

# **DOUGLAS COUNTY MASTER GARDENERS**

## **POLICIES AND PROCEDURES MANUAL**

Last updated March 12, 2018

# CONTENTS

<b>INTRODUCTION .....</b>	<b>1</b>
<b>CHAPTER POLICIES .....</b>	<b>2</b>
CHAPTER DISSOLUTION.....	3
NON BUDGETED EXPENSES .....	4
FINANCIAL REIMBURSEMENTS .....	5
STATE REPRESENTATIVE TRAVEL REIMBURSEMENT .....	6
DOCUMENT RETENTION AND DISPOSITION .....	7
OMGA CONFERENCE SCHOLARSHIPS .....	9
NOTIFICATION OF CHANGES IN COMMITTEE HEADS.....	10
USE OF DISCOVERY GARDEN PAVILION .....	11
BACKGROUND CHECK .....	12
E-MAIL TO MEMBERSHIP .....	13
MEMBERSHIP DUES DEADLINE .....	14
AWARDS BANQUET DEADLINE.....	15
VOLUNTEER HOURS RECORDING.....	16
MASTER GARDENER RE-CERTIFICATION GUIDELINES .....	17
<b>JOB DESCRIPTIONS OF OFFICERS .....</b>	<b>18</b>
PRESIDENT .....	19
VICE PRESIDENT .....	21
SECRETARY .....	22
TREASURER .....	23
MEMBERSHIP DIRECTOR .....	26
STATE REPRESENTATIVE AND ALTERNATE STATE REP .....	28
PAST PRESIDENT.....	30
<b>JOB DESCRIPTIONS OF COMMITTEE HEADS.....</b>	<b>31</b>
AUDIT COMMITTEE .....	32
AWARDS .....	34
AWARDS BANQUET.....	36
BAKE SALE .....	38
COMMUNITY OUTREACH.....	40

COMPOST TEA ..... 41

DISCOVERY GARDEN ..... 42

EAST SIDE GREENHOUSES..... 46

EMAIL COMMUNICATIONS..... 51

FACEBOOK PAGE ..... 52

FIELD TRIPS ..... 53

HALLMARK ..... 54

HISTORIAN ..... 55

HOSPITALITY AND BEVERAGES ..... 56

HOURS DATA..... 57

INSECT COMMITTEE ..... 58

LIBRARY59

MAILINGS ..... 60

NEW CLASS REPRESENTATIVE..... 61

NEWSLETTER ..... 62

NOMINATING COMMITTEE ..... 63

PHOTOGRAPHY ..... 64

PLANT CLINIC..... 65

PLANT CLINIC – CANYONVILLE FARMERS MARKET..... 67

PLANT CLINIC – KRUSE FARMS ..... 68

PLANT CLINIC – UMPQUA VALLEY FARMERS MARKET ..... 70

PLANT SALE..... 71

POLICIES ..... 75

PUBLICITY ..... 76

SOIL TESTING..... 78

TRASH TO TREASURE SALE ..... 79

VICTORY GARDEN..... 84

WEB SITE..... 85

WESTSIDE GREENHOUSES ..... 86

WINTER TRAINING PROGRAM..... 89

## INTRODUCTION

This manual documents the policies and procedures put in place to fulfill the mission of the Douglas County Master Gardeners, a chapter of the Oregon Master Gardeners Association. It expands upon the by-laws of the organization by describing the duties and responsibilities of the officers and committee heads, as well as specifying current financial and membership policies. Per the by-laws, the President shall “cause a detailed job description of each elected position and chairperson be maintained in the Policies and Procedures Manual” and the Secretary shall “maintain the Policies and Procedures Manual”. The Policies Coordinator assists the President and Secretary by coordinating the annual update to this manual and the by-laws. All officers and committee heads review their job descriptions in January. The Executive Board reviews the chapter policies and by-laws in January. Policy and by-law changes are presented at the February chapter meeting, published in the March newsletter and voted upon at the March chapter meeting. Note that updated job descriptions do not require chapter approval, and are encouraged any time.

