

Master Gardeners Foundation of Lewis County Policies and Procedures

Table of Contents

Purposes	2
Rights and Responsibilities	2
Projects	3
Volunteer Hours	3
Plant Clinics	5
On-site clinics	5
Off-site clinics	5
Demonstration Gardens	5
Borst Park Demonstration Garden.....	6
Salkum Library Demonstration Garden.....	6
Providence Place Demonstration Garden.....	6
Officers	6
President.....	7
Vice President of Membership.....	7
Vice President of Resources.....	8
Vice President of Communications.....	9
Vice President of Educational Outreach.....	9
Vice President of Youth Outreach.....	10
Treasurer.....	10
Secretary.....	11
Past President.....	12
President Elect.....	12
State Foundation Representative.....	12
Awards and Recognition	13
Finances	14
APPENDIX – Committees & Responsibilities	15

Master Gardeners Foundation of Lewis County

Policies and Procedures

Purposes

As stated in our bylaws, purposes of our organization (Foundation) shall be:

1. To promote and perpetuate the WSU Lewis County Master Gardener volunteer program with the Lewis County Extension office.
2. To promote public interest in gardening and home horticulture through education and other activities.
3. To facilitate an exchange of ideas, information and expertise among members through periodic newsletters, seminars, meetings and other activities.
4. To raise funds used in supplementing and enhancing the local WSU Lewis County Master Gardener program.
5. To engage in activities that will further the objectives of the organization and the WSU Extension Service.
6. To interact with the WSU Master Gardener Foundation of Washington State.

The purpose of this manual is to provide a how-to resource for completing and maintaining various tasks and maintain continuity within the WSU Lewis County Master Gardener volunteer program.

The Master Gardener slogan is “Cultivating Plants, People and Communities since 1973.”

Rights and Responsibilities

The rights of volunteers include: to be treated with respect and dignity as a valuable volunteer partner, receive quality orientation and training, receive guidance, support and direction, have a voice in planning annual workshops, seminars and ongoing projects. As a certified WSU Lewis County Master Gardener in good standing, when attending Master Gardener functions or representing WSU Lewis County Master Gardeners in any way, always wear your Master Gardener badge and dress appropriately. Only Master Gardener Veterans and Trainees in good standing may wear clothing with the MG logo.

The responsibilities of volunteers include: to dress and act in a professional manner, exercise personal integrity, uphold policies and follow rules and procedures, work as a team member, and follow through and complete assignments.

The rights of WSU Extension staff include: the right to recruit and dismiss volunteers, expect a volunteer to complete all accepted assignments, and clearly define expectations and responsibilities of volunteers.

The responsibilities of staff include: to communicate clearly and provide constructive feedback, provide information and keep volunteers up-to-date, explain and maintain set standards, provide support and give continuity to the program.

Master Gardeners Foundation of Lewis County

Policies and Procedures

Projects

All existing projects are reviewed annually by the membership as part of the budget approval process. Only those projects reviewed and adopted are eligible for approved volunteer hours. Any new project proposal must be submitted to the Board in writing and meet the following criteria:

1. State purpose of project, expected time frame, resources needed (including estimated volunteer hours and any financial resources needed) and length of project.
2. Must have an educational component.
3. Must be available to the public (except if targeting a specific group, e.g., school children).
4. Must have reasonable security.
5. Have a meeting place where such things as demonstrations, classes and programs can be held.
6. Has a secure place for storing equipment and sign-in sheet.
7. Project must be sustainable and not dependent on one individual.

The Board will present suggested proposals to the membership for vote at the annual meeting.

A one-time or small project may be approved with a Board recommendation and then membership approval.

On-going projects must have:

1. Adequate volunteers to maintain project.
2. A chairperson (preferably co-chairpersons).
3. Sign-in sheet used by all volunteers.
4. Chairpersons report on a regular basis to Board.

