

## **2024 COMMITTEE DESCRIPTIONS**

### **Washington County Master Gardeners**

*Committee Chairs are appointed by the President unless otherwise noted.*

#### **ARCHIVES**

The Archivist collects, organizes, preserves, maintains control over and provides access to digital records and information determined to have long-term value to Washington County Master Gardeners. Digital records are to be accessible and shareable with WCMG leadership and members. The Archivist may appoint other committee members to aid in the archival work. Following the records' approval by the appropriate body, digital documents are to be sent in portable document format (pdf) to the Archivist.

The person responsible for sending each document is indicated in parenthesis:

1. Monthly membership meeting minutes (Secretary)
2. Monthly Executive Committee minutes (Secretary)
3. Monthly treasurer's report (Treasurer)
4. *Garden Thyme* newsletter (*Garden Thyme* editor)
5. Reports produced by the following committees:
  - a. Awards (Chair)
  - b. Membership (Chair)
  - c. Mentoring (Chair)
  - d. Projects (Chair)
  - e. Bylaws and Policies (Chair)
  - f. Reports from other committees as suggested by the President
6. Photos, newspaper articles, and other documents as suggested by the President.

#### **AWARDS**

The Awards Committee reviews the most current State Master Gardener awards criteria and revises WCMG award nomination forms as needed. The current nomination forms are on the WCMG website.

The committee promotes award nominations in WCMG *Garden Thyme* articles, and at WCMG meetings, etc. It determines the awards selection process, and establishes other local award categories as directed. State MG awards include Master Gardener of the Year, Rookie of the Year, Project of the Year, Mentor of the Year, Excellence in Education, Individual Friend of Master Gardeners and Organization Friend of Master Gardeners, County Agent of the Year, and Newsletter of the Year. Only one county winner in each category will be submitted for state consideration. The committee also recognizes winners of the WCMG Joyce Mendenhall "Yes, I Can" awards, WCMG 200-Plus Sanctioned Volunteer Hours awards, WCMG Busy Bee awards, and others.

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## **AWARDS – Due Dates for Committee Activities:**

1. October 15 - WCMG members submit all award nominations on or before this date.
2. November 15 - The committee reviews all county award nominations, ensures nominations meet the county and state award criteria, and selects award recipients.
3. December 15 – The committee submits award selections to CES Colin Massey for signature.
4. January 15 - State MG Award nominations from Washington County are submitted electronically to County 76 RRR Committee on or before this due date.
5. February (WCMG monthly meeting) - The committee is responsible for purchasing trophies, certificates, other forms of recognition, and other preparations for the annual WCMG Awards Program. An article is provided for the March edition of the *Garden Thyme* newsletter.
6. June (following State MG Conference) – The committee presents the Years of Service awards once announced and pins are provided by the State MG office.

Following the completion of the committee’s annual activities, digital documents are sent in portable document format (pdf) to the Archivist.

## **BYLAWS–POLICIES–PROCEDURES REVIEW**

The Bylaws-Policies-Procedures Committee is responsible for reviewing the WCMG bylaws, policies, and procedures at least every three (3) years or more often if deemed necessary by the Executive Committee. The committee reviews these documents to ensure information reflects state and county practices. Proposed revisions are presented to the Executive Committee for approval. Policies and Procedures changes may be enacted by the Executive Committee via majority vote. Bylaws changes are first approved by the Executive Committee, then put to (a quorum-verified) super-majority vote by the WCMG general membership.

The Bylaws Committee report is presented at the annual WCMG Business Meeting and voted for approval by membership. Bylaws may also be amended or revised at any regular meeting according to WCMG Bylaws, Article VIII. Following the committee’s annual activities, digital documents are sent in portable document format (pdf) to the Archivist.

## **COMMUNICATIONS**

The Communications Committee is responsible for receiving and sending local announcements and state MG information electronically to all WCMG members who have e-mail addresses. Important updates and reminders affecting WCMG members will be communicated via phone calls, text messaging, e-mail, the WCMG website, and the *Garden Thyme* newsletter. When WCMG members do not have access to e-mail, communication will be sent by regular mail or phone contact. The committee is responsible for finding an alternative means of communication should these systems break down. See the WCMG Member Resource Guide for important e-mail and web addresses.

## **COMMUNITY OUTREACH**

Community Outreach Committee will further the WCMG mission of extending research-based information through demonstrations and educational programs. The committee develops and delivers timely programs that can be delivered through community partners, media, and other outreach methods to expand audiences within Washington County. Additionally, the committee will work with area partners and community members on issues involving other horticultural needs.

## **WCMG COMMITTEE DESCRIPTIONS**

### **EXECUTIVE**

The Executive Committee, elected by the WCMG membership at its annual Business Meeting, is responsible for conducting the business of the organization as directed by WCMG bylaws and membership. The Executive Committee consists of the President, Vice President, Secretary, Treasurer, Assistant Treasurer, and three Members-at-Large, one of whom is chosen from the most recent WCMG training class, Immediate Past President, and optional Parliamentarian. The Executive Committee is responsible for determining the committees needed to carry out the work of the WCMG organization. Details of its authority, terms of office, and duties are found in the WCMG Bylaws, Article VI. Following the committee's annual activities, digital documents are sent in portable document format (pdf) to the Archivist.