*[Last updated March 7, 2018]*

# CHAPTER POLICIES

## CHAPTER DISSOLUTION

The procedure to dissolve the chapter is specified in the bylaws:

*In the event of dissolution of the Douglas County Chapter, OMGA, liquid assets remaining after satisfaction of obligations and expenses shall be transferred to Douglas County Extension to be held in trust for up to five years for the possible reinstatement of the Chapter, after which time they shall be distributed to the Douglas County Extension Endowment Fund. Should OSU be unable to honor the request to hold Chapter funds for five years, the Chapter may transfer funds to another eligible organization subject to membership approval. All material assets shall be dispersed upon recommendation of the Executive Board.*

Per November 2016 discussion with John Panches, Extension Regional Administrator, these funds could be held in an Agricultural Research Foundation account with the stated intent of being transferred to the Douglas County Extension Endowment Fund at the end of the 5-year period or returned to the chapter if it successfully reactivates. Exact arrangements would need to be determined during dissolution planning.

*[Last updated February 14, 2017]*

## **NON BUDGETED EXPENSES**

Requests for unbudgeted funding must be submitted on the proper form to the President, to be distributed with the agenda of the next Executive Board meeting.

*[Last updated February 12, 2015]*

## FINANCIAL REIMBURSEMENTS

For the Treasurer to issue funds for re-imbusement or payment for purchases the following steps need to be completed. An expenditure authorization (EA) form must be completed. This form can be found in the lower left desk drawer in the clinic office and on our website. Detailed instructions for filling out the form are also available on our website. From time to time the form may be modified to meet current requirements. Complete the form as designed; all of the requested information is important for accurate accounting. More information as to what is purchased and how it will be used is better than a brief one-word comment.

Cash register receipts or invoices for the items purchased should be attached to the form. If a receipt is lost then an explanation of the purchase, initialed by the person submitting the request will serve as a substitute for the receipt, along with validation by the committee chairman. Without a receipt, the amount may be challenged, so please be prepared to substantiate your purchase.

The form **must** be signed by the committee chairman.

Our financial year runs from January 1<sup>st</sup> through December 31<sup>st</sup>. All receipts for the fiscal year are due by December 15<sup>th</sup>.

Douglas County Farmers Co-op Reimbursements:

All receipts must be turned into the Treasurer **no later than the 10<sup>th</sup> of the month following the purchase**. Receipts must be turned in using a completed Expenditure Authorization (EA) form along with the cash register receipt. If you make multiple purchases for one area in a month, you can consolidate those on a single EA.

Changes to the list of those authorized to sign for purchases at the Co-op should be provided by email to the Treasurer.

*[Last updated February 11, 2015]*

## **STATE REPRESENTATIVE TRAVEL REIMBURSEMENT**

Travel expenses are reimbursed for the State Representative and Alternate State Representative to attend the quarterly OMGA meetings:

- Mileage for one vehicle at OMGA's reimbursement rate (currently 30 cents a mile)
- For meetings held over 150 miles away, up to \$100 for meals and one night's lodging per person for the State Representative and Alternate State Representative

*[Last updated July 8, 2015]*

## **DOCUMENT RETENTION AND DISPOSITION**

This policy represents the policy of Douglas County Master Gardeners (the “organization”) with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this policy). Purposes of the policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the officers and volunteers with respect to their responsibilities concerning document retention and destruction.

Regular retirement and annual purging of inactive records from active files is essential to reduce file bulk and make active records easily accessible. A Records Retention and Disposition Schedule is the fundamental tool used to keep old and obsolete records moving out of an office to make room for more recent and more useful records.

A records retention schedule identifies record series and prescribes the time period that they must be retained before they reach their ultimate fate or disposition. The disposition of a record, as prescribed in a records schedule, may range from immediate destruction or destruction after a period of time to permanent retention in the organization archives or elsewhere.

For records not specifically listed in the below schedule, it may be useful when making retention decisions to sort records into three categories – enduring value, limited value, and no value – and establish time periods to keep each group regardless of their form (paper or electronic).

### **Responsibilities of the Administrator**

The organization’s President shall be the administrator (“Administrator”) in charge of the administration of this Policy. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrator is responsible for suspending document destruction immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Upon conclusion of the investigation or lawsuit, document destruction should be resumed.