Volunteer Hours

Since the goal is to keep our Master Gardener skills current and have a variety of experiences, volunteer hours are divided between public outreach efforts, clinics and demonstration gardens. Trainees need to provide at least 60 volunteer hours (20 hours each in plant clinic, demo gardens and other activities). Veteran Master Gardeners need a minimum of 40 hours each year (9 hours in plant clinic, 10 in demo gardens, 10 continuing education and 11 in youth outreach, program support or educational outreach). Minimum hours in all **four** areas must be met. Hours earned above the either 40 or 60 minimum are greatly appreciated. Credit for volunteer hours is given only for projects or events adopted at the annual meeting each year, except for continuing education hours. Utilize the WSU Volunteer Reporting System to record your hours on at least a monthly basis <http://ext.wsu.edu/volunteers/logon.aspx>

Master Gardeners Foundation of Lewis County

Policies and Procedures

Utilize the Scheduler Pro online system to sign-up for activities and events:

<http://www.rotundasoftware.com/volunteer/mastergardener> Also use the Scheduler system should you be unable to fulfill your commitment. Contact Cindy Colson at cindycolson@tds.net if you have questions.

Veteran Master Gardeners who wish to be recertified each year must complete a recertification form agreeing to fulfill the volunteer requirements including plant clinic, demonstration garden, program support and continuing education.

Failure to fulfill volunteer requirements in two successive years will result in the individual being dropped from the program. In that event, the individual would be required to start over as a Master Gardeners Trainee when they are able to fulfill all the requirements.

Continuing education hours must be pre-approved by the MG coordinator if other than an Extension program. Bring some written materials back to share with others, particularly if this is a non-extension program.

For demonstration gardens, Master Gardeners with physical limitations will need to check with the WSU Lewis County MG Program Coordinator for alternatives early in the year. Non-physical support is often needed at the WSU office.

Monthly membership meetings with educational programs count as one hour education and one hour MG program support for veteran MG's. For Trainees, meetings count as two hours of program support. Meetings without programs count as two hours of program support. Potluck meetings count for two hours of program support or one hour of program support and one hour of continuing education depending on the venue, even though they may last longer.

Hours preparing plants (such as potting plants, watering, transporting plants, labeling, and set-up) for our plant sale count as program support. Travel time, garden club time or paid work does not count as MG hours.

Master Gardener volunteer hours must be recorded on-line at the WSU Volunteer Database web page at a minimum of once a month. Any time you work at a demo garden, log your start and stop time on the log sheet provided at the site. These log sheets may be needed to verify your activity in the event of an accident. Demo garden hours still need to be logged at the on-line site as well. Help is available if you are unable to record hours on line. Please contact the coordinator if you need help recording hours.

If you are representing the WSU Lewis County Master Gardeners by giving a program to an organized group such as a garden club, grange or school, volunteer hours are counted as Other Educational Delivery. Fill out a Volunteer Impact Report form with name of organization, date, topic, number of contacts (audience) and other information requested. The information from this Impact Report form is used in reports required by the Extension Director.

Recording your Master Gardener volunteer hours is important for several reasons:

1. For liability purposes, it is a good documentation of your MG activities.

Master Gardeners Foundation of Lewis County

Policies and Procedures

2. For funding purposes, it documents how much time we volunteer and contacts we make on behalf of the Master Gardener program
3. To record and verify your volunteer hours to meet requirements for MG certification.

Plant Clinics

As Master Gardeners, we aim to help home gardeners who come to us with horticulture problems. Our first job is to determine the cause of the plant's distress. Since approximately 70-80% of plant problems are due to cultural reasons (not insects or diseases, as many people believe), we must rule those out before considering pathological causes.

We encourage our clients to tolerate reasonable levels of damage from plant disease, as long as the plant's long term wellbeing is not threatened and aesthetic damage is moderate. Reducing unnecessary use of pesticides leads to a healthier garden and a safer environment.

When talking with a client, get as much information as possible: write down name, address, date, phone number, email address if available and the description of the problem. Complete the correct In-Take form when recording this information, e.g. Insect ID, Weed ID, Plant ID, Mushroom ID, Plant Problem, and Miscellaneous Questions.

