

## **2026 COMMITTEE DESCRIPTIONS**

### **Washington County Master Gardeners**

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

#### **ARCHIVES – Kimberly Hosey**

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, Policies and Procedures (Chair)
  - f. Reports from other committees as suggested by the President
6. Photos, newspaper articles, and other documents as suggested by the President.

#### **AWARDS – Jan Lefler and Liz Hale**

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. The committee 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 or Business 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 Project/Committee Hours awards, WCMG Busy Bee awards, and others.

## WCMG COMMITTEE DESCRIPTIONS

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

1. October 15 - WCMG members submit all award nominations prior to 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 prior to January 15<sup>th</sup>.
5. Prior to February’s WCMG meeting - The committee purchases trophies, certificates, other forms of recognition, and preparations for the annual WCMG Awards Program.
6. February 15 - An article about WCMG Awards Program is sent to the *Garden Thyme* newsletter.
7. April through October WCMG meetings – The committee awards Busy Bee pins at each meeting to members/trainees who record their first 50 sanctioned hours for the months of January through September each year. October, November, and December volunteer hours are not included in Busy Bee award recognition.
8. Mid-year following Arkansas State MG Conference – The committee presents the Years of Service awards when pins provided by the State MG office. State MG award winners are announced at the next scheduled WCMG Membership meeting. Brass plates are ordered for MG of Year, Rookie of Year, Project of Year, EIE Award, and Mentor plaques located in Extension Office lobby. Master Gardener State award winners have asterisk (\*) added to the appropriate brass name plate. Following the committee’s annual activities, digital documents are sent in portable document format (pdf) to the Archivist.

### **BYLAWS, POLICIES and PROCEDURES – Liz Hale and Jan Lefler**

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 the 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 – Susan Young**

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, WCMG website, and *Garden Thyme* newsletter. WCMG members without access to e-mail, will have communication sent by regular mail or phone. 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.

## **WCMG COMMITTEE DESCRIPTIONS**

### **COMMUNITY OUTREACH – Kelly Chaney**

Community Outreach Committee will further the WCMG mission of extending research-based information through demonstrations and educational programs. The committee develops and presents 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.

### **ENDOWMENT – Kathy Launder and Dolores Stamps**

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.

### **EXECUTIVE – Pam Butler**

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 – Julie Murray and Caleb Israel**

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 for 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.

## **WCMG COMMITTEE DESCRIPTIONS**

### ***GARDEN THYME* NEWSLETTER – Judy Smith**

The Newsletter Committee is responsible for producing the WCMG *Garden Thyme* newsletter published monthly except January. The newsletter includes WCMG information, photos, and 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. 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) - Jan Lefler/Susan Young**

The Member Resource Guide (MRG) Committee is responsible for reviewing content, assigning WCMG members to revise documents as needed, preparing documents for the website and making paper copies. Paper copies are available to Trainees, Transfer members, and WCMG members without computer access. The MRG is found in the Member Portal section of the [www.wcmgar.org](http://www.wcmgar.org) website. Following the committee's annual activities, digital documents are sent in portable document format (pdf) to the Archivist.

### **MEMBERSHIP - Kathryn Birkhead/Annette Pianalto/Susan Young/Linda C. Smith**

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 Contact Information 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 recorded 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. The 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. The coordinator may select members to assist as needed.

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

## **WCMG COMMITTEE DESCRIPTIONS**

### **MEMORIAL - Karen Hanna-Towne**

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 [www.wcmgar.org](http://www.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 Arkansas Foundation as noted on the website.

### **NEW MG TRAINING and MENTORING - Patsy Louk and Kathy Launder**

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 in the fall. The committee oversees the WCMG applicant interview process. It reviews their applications, interviews, and determines acceptance to the New WCMG Training. The committee assists in 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 Trainees and Transfer members be involved in projects and activities of the MG organization. The committee is responsible for enlisting current WCMG members in good standing to be mentors to Trainees and Transfer 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.

### **NOMINATIONS – (appointed by Executive Committee)**

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.

### **PHOTOGRAPHY and VIDEOGRAPHY**

#### **Kitty Sanders/Kathryn Birkhead/Susan Young/Caleb Israel**

These designated photographers are WCMG volunteers responsible for photographing WCMGs receiving special recognition at monthly membership meetings as well as special WCMG community events upon request (i.e. Garden Gate Tour.) Photos are shared with *Garden Thyme* newsletter, social media, and local media as appropriate. The Membership Directory photographer ensures that photos of new Trainees and Transfer members are made and updated photos of current WCMGs as requested. The WCMG meeting videographer is responsible for recording monthly membership meetings for viewing later so members may earn education hours.

## **WCMG COMMITTEE DESCRIPTIONS**

### **PLANT LABELING – Karen Hanna-Towne and Carole Ball**

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 an Excel spreadsheet that is available to each Project Chair. The public is also directed to selected online horticultural databases linked from the wcmgar.org website. Committee member activities include plant identification, label making, plant label installation, annual updates, and management of the WCMG plant lists. In addition, plant labels will be provided to each of the gardens included in the annual Garden Gate Tour.

### **PROGRAM – Rick Oliver**

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 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) – Nancy Sloan/Regina Gabel/Carrie Gamble**

The Project Proposal Review Committee (PPRC) is responsible for reviewing all properly submitted new project proposals and recommending them for approval by the membership through the Executive Committee. As part of the review process, the PPRC conducts on-site evaluations in coordination with the property owner or facility manager. The committee evaluates each proposal to ensure it aligns with the mission and policies of the Master Gardener Program. The PPRC also conducts an annual site review of all sanctioned projects and reports their status to the Executive Committee. The committee 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. Requests for termination of sanctioned projects are submitted to the Executive Committee for a course of action. Final termination of a project is determined by the WCMG membership. Site visits by the PPRC are conducted as requested or deemed necessary. Following the committee's annual activities, all relevant digital documents are submitted in portable document format (PDF) to the Archivist.

### **PUBLICITY - Laura Underwood/Susan Young/Mariette Spidel**

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 public.

## **WCMG COMMITTEE DESCRIPTIONS**

### **SUNSHINE – Geri Alvis and Caleb Israel**

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. The card will be signed, “*Your Master Gardener Friends.*”

### **WEBSITE - Kitty Sanders**

The Website Committee is responsible for maintaining the Washington County Master Gardeners’ website at [www.wcmgar.org](http://www.wcmgar.org). The committee revises website sections as needed. The Member Portal section is password protected and contains information specifically for WCMG members. A calendar of selected activities 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.