The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect changing organizational activities. The Administrator is also authorized to periodically review this policy and policy compliance and to report to the Executive Board as to compliance. The Administrator may also appoint one or more assistants to assist in carrying out the Administrator’s responsibilities, with the Administrator, however, retaining ultimate responsibility for administration of this Policy.

### **Emergency Planning**

The organization’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the organization operating in an emergency should be duplicated or backed up at appropriate intervals and maintained off-site.

The categories below are based on the OMGA Record Retention Policy.

DESCRIPTION OF RECORD	MANNER OF RECORD KEEPING	DISPOSITION
Articles of Incorporation, Bylaws, Articles of Association, and related Policies.	Store in Organization Record books.	PERMANENT.
Tax-exemption documents, application for tax exemption, IRS determination letter and any related documents.	Store in Organization Record books.	PERMANENT. Federal law requires copies of these documents to be held at Organization's office. These records must be available for public inspection upon request.
Meeting and Board documents including agendas, minutes, and related documents.	Compile and file records on a yearly basis. Store in Organization Record books.	PERMANENT. Care should be taken to include <u>only necessary information</u> in these documents.
Year-end Treasurer's Financial Report/Statement.	Store in Organization Record books.	PERMANENT.
Treasurer's reports, periodic.	Compile and file records on a yearly basis.	3 Years. Store with Financial Records. Destroy after 3 years.
Bank statements, canceled checks, check registers, investment statements and related documents.	Compile and file records on a yearly basis.	7 Years. Store with Financial Records. Destroy after 7 years.
Annual information returns (IRS Forms 990, 990ez, OR CT-12)	Federal law requires that the 3 most recent years returns be kept in the Organization's headquarters office and be made available for public inspection upon request.	PERMANENTLY. Store with Financial Records.

*[Last updated January 15, 2016]*

## OMGA 'GROWING GARDENERS' CONFERENCE SCHOLARSHIPS

The amount of money devoted to providing scholarships to assist members in attending the OMGA 'Growing Gardeners' Conference will be established each year as part of the budget preparation process. The total, as well as the individual scholarship amounts, will be established at this time.

The following people will automatically qualify for scholarship assistance:

- President
- Vice President
- Secretary
- Treasurer
- OMGA Representative (or OMGA Alternate, if Rep declines)
- Membership Director
- Immediate Past President
- Search for Excellence Presenter
- 4 Members at Large

In the event that any of the Officers choose not to use their scholarship, those funds will remain in the scholarship pool and be made available to the general membership on a merit or need basis. Application will need to be submitted to the Executive Board. The merit or need qualifying criteria will be set each year by the Executive Committee. Any unused scholarship monies will be returned to the general fund at the close of the fiscal year.

*[Last updated March 12, 2018]*

## **NOTIFICATION OF CHANGES IN COMMITTEE HEADS**

Whenever there is a change in committee leadership, the outgoing individual or their committee head (e.g. the Discovery Garden Coordinator for a Discovery Garden garden head) should notify the President.

The President then notifies the following individuals:

- Membership Director
- Treasurer
- Webmaster
- Newsletter Editor
- E-mail Communications Coordinator

The President announces the change at the next board and chapter meetings.

*[Last updated January 15, 2016]*

## USE OF DISCOVERY GARDEN PAVILION

These guidelines have been established for use of the Discovery Garden pavilion:

1. Available for educational purposes at no charge to 3 groups: DCMG, Extension staff, Douglas County Recycling Manager.
2. One named person from above list will assume responsibility for each reservation. Duties include:
  - Responsible for unlocking/locking supply room
  - Responsible for put up and take down any chairs and tables
  - Responsible for cleaning floor and closing all gates
  - Responsible for removing any signs or posters
  - Responsible for IMMEDIATE removal of all garbage from site
3. No projects or classes of any sort that use chemicals, glue or paint may be done in the pavilion. All such activities should be set up outside the garden area.
4. Reservation calendar will be hung in the MG plant clinic. Place the name of group, time of use, name and phone number of responsible person on calendar.
5. Garden is open to the public at all times. Pavilion users may post a “reserved sign” for day of use.
6. Extension Staff may make their own reservations; groups may contact the Discovery Garden Coordinator or Community Outreach Coordinator for further info.