When giving a chemical recommendation, volunteers must refer to WSU approved literature or web pages. Other advice can come from various references (e.g., plant IDs, non-chemical controls, landscape questions, etc.).

If you are unable to fulfill your plant clinic scheduled time, please update the on-line Scheduler Pro system.

On-site clinics

Always put back library reference books where you found them. Reference books cannot be "checked out". The "lending library" books can only be checked out by Lewis County Master Gardeners.

Off-site clinics

A portable kit with the On-line Resources for Lewis County Master Gardeners is available at the office. Check with the office early in the week before the clinic to make sure you have all necessary materials and electronic equipment.

If plant samples need to be taken to the office, keep refrigerated if necessary, and take to the next on-site clinic as soon as possible.

Demonstration Gardens

A Memorandum of Agreement (MOA) for each demonstration garden is needed and should be updated on a regular basis.

Master Gardeners Foundation of Lewis County

Policies and Procedures

A report will be prepared by each demo garden chairperson and submitted to the Board annually (before the annual meeting in November). It shall include:

1. Three educational goals each year, including public education presentations.
2. A yearly evaluation.
3. Future plans.

Borst Park Demonstration Garden

This demonstration garden is located near the one-room schoolhouse and the historic Borst home in Fort Borst Park, Centralia.

Master Gardeners are at the garden on Wednesday and Saturday mornings from 9:00 to noon, late March through September.

Salkum Library Demonstration Garden

The Salkum Timberland Library garden is at 2480 U.S. Hwy 12; 12.5 miles east of the I-5 freeway at exit 68.

Master Gardeners are at the garden on every Tuesday between 9:00 or 10:00 to noon from March through September.

Providence Place Demonstration Garden

The Providence Place garden is located in Chehalis. Turn east on 3rd Street by RE Bennett School and go up the hill one block to SE Washington Ave. Providence Place is an apartment building that takes up the entire block.

Master Gardener volunteers are at the garden areas on Tuesdays from 9:00 to noon, March through October.

Officers

Election of officers is held annually at the November business meeting. To smooth the operations, one-half of the officers are elected each year. New officers begin their responsibilities on January 1. All officers are expected to attend Board meetings and Master Gardener membership meetings.

Master Gardeners Foundation of Lewis County

Policies and Procedures

President

1. Serves as leader of the organization and chairperson of the Board.
2. Presides at all Master Gardener membership and Board meetings; chairs meetings according to Robert's Rules of Order; encourages all members to participate in discussions; strives to arrive at decisions in an orderly, timely and democratic manner.
3. Provides support, encouragement and feedback to the Board and all Master Gardener members; assures sufficient resources are available to the Board and committees to conduct their work.
4. Promotes the development of a Master Gardener plan; including the establishment of goals and short-term objectives.
5. Oversees the Master Gardener Home & Garden booth committee.
6. Appoints Annual Financial Review Committee.

Desirable Traits:

1. Ability to create and nurture a motivating environment and effectively lead a team of volunteers.
2. Ability to plan, organize and assure implementation of Master Gardener programs and activities.
3. Skills in effective leadership, diplomacy, personal interaction, problem solving, meeting management and communication.
4. Strong commitment to ensuring that Master Gardeners are a key home horticultural information resource for Lewis County residents.
5. Has access to an Internet connection.
6. Ability to commit at least 15 – 20 hours per month to the President duties.

Vice President of Membership

1. Assumes the duties of the President when the President is absent from the Board meeting or Master Gardener membership meeting.
2. Works with the Membership committee to develop contacts to recruit new members.
3. Chairs the Friends of Master Gardeners committee to develop contacts to recruit new members.
4. Communicates with potential recruits, promotes retention of veteran members through lines of communication.

Master Gardeners Foundation of Lewis County

Policies and Procedures

5. Attends and participates in Board meetings, Master Gardener membership meetings and committee meetings, as appropriate.
6. Oversees the maintenance of the volunteer records.