### **FINANCE**

The Finance Committee is appointed by the President with the Treasurer as chair and the Assistant Treasurer and other appointed members. The committee is responsible for preparing the annual budget and recommending the amount of yearly dues. The Treasurer submits the proposed budget to the Executive Committee for review. The budget is presented for approval by the membership at the November WCMG 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, a fundraising proposal is presented to the membership for a final vote. Details are in the WCMG Bylaws, Article VII.

### ***GARDEN THYME* NEWSLETTER**

The Newsletter Committee is responsible for producing the WCMG *Garden Thyme* newsletter. It is published monthly except January. The newsletter includes WCMG information, photos, other community gardening programs, events, activities, articles on gardening, and educational opportunities. WCMG volunteers are encouraged to submit information, write articles, and provide photos of WCMG events and projects to the newsletter for which they may accrue volunteer hours. Deadline for submissions is the Friday before the last Tuesday of a month. Example: deadline for the February 2024 issue is Friday, January 26 so the issue can be published on Tuesday, January 30. The *Garden Thyme* newsletter is sent to the email addresses of all members and trainees. Following the committee's annual activities, digital documents are sent in portable document format (pdf) to the Archivist.

### **MEMBER RESOURCE GUIDE – MRG**

The Member Resource Guide (MRG) Committee is responsible for designing, reviewing content, revising, and preparing documents for the WCMG website. The MRG is located in Member Portal section of the WCMG website. Paper copies may be provided to WCMGs without access to the WCMG website. Following the committee's annual activities, digital documents are sent in portable document format (pdf) to the Archivist.

## WCMG COMMITTEE DESCRIPTIONS

### **MEMBERSHIP COMMITTEE**

The Membership Committee trains new Master Gardeners to record their education and volunteer hours; tracks the status of members to alert them when they risk losing their membership; and maintains the Membership and Photo Directories to keep contact information, member classification and photos current. The Membership Committee co-chairs are the Online Reporting Managers, who work with the Directory Contact Information Coordinator and the Directory Photo Coordinator. In the fall, the Online Reporting Managers are joined by other WCMG members to communicate with Master Gardeners and trainees whose lack of reported hours puts their membership in jeopardy. The Treasurer, Assistant Treasurer and President are advisors to this committee. Following the committee records' approval, membership documents are sent in portable document format (pdf) to the Archivist.

**The Online Reporting Managers** stay abreast of developments at the state level and ensure member compliance with the policies of WCMG and UAEX. They work with the Extension Agent to present requests for status change to the WCMG Board, prepare reports as requested by the Board, respond to requests for log-in assistance by WCMG members, and coordinate communication to WCMG members who are at risk of losing their membership.

**The Directory Contact Information Coordinator** maintains a current list of WCMG members and their contact information in coordination with the Online Reporting Managers. That membership directory is included in the Member Resource Guide. As changes are made throughout the year, the Directory Coordinator forwards the directory to the Online Reporting Managers and to the Communications Committee chairperson. The coordinator may select members to assist as needed.

**The Directory Photo Coordinator** ensures that photos of the new WCMG class are taken each year and updates those of current WCMGs as needed. The Photo Coordinator prepares the photo directory included in the Member Resource Guide. The coordinator may select members to assist as needed.

### **MEMORIAL**

The Memorial Committee is responsible for identifying and recognizing members who have recently passed away. This will be verified by regular review of the local obituaries and by word of mouth among the membership. A Master Gardener in good standing at the time of their death will be memorialized on the public portion of the Washington County Master Gardener website (wcmgar.org). Good standing is reflected by inclusion in the current year's membership directory. The Chair of the Memorial Committee is responsible for answering questions regarding memorial gifts, which should be sent directly to the U of A Foundation as noted on the website.

## **WCMG COMMITTEE DESCRIPTIONS**

### **NEW MASTER GARDENER TRAINING AND MENTORING**

The New Master Gardener Training Committee is responsible for assisting the County Agent and County Extension Service in New WCMG Training. There are two WCMG training options: (1) in-person WCMG Training in January or February and (2) self-paced Online MG Training at home in the fall.

The committee oversees the WCMG applicant interview process. It reviews applications, does the interviewing and determines acceptance to the New WCMG Training.

The committee assists 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.

The Mentoring program supports, welcomes, and helps new WCMG members become involved in projects and activities of the organization. The committee is responsible for enlisting current WCMG members in good standing to be mentors to new members during their first year. Information is gathered from mentors and new members to aid the committee in matching those with similar interests. Trainees are assigned a mentor at the time they are registered for training. New transfers and reinstated members are offered the opportunity to have a mentor. The committee is also responsible for collecting and categorizing the skills and interests of new members for reference. Evaluations are solicited each year to assess mentoring effectiveness. Following the committee's annual activities, digital documents are sent in (pdf) document format to the Archivist.

