

## **SANCTIONED PROJECT/COMMITTEE LEADER(S) RESPONSIBILITIES**

### **Washington County Master Gardeners**

Being a leader for a Master Gardener sanctioned project and or committee can be a very fulfilling and rewarding job that provides opportunities for leadership, learning, organization, community-building, and fostering new friendships. An active WCMG member who assumes the role as leader or co-leader must be a member in good-standing and has completed annual WCMG volunteer work and education requirements.

#### **Responsibilities**

##### **General:**

1. Attend the scheduled Sanctioned Project Leader semi-annual meetings (or send a project representative.)
2. Have a planning meeting with other project leaders prior to February each year to formulate and agree as a team on measurable goals and objectives.
3. Have a planning meeting with project sponsor liaison prior to March each year to discuss funding needs and year's measurable goals and objectives.
4. Be a liaison between the project's sponsoring organization and WCMG volunteers.
5. Wear WCMG name tag and/or MG shirts each workday, and at other project-sponsored activities. Encourage others to do the same.
6. Schedule team-building, morale-building gatherings such as meals together or off-season projects to help keep volunteers interested and involved.
7. Determine work schedule and times.
8. Determine scope of project.
9. Plan gardens, beds, and equipment requirements.
10. Display the permanent Master Gardener Project sign.
11. Recruit, mentor, and provide educational opportunities for volunteers.
12. Sanctioned Project Presentation – prepare a status report (5 minutes or less) with photos and information via slides at a monthly WCMG meeting as scheduled.

##### **Workdays:**

1. Communicate with volunteers before each work day, especially if there is a cancellation.
2. Be present on workdays or appoint a substitute.
3. Plan and communicate the plans for the day.
4. Gather needed plants, equipment, and materials.
5. Involve each WCMG volunteer in daily activities.
6. Assign a co-worker to those new to the project.
7. Remind volunteers to record their hours.
8. Post project Master Gardeners at Work sign. Store on-site or at designated place when not in use.

#### **Project Sponsorship/Site Manager**

1. Liaison with the project's sponsoring organization to determine project scope, goals, and budget.
2. Have a planning meeting with project sponsor prior to March each year to discuss funding needs and year's measurable goals and objectives.
3. If there is a change in the project sponsor's liaison with Master Gardeners, the project leader(s) should meet with the new liaison person to determine continuing goals, funding, etc.
4. If there are significant changes in the scope or funding, a new Project/Site Manager Agreement form may become necessary. See Member Resource Guide, Form Section, pages 25-26 "Project/Site Manager Agreement."

## **Budget**

1. Be aware of the project and/or committee's budget and stay within the established limits.
2. Be prompt in submitting receipts for reimbursement to project sponsor.
3. Submit requests for checks from project fund 1-2 weeks in advance of the time expenditures are planned.
4. If the project and/or committee funding is the responsibility of the Extension Office, carefully follow all the guidelines for purchasing and reimbursement. See Member Resource Guide, Form Section, pages 13-14, "Purchase Depository Request and Protocols."

## **Education**

Each project should include educational components.

Examples:

- Plant labelling
- Handouts about project and plants
- Historical information about plants as appropriate
- School presentation and/or participation
- How-to demonstrations
- Seed give-aways with planting instructions (seeds available from Extension Office)
- Garden maps including plant identification
- Local community event participation (table/booth)
- Arbor Day activity
- Community presentations by WCMG volunteers or guest experts
- Plant and idea-sharing with other projects or community

## **Documentation**

1. Sanctioned Project Annual Summary Report is an excellent way to assess the year's successes and challenges. These reports are no longer required, but they certainly are beneficial to the project and its volunteers.
2. Provide archival information about plants that do well or do not thrive.
3. Provide project photographs or assign photography to a WCMG volunteer.
4. Celebrate successes, recognizing both individual and team efforts, including nominations for the annual WCMG awards.
5. Publicize successes to fellow WCMGs through social media and/or newsletter; share with the WCMG President and Vice President.
6. Share the optional annual summary report with project sponsor and project team members including accomplishments, special recognition, education, challenges, needs, and photographs.

## **Other Information**

1. In the case of de-sanctioning a project, it is the project leader responsibility to return both the permanent and portable signs to the Extension Office as soon as possible.
2. Notify members of the Sunshine Committee via email to [smyersterry6@gmail.com](mailto:smyersterry6@gmail.com) if you are aware there is an illness or death within project volunteers and/or WCMG community.
3. Any time there are problems or issues for a sanctioned project that you need assistance, first contact one of the Project Committee Chairs as follows:

Nancy Sloan	<a href="mailto:ncsloan@uark.edu">ncsloan@uark.edu</a>	479-443-4587 or 479-856-4270
Regina Gabel	<a href="mailto:jwgabel@cox.net">jwgabel@cox.net</a>	479-443-2646 or 479-466-1904
Carrie Gamble	<a href="mailto:cgbellavita@gmail.com">cgbellavita@gmail.com</a>	479-409-1694

If they are unable to resolve an issue, they will then take it up the "chain of command" to resolution.

## **Project and/or Committee Leadership Succession Planning**

Succession planning ensures the continuous and effective leadership of Master Gardener Projects/Committees by identifying and preparing future leaders who can step into key roles as needed. This plan aims to facilitate a smooth transition of leadership, maintain project continuity, and support the ongoing success of Master Gardener initiatives.

### *1. Identify Key Leadership Roles:*

Examples: Chairperson, Co-Chair, etc. and outline their primary responsibilities, skills, and qualifications required for each role.

### *2. Evaluate Current Leadership and Identify Potential Successors:*

- Assess the performance and tenure of current leaders to anticipate potential vacancies due to term limits, or other factors.
- Identify potential successors from within the committee or Master Gardener community based on their experience, skills, interest in leadership, and commitment to the project and/or committee.

### *3. Develop and Train Successors:*

- Provide training and mentoring opportunities for potential successors.
- Involve in leadership meetings or decision-making processes.
- Assign specific tasks or responsibilities.

### *4. Create a Transition Plan:*

- Establish a timeline for leadership transitions, particularly for roles with defined term limits or anticipated vacancies.
- Arrange for an overlap period, if possible, when the outgoing leader works alongside the incoming leader to transfer knowledge and provide support.

### *5. Communicate the Plan:*

- Share the succession plan with all project and/or committee members to ensure transparency and build confidence in the future leadership.
- Regularly update the plan to reflect changes in project and/or committee membership, leadership, or project focus.

### *6. Review and Adjust the Plan Annually or as needed:*

- Adjust based on feedback, changes in project and/or committee needs, and the availability of new leadership candidates.

### *7. Encourage an Inclusive and Diverse Leadership:*

- Promote diversity and inclusivity in the selection and development of future leaders to reflect the values and mission of the Master Gardener program.
- Encourage participation from a wide range of volunteers to bring diverse perspectives and ideas into leadership roles.