Desirable Traits:

1. Ability to create and nurture a motivating environment and effectively lead a team of volunteers.
2. Skills in effective leadership, diplomacy, personal interaction, problem solving, meeting management and communication.
3. Ability and willingness to be involved in community outreach and networking, and to follow up on contacts made.
4. Ability to delegate and ask for help.
5. Has access to an Internet connection.
6. Ability to commit 10 – 12 hours monthly to these office duties.

Vice President of Resources

1. Oversees existing fundraising activities and develops new ones.
2. Oversees the establishment and functioning of the following committees: Plant Sale, Tree Recycling, Crafts, and Grants/Partnerships Committees.
3. Ensures that these committees are staffed and that they have the resources and assistance they need to carry out their responsibilities in a timely manner.
4. Serves as a conduit between these committees and the Board.
5. Attends and participates in Board meetings, Master Gardener membership meetings and committee meetings, as appropriate.
6. Seeks opportunities to enhance the Master Gardener program and activities through partnerships with other organizations.

Desirable Traits:

1. Ability to create and nurture a motivating environment and effectively lead a team of volunteers.
2. Skills in effective leadership, diplomacy, personal interaction, problem solving, meeting management and communication.
3. Strong commitment to promoting the organization's mission through maximizing its material resources.

Master Gardeners Foundation of Lewis County

Policies and Procedures

4. Skills and strong motivation in marketing, ability to promote and inspire innovative ideas from members.
5. Commitment to making fundraising both fun and a learning experience.
6. Has access to an Internet connection.
7. A time commitment of at least 5 – 10 hours per month, with seasonal spikes.

Vice President of Communications

1. Represents the organization to the media and community.
2. Works with the Media and Newsletter Committee and the Public Relations and Marketing Committees to maximize the flow of information about Master Gardeners both within and outside the organization.
3. Focuses on the messages and image that all communications that represent the Master Gardener Foundation. Establishes and maintains a current list of media contacts. Sends out a monthly press release to media about upcoming events.
4. Represents the Foundation at Chamber of Commerce activities and helps to ensure messages are included in their Business Buzz articles.
5. Ensures that the Foundation has a social media presence with a Facebook page that is interactive with members and a web site that hosts upcoming events. Both the Facebook page and web site may link to the WSU Extension Facebook and website page.
6. Maintains a file on past media publications/features.

Desirable Traits:

1. Able to coach presenters on improving delivery skills.
2. Outgoing, positive and is up-to-date on Foundation activities.
3. Can reduce information into digestible, media focused information.
4. Able to commit 10 – 12 hours a month.

Vice President of Educational Outreach

1. Oversees the establishment and functioning of the following committees: Gardening for Everyone (spring and fall), Speaker's Bureau, and membership meeting Programs.
2. Ensures that these committees are staffed and that they have the resources and assistance to carry out their responsibilities fully and in a timely manner. Serves as a conduit between these committees and the Board.
3. Attends and participates in Board meetings, Master Gardener membership meetings and committee meetings, as appropriate.

Master Gardeners Foundation of Lewis County

Policies and Procedures

4. Cultivates a wide awareness of gardening related issues and interests in order to plan programs that respond to the evolving needs and concerns of both Master Gardeners and the community.

Desirable Traits:

1. Able to create and nurture a motivating environment and effectively lead a team of volunteers.
2. Have a strong interest in educating the public and helping Master Gardeners add to their knowledge and skills.
3. Skills in effective leadership, diplomacy, personal interaction, problem solving, meeting management and communication.
4. Has access to an Internet connection.
5. Ability to commit at least 10 hours per month, increasing to about 18 hours with seasonal activity.

Vice President of Youth Outreach

1. Oversees the Master Gardener involvement with all primary schools in Lewis County.
2. Ensures informational consistency in presentations at various grade levels.
3. Maintains a library on topical information for others to use. Continually assesses new information to ensure we are using the best available.
4. Ensures presentations are age appropriate and fit time frames allotted.
5. Lead person for developing new involved schools and expanding the grade levels at existing schools. Ensures schools and teachers are committed before any presentations are begun.
6. Ensures all youth presenters have completed WSU Child Protection Training. Ensures all Impact Reports are completed in five days.

