can be answered but should include a link to the Help Desks in Prescott ([Prescottmg@gmail.com](mailto:Prescottmg@gmail.com)) and Camp Verde ([verdevalleymg@gmail.com](mailto:verdevalleymg@gmail.com)) for further questions.
- Non-science based horticulture questions or comments of a controversial nature will be answered/responded to by the ANR Program Coordinator.
- OK to post current horticulture information (articles, photographs, graphics, etc.)
- Any questions or concerns about posts should be forwarded to ANR Program Coordinator for a response.
- OK to post MG or Extension events open to the public
- Photos of Master Gardeners should comply with U of A photo release policy (i.e. photo release on file). Contact Mary Barnes if questions.
- Information on the page should be timely and relevant to Yavapai County.
- Current information/trends, e.g. insect infestations, plants in bloom along roads, etc. are good things to post; information may be provided for posting by the Help Desks.

### Administrators / Moderators

- Facebook Page Roles:
  - Administrators are Mary Barnes and Cathy Michener
  - Editors are Carolyn Shelley, Tracy Wiederaenders, Lee Atonna
- Assignments:
  - **Editors:** (Carolyn Shelley and Tracy Wiederaenders), will monitor the site on a regular basis (at least once a day), will answer pending questions and remove any inappropriate posts. Editors should be knowledgeable about the MG program, upcoming activities, etc. and/or know where to find the answers/links and try not to duplicate something already posted on the site. They will also invite individuals to like and follow our Facebook page.
  - **Posters:** Carolyn Shelley and Tracy Wiederaenders will add content, e.g. events that they are aware of, photos, horticulture articles/links, etc. Information may be provided by other Master Gardeners not familiar with how to post on FB.
  - **You Tube:** Guidelines are included in the Facebook Tips.