

SANCTIONED PROJECT CHAIR RESPONSIBILITIES **Washington County Master Gardeners**

Being chair for a WCMG sanctioned project can be a very fulfilling and rewarding job, providing opportunities for leadership, learning, organization, community-building, and fostering new friendships. The project chair is a liaison between the sponsoring organization and WCMG volunteers.

General Responsibilities

Determine work days and times

Determine scope of project

Plan gardens and beds

Display the permanent WCMG Sanctioned Project sign

Recruit volunteers as needed

Duties for each workday:

Contact volunteers before each work day, especially if there is a cancellation

Be present on workdays or appoint a substitute

Plan tasks to be done

Gather needed plants and materials

Assign duties to each worker

Remind volunteers to report their hours

Post your project's **WCMGs at Work** sign stored on-site or at a designated place when not in use.

When the project chair's term ends or the project is de-sanctioned, both the permanent and portable project signs should be turned in to the Extension Office as soon as possible.

Budget

Be aware of the project's budget and stay within the established limits

Be prompt in submitting receipts for reimbursement to project sponsor

Education (each project should have an educational component)

Examples: Plant Identification (labels)

Project and Plant Handouts

School activities and/or work

How-to demonstrations

Seed Give-a-ways with planting instructions (seeds are available at Ext. Office)

Garden maps with plant identification

Information table/booth at a local event

Special Program and/or Speaker for community

Arbor Day activity

Project Committee Meeting - Attend meetings scheduled by the PPRC Committee for project chairs (or send a representative from the project).

Project Presentation - Present a project status report with photos and information via PowerPoint at a monthly WCMG meeting as scheduled (5 minutes or less.)

Annual Report - (see Sanction Project Annual Report form for guidelines.)

This report is an important source for the Extension Office's annual reports to the state, and may be used as supporting documentation for various awards. Include accomplishments, special recognition, education provided in the community, challenges, and photographs. Volunteer work-hours summary data shall be obtained from Membership Committee from the database as needed.

The Annual Report shall be submitted both electronically and on paper. Send copies to the Washington County Extension Office, Project Committee, and Archives Committee by **November 15**.

Other Responsibilities

Wear WCMG name tags and/or WCMG shirts each workday and to project-sponsored activities

Research the historical accuracy of plants, if required by the project sponsor

Provide archival information: what plants do well or don't thrive

Notate your project's needs, if any

Share plants and/or ideas with other projects or with community members

Take project photographs or assign the task to a volunteer

Other Information

If the project chair becomes unable to fulfill those duties, he/she should seek a replacement from within the project's group of volunteers. If none of the volunteers will assume the leader's duties, the Projects Committee should be contacted so they can recruit a new chair.

If there is a change in the sponsor's representative with Master Gardeners, the project chair shall meet with the new liaison representative to determine continuing goals, funding, etc. If there are significant changes in the scope of the project, a new project proposal form may become necessary.

Any time there are problems or issues for your project that you need help with, first contact the Project Committee who shall consult with WCMG Executive Committee as needed.