Desirable Traits:

1. Willingness to coach presenters on presentation skills to kids.
2. Able to research large volumes of data and boil it down to appropriate age learning lessons.
3. Can set-up and operate all electronic equipment available to the Foundation.
4. Naturally energetic and positive when working with kids.
5. Able to commit 10 – 15 hours a month.

Treasurer

1. Manages the finances of the organization, including filing required tax forms, both state and federal, in a timely manner.
2. Recommends an annual budget to the Board.
3. Recommends financial policies and procedures as appropriate.

Master Gardeners Foundation of Lewis County

Policies and Procedures

4. Attends Board and Master Gardener membership meetings and assists in the development of Master Gardener budget.
5. Receives and disburses funds. On a monthly basis reconciles all Master Gardener accounts with bank records.
6. Reports financial status at each Master Gardener meeting, including a comparison, by activity, of amount budgeted and expenditures; and makes report copies available for members.
7. Keeps accurate hard-copy documentation of all financial transactions, including requests for payment, invoices, and any other documentation of deposits and withdrawals.
8. Summarizes the prior year's financial information, as a financial statement for presentation to help the Board in preparing a budget, showing proposed operating expenses and estimated income for the following fiscal year.
9. Supplies financial information and records to the Financial Review Committee for their annual review.
10. Works closely with the Hospitality Committee.
11. Provides statements of contribution to donors for tax purposes.

Desirable Traits:

1. Has the skills and ability to accurately manage the finances of the organization.
2. Skills in effective leadership, diplomacy, personal interaction, communication and problem solving.
3. Has access to an Internet connection.
4. Able to commit 15 – 20 hours monthly to the duties of Treasurer.
5. Meets the criteria to be bonded.

Secretary

1. Prepares minutes of all Master Gardener Foundation membership meetings, Board meetings and any special meetings. Handles all Master Gardener correspondence, e.g. cards, thank you's, and letters. Does not include any financial handouts in electronic transmissions of the minutes.
2. Attends and participates in Board meetings, Master Gardener membership meetings and committee meetings, as appropriate.
3. Maintains the bylaws document, including a record of all changes made to the bylaws. Assures a copy is available in the files at the extension office.
4. Maintains current documents and records, including all minutes at the extension office. Makes sure records retention meets both WSU and IRS guidelines.
5. Makes a sign-in/sheet/attendance roster available for Master Gardener membership meetings.
6. Oversees the activities of the Historian Committee.

Master Gardeners Foundation of Lewis County

Policies and Procedures

Desirable Traits:

1. Strong language skills.
2. Attention to details; ability to meet deadlines.
3. Paper-work management skills.
4. Has access to an Internet connection.
5. Ability to commit 10 – 12 hours per month to duties of Secretary.

Past President

1. The Past President is a voting member of the Board and provides mentoring and continuity to the Board for one year.
2. Oversees activities as assigned by the President.

President Elect

This is one year term with the intent of making it easier to transition into the President position in a smoother manner. There are no permanent committee assignments, but it is fully expected that this person will take-on assignments that will help provide background in areas they are not familiar with.

State Foundation Representative

1. Represents Lewis County Master Gardeners at the Master Gardener Foundation of Washington State (MGFWS) meetings.
2. Keeps informed about activities of the state organization and seek local Master Gardener input in order to represent the local organization effectively.
3. Reports to the Board and to the local membership after each meeting of the state Master Gardener Foundation. When requested, prepares written reports about state actions.
4. Only commits the resources of the Lewis County Master Gardeners when so authorized by either the Board or the membership.
5. Attends quarterly Southwest Regional Cluster meetings (normally held at Lewis County Courthouse).
6. Attends and participates in Board meetings, Master Gardener membership meetings and committee meetings as appropriate.
7. Oversees the activities of the SW Washington Fair Booth static display.

Desirable Traits:

1. Ability to represent Lewis County at the state Foundation meetings.
2. Able to travel.
3. Listening skills, good skills in communication and personal interaction.
4. Ability to commit an average of at least 5 – 10 hours per month to the State Representative duties.