### **NOMINATIONS**

The Nominations Committee consists of three WCMG members appointed by the President and approved by the Executive Committee. At least one member of the committee will be a past member of the Executive Committee. The committee will select its chair. The committee is appointed at least three (3) months prior to elections. The slate of candidates (officers and three members-at-large) will be voted on by the membership at the annual WCMG Business Meeting as outlined in the WCMG Bylaws, Article VIII.

### **PEER REVIEW FINANCIAL INSPECTION (dropped starting in 2025)**

The Peer Review Financial Inspection Committee is appointed by the President and shall be composed of at least two members from general membership, with at least one having accounting experience. The immediate past treasurer may be an advisor if the committee has questions that need to be answered. The committee shall not include anyone related to the previous treasurer or anyone who signs checks, approves expenditures, or is involved with the financial affairs of the Washington County Master Gardeners. The purpose of the committee is to review the accuracy and reasonableness of the accounting records and financial statements of the previous year that were prepared by that year's treasurer. The committee reviews the records from January 1 through December 31 of the previous year. The Peer Review Report shall follow the format agreed upon by the Executive Committee and provided by the Treasurer. The Peer Review Report shall be completed by the end of February and presented to the Executive Committee for approval at the March Executive Committee meeting. The general membership shall be notified that the Peer Review Report has been completed and approved.

## **WCMG COMMITTEE DESCRIPTIONS**

### **PLANT LABELING**

The Plant Labeling Committee is responsible for working with Project Chairs to identify plant names at the various sanctioned project gardens, make permanent labels, and work with project volunteers in the installation of markers in the gardens. The collected plant information will be stored in a database that is available to WCMG members and the public. Activities include plant identification, label making, plant label installation, annual updates and management of the WCMG plant database. In addition, a limited number of plant labels will be provided to each of the gardens included in the annual Garden Gate Tour.

### **PROGRAM**

The Program Committee chair is the current WCMG Vice President who will select WCMG members to help plan and schedule educational activities and WCMG programs for monthly meetings. The Program Committee is responsible for arranging for assistance in providing refreshments at special WCMG events. The committee prepares the room prior to the meeting, stocks supplies, prepares beverages, helps serve the food, and cleans up after each meeting.

### **PROJECT PROPOSAL REVIEW (PPRC)**

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 facility manager. The committee is also responsible for an annual site review of existing sanctioned projects and reporting their status to the Executive Committee. 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. Following the committee's annual activities, digital documents are sent in portable document format (pdf) to the Archivist.

### **PUBLICITY**

The Publicity Committee produces material that educates the community and targeted groups about the work of the Master Gardener program. One objective is to distribute publicity and educational materials through outlets such as local media, print and online (materials, radio, television), the WCMG website, and social networks. Another objective is to publicize the work of the WCMG organization and provide educational information to both Master Gardeners and the general public.

### **SUNSHINE**

The Sunshine Committee is responsible for writing notes, sending cards, or otherwise communicating with WCMG members who are sick (the nature of the illness is not required,) injured, or have lost a loved one such as an immediate member of the family to include a spouse, parent or child. Sanctioned project chairs or other WCMG members will notify the Sunshine Committee via an email to [smversterry6@gmail.com](mailto:smversterry6@gmail.com). The card will be signed, "*Your Master Gardener Friends.*"

## **WCMG COMMITTEE DESCRIPTIONS**

### **WEBSITE**

The Website Committee is responsible for maintaining the Washington County Master Gardeners website at [www.wcmgar.org](http://www.wcmgar.org). The committee will revise website sections as needed. The Member Portal section is password protected and contains information specifically for WCMG members. A calendar of selected activities where volunteer and education hours can be earned is included in the Member Portal section.

Public areas of the website include Ask-a-Master, details for becoming a Master Gardener, sanctioned project descriptions, gardening information, and links to garden and nature sites. A monthly website photo contest for WCMG members highlights images from gardens in Arkansas. A listing of monthly themes and instructions can be found on the website in the Member Resource Guide. Themes can also be found on the Photo of the Month page. (Scroll down to find the button.) The deadline for submission of photos is the 15<sup>th</sup> day of each month. Photos are submitted electronically through a link provided to the membership by email. Alternatively, members may use the entry form available on the website at Photo of the Month>In the News.

(WCMGs without computer access who want to enter the photo contest may use a submission form available in the Forms section of the Member Resource Guide. However, photos must be submitted digitally and must include the WCMG member's name and title of the photo.)

### **WCMG ENDOWMENT**

The WCMG Endowment Fund was established in 2009 to provide scholarships to University of Arkansas (UA) Horticulture students and fund other WCMG horticultural interests. It is a long-term program managed by the UA Foundation Agricultural Development Council (ADC) and administered by the Washington County Master Gardeners and the Washington County Extension Agent providing support to the Washington County Master Gardener Program.

The Endowment Committee was established in 2018 as an oversight committee comprised of WCMG members. The committee is responsible for overseeing the WCMG Endowment Fund, encouraging donations, and providing information to Master Gardeners. In 2020, the committee voted to focus solely on providing student scholarships. The Committee shall meet quarterly.