Master Gardeners Foundation of Lewis County

Policies and Procedures

Awards and Recognition

Master Gardener of the Year is presented at the December meeting using a list of eligible members provided by the WSU Lewis County Master Gardener Program Coordinator. Any Master Gardener may make nominations to the Board. The recipients are selected by committee, which consists of the last three years' recipients of these awards. If one of the three is not available, the next most recent recipient will be added to the committee. Qualifications are:

1. Has been an active Master Gardener for at least three consecutive years.
2. Has consistently met all volunteer hour requirements and usually exceeded required number of hours in two or three areas.
3. Assumed leadership role, e.g.; officer, committee chairperson, responsibility for special event or demonstration garden chairperson.

Additional considerations:

1. Has made a lasting contribution to the Lewis County Master Gardener program.
2. Has promoted the Master Gardener volunteer program and its goals.

State MG Conference Scholarship Program is awarded to an active Lewis County Master Gardener. This award covers the tuition costs to attend the state Conference. Recipient Qualifications:

1. Has been an active Lewis County Master Gardener in good standing for the past three years.
2. Has acted in a leadership capacity within the organization within the past five years (officer, program or demonstration garden chairperson, major project chairperson, etc.).
3. Has volunteered at least 400 cumulative hours in the past three years. These hours must include plant clinic, demonstration garden and continuing education, program support and educational outreach.

Selection process:

1. A three person selection committee consisting of the last three years' recipients will meet and review all qualified individuals that have met the above criteria. Should a Selection Committee member be qualified for this scholarship, a replacement will be appointed by the current officers.
2. The Selection Committee will decide who made the most significant contribution to the Lewis County Master Gardener organization and announce the recipient at the July monthly meeting.
3. Individuals cannot receive this scholarship in back-to-back years or more than twice in five years.

Other details:

1. It is the scholarship recipient's responsibility to complete and submit all conference attendance paperwork.

Master Gardeners Foundation of Lewis County

Policies and Procedures

2. The treasurer will reimburse the scholarship recipient after the proper payment forms have been received.
3. The scholarship recipient will share information from the conference at the most convenient membership meeting.

Honorary Master Gardener Qualifications

This is a non Master Gardener who has made a significant one-time or on-going contribution to the Lewis County Master Gardener volunteer program. This could be a spouse, family member, community member or business.

Master Gardener Emeritus Qualifications

Emeritus status may be conferred on a Master Gardener who has made a significant contribution to the organization over time and is recognized for those contributions. The following criteria must be met:

1. Has been an active Lewis County Master Gardener for at least five years and has contributed 500 or more hours to the program.
2. Unable to continue as an active member due to reasons not likely to change in the foreseeable future (health issues or inability to drive).
3. Must be nominated by an active member of the Lewis County Master Gardeners and submitted to the Board for the Emeritus status.

Finances

The Master Gardener Foundation of Lewis County is 501(c) (3) organization.

1. All expenditures in excess of \$25 not previously approved in the budget must be authorized by the membership before disbursement.
2. Each committee chairperson submits a project/program budget to the Board by the October Board meeting so the Board can compile an annual budget of expenses and estimated income to be presented to the membership at the October meeting for review.
3. Following membership approval of the budget at the November annual meeting, each committee is authorized to spend that amount of money. Each expense must have the committee chairperson's approval, along with purchase receipts and a Request for Payment form must be filled out properly by the person requesting reimbursement. Unexpected or non-budgeted expenditures must be submitted to the membership for approval.

Master Gardeners Foundation of Lewis County

Policies and Procedures

APPENDIX – Committees & Responsibilities

Master Gardener Committees & Responsibilities

Note: the number after the title represents an estimated minimum number of people for each committee.

Reporting to the President:

Annual Financial Review (3)

The president shall appoint a financial review committee at the beginning of each fiscal year to:

1. Look at beginning and ending year balances, compare expenditures with income for the year and review status of all budgetary line items. Indicate whether they came in under, at, or exceeded the authorized budget.
2. Check if expenses over \$25, not previously approved in the committee budgets, were approved by the membership.
3. Take a random sampling of deposits and checks in checkbook, check the math. If not accurate, examine all.
4. Look at a random sampling of checks to verify that there was proper documentation to support issuance of those checks. Each expense must have the committee chairperson's approval, purchase receipts, and a Request for Payment form filled out properly by the person requesting reimbursement.
5. Examine the payment request process for paying the Coordinator position.
6. Review the process and returns on invested Foundation money, and, if possible, make recommendations for any improvements on maximizing the return on our monies.
7. Prepare final report with any discrepancies found during review, any recommendations for further consideration. Present a copy to the President and Board, and make an oral report to the membership at the next meeting. Each member of the committee shall sign the report.

Home and Garden Show (4 - 6)

This committee is responsible for Master Gardeners' participation in the annual Home and Garden Show, usually in March. Duties include determining a theme for the Master Gardener booth; deciding on specific displays and assigning volunteers to create them; and, if appropriate, soliciting donations or loan of ornamental plants from local vendors to decorate the booth. The committee should obtain conifer-tree seedlings, if available, for giveaway during the Show, and ensure that they are properly wrapped and stored. The committee prepares a signup sheet listing duties and shifts, including setup and cleanup; ensures that all jobs and times are covered; and provides detailed, written instructions on site so that each new shift during the Show knows what to do and where everything is located.

Master Gardeners Foundation of Lewis County

Policies and Procedures

Reporting to the Vice President for Membership:

Membership (2 – 3)

This committee helps publicize the Master Gardener training program, seeks out opportunities to identify prospective Master Gardeners, and keep in touch with community members who have expressed an interest in Master Gardener training.

Friends of Master Gardeners (2)

This committee assists the Vice President in pursuing community contacts to recruit associate members for the organization.

Master Gardener Records Maintenance (2)

This committee assists the Vice President of Membership and the Coordinator by working with members who are having trouble posting their volunteer hours to the WSU Volunteer Database in accordance with Lewis County Master Gardeners guidelines. Monthly summaries are prepared and presented to the membership by the Coordinator.

Reporting to the Vice President for Resources:

Plant Sale (6+)

This committee is responsible for the planning and execution of the annual plant sale; specifically:

1. Arranging for a location and facilities.
2. Coordinating the growing of plants by members and friends, including guidance as to types of plants, helping set up digging and potting parties, helping to provide pots and soil as needed, issuing timely tips and reminders, responding to requests for assistance. Various areas may use “Department Leads” to help coordinate those types of plants.
3. Making up a duty roster of jobs to be done in connection with the sale; ensuring enough people sign up for each job and shift, including setup and cleanup.
4. Ensuring an adequate supply of all necessary materials to be used at the sale (such as table coverings, labels, signs, pens and notebooks, price markers, tools, reference books, shopping carts, etc.).
5. Making sure the sale is publicized as widely as possible.
6. Working with the Crafts committee concerning the sale of craft items and raffle tickets, in accordance with state and local regulations.
7. Coordinating delivery of plants to the sale.

Master Gardeners Foundation of Lewis County

Policies and Procedures

Tree Recycling (2)

This committee, working with the Vice President of Resources, the Coordinator, and in cooperation with Lewis County Solid Waste and Master Recyclers/Composters, ensures that the Christmas tree recycling program has enough volunteers for each work shift, and the volunteers have any necessary instruction and support. Extra workers are required on chipping days.

Crafts (3 – 4)

Members with an interest in woodworking and other handicrafts are encouraged to be involved in the work of this committee, coordinating production of hand-crafted, garden-related items that can be sold at the plant sale and other events.

Grants and Partnerships (2 – 3)

Members who have experience in grant-writing are encouraged to volunteer for this committee, to pursue opportunities for obtaining financial grants.

Reporting to Vice President of Communication:

Media and Newsletter (2)

Gives assistance that may be needed in producing and distributing the newsletter and planning publicity for upcoming events.

Public Relations and Marketing (2)

The purpose is to find opportunities to enhance the visibility and reputation of the organization in the community.

On-line Platforms (2)

Chamber of Commerce Representative (1)

Reporting to the Vice President for Educational Outreach:

Gardening For Everyone - Spring and Fall (6 each committee)

These two committees are responsible for presenting Gardening For Everyone. With the Coordinator, they ensure that a venue is secured; that keys, services, and facilities are provided; that MG's responsibilities are spelled out and met. They begin committee meetings, with adequate lead time, to select topics and speakers, and follow through until a definite schedule of six speakers has been confirmed. They work with the speakers to determine and provide the support they need for their presentations (such as audiovisual, PowerPoint, and photocopying). They provide a timely list of topics, speakers, and brief descriptions of the presentations, for publicity purposes.

The committees determine what displays will be featured at the site, both by Master Gardeners and other groups, and ensure that adequate space and support are provided. The committees are also responsible for producing sign-up sheets for the membership that list jobs to be filled

Master Gardeners Foundation of Lewis County

Policies and Procedures

(including plant clinic, room monitors, setup, and cleanup crews) and the start and finish times for each. The committees work with the Hospitality committee to provide refreshments at GFE.

Monthly Programs (2)

Working with the Vice President of Educational Outreach and the Coordinator, this committee schedules speakers and programs for monthly membership meetings. Committee members are expected to keep abreast of current issues, problems, and interests that should be addressed in the monthly meetings. This committee also determines the venue for each meeting, ensures that necessary preparations are made, and provides a written description for the newsletter.

Speakers Bureau (4)

This committee works closely with the Coordinator to:

1. Process requests from community organizations for Master Gardener speakers.
2. Help individual Master Gardeners become willing and able public speakers, through mentoring, as well as training in the online and other resources that are available to assist with research and presentation.

Reporting to Vice President of Youth Outreach:

Outreach Volunteers (6)

This committee focuses on the selection and development of the youth delivery presenters to ensure that they can relate to the appropriate grade level.

Educational Materials (4)

This committee focuses on the materials and visual aides to ensure that they are grade level appropriate.

Schools and District Representatives (1)

This individual focuses on recruiting new schools and expansion to all grade levels if not in place.

Reporting to the Treasurer:

Hospitality (4)

This committee's duties are as follows:

1. Ensuring that there are sufficient volunteers signed up to bring refreshments for each monthly meeting, and for other events as requested.
2. Ensuring that coffee, tea, and possibly other beverages are available at monthly meetings and other events, together with cups, plates, cutlery, napkins, creamer, sugar, etc.
3. Preparing the meeting room and making sure it is cleaned afterwards.

Master Gardeners Foundation of Lewis County

Policies and Procedures

4. Keeping adequate stocks of hospitality supplies on hand, buying more when necessary.
5. Prepare a budget request sufficient for the year's supply of purchases.

Reporting to the Secretary:

Historian (1)

A Master Gardener with a strong interest in institutional history and research is needed for this job to compile a record of the Lewis County Master Gardener organization and its activities going back through the years.

Reporting to the Past President: (None)

Reporting to President Elect:

None on a regular basis, but committees or projects as assigned by the President to help educate this individual on all of the aspects of the President position.

Reporting to the State Foundation Representative:

Southwest Washington Fair (1)

This committee works with the Board, the Coordinator, and the County Extension Agent to determine the nature and location of the Master Gardener static display and the Foundation's involvement with the Fair. They ensure that all exhibits are prepared, installed, and taken down in a timely manner.

Master Gardeners Foundation of Lewis County Policies and Procedures

Revised in the year 2015 by current Board members.

Cecelia Boulais
MaryJo Christensen
Joanne Cobbs
Don Enstrom
Lynn Ford
Charmaine Gill
Sherry Pearson
William Pittman
Judy Stratton
Bob Taylor

Revised 11/2009
Revised 1/26/2010
Revised 9/12/2011
Revised 9/10/2013
Revised 6/9/2015