Master Gardeners may use the pavilion for non-educational events such as family gathering or fraternal organization. The MG assumes all the above responsibilities and must attend said event. We would appreciate a donation for use of the pavilion under these circumstances.

*[Last updated August 26, 2013]*

## **BACKGROUND CHECK**

A background check is required for Master Gardeners working with children when teachers or parents are not present. Contact the Horticultural Agent for instructions.

*[Last updated February 14, 2017]*

## **E-MAIL TO MEMBERSHIP**

Members may ask the E-mail Communications Coordinator to forward e-mail messages to the membership. Only members in good standing who have paid their dues may have e-mail forwarded. Items may be posted for sale if the proceeds are donated to the chapter. Other items related to gardening (plants, windows, bulbs, equipment, etc.) may be offered for free to other gardeners via the MG email communication system. Announcements of external events are allowed only if they relate to gardening and are of general interest to Master Gardeners. Questions about appropriate e-mail messages are referred to the President.

*[Last updated February 7, 2017]*

## **MEMBERSHIP DUES DEADLINE**

Annual dues must be paid by January 1<sup>st</sup> of the year. Members are notified of this deadline via biweekly e-mails starting in November of the prior year, as well as announcements in the November and December newsletters of the prior year. Members who do not pay their dues by the deadline will be removed from the membership roster and the e-mail distribution list.

While membership may be reinstated at any time by the payment of dues, members should be aware of the additional burden this imposes upon their fellow volunteer Master Gardeners.

*[Last updated January 15, 2016]*

## **AWARDS BANQUET DEADLINE**

A deadline of two (2) weeks before the event will be set as the cutoff point for Banquet signups. That will give the Banquet Coordinator a final count to make food arrangements, and time to allow the Awards Chairman to do last minute organization of awards and shop for hours gifts only for those who are attending. Awards will **not** be presented to anyone signing up after the deadline. The Banquet Coordinator needs to inform late signups that they may come and join in the festivities and dinner, but they will not be acknowledged with any awards during the evening.

*[Last updated February 7, 2017]*

## VOLUNTEER HOURS RECORDING

Members are responsible for verifying that their volunteer hours are recorded accurately. The hours are reported on the web site and in the binders at the Plant Clinic. Any corrections must be made before ~~the end of~~ January 10<sup>th</sup> for the prior year. Changes to earlier years are not possible.

*[For approval by chapter on April 26, 2018]*

*[Last updated February 19, 2018]*

# MASTER GARDENER RE-CERTIFICATION GUIDELINES

We've all heard that "recertification" is coming! For our chapter, this requirement is for MG's who want to do clinic, outreach, and teaching. Recertification for Master Gardeners is necessary in the second year and annually after completing the first year of training and doing your 60 hours of volunteer time.

**If you are not doing clinic, outreach, or teaching, you do not have to recertify.**

## **Timesheet Modification for 2017 – Recertification**

Our timesheets have been modified to include buckets at the bottom of the form for recertification time. You should continue to report your hours in the standard categories on the top section of the form as we have been doing. For those who want to get recertified, the hours completed that meet the category requirements, as described below, should also be recorded in the bottom section of the timesheet. For example, if you work in the Plant Clinic for 4 hours during a month and wish to have that time counted towards your recertification hours, you would record the time on the Plant Clinic line in the upper section of the form and also in the Service section at the bottom of the form.

## **Requirements for Recertification**

Recertification requires 30 hours total with 20 hours of volunteer service and 10 hours of continuing education. This recertification is valid for one year. Category details are listed below.

- Service (20 hours total)
  - Direct and indirect educational hours (10 hours)
    - Direct educational hours: Plant clinic, instructor, conference or seminar, educational gardens (making signs, teaching a class, leading a tour), writing articles for the paper or newsletter.
    - Indirect educational hours: Planning committee for event, MG class mentor, educational garden maintenance for a garden used in teaching.
  - Support Hours (10 hours)
    - Fundraisers (plant sale, trash to treasures, bake sale), office support, database work hours etc., photo copies for winter training program, MG association (serve as an officer, board member, OMGA rep).
- Continuing Education (10 hours)
  - Attend gardening seminars, workshops, and outreach programs (MG winter training) that are research based and taught by qualified instructors who the agent has supported. The curriculum should extend the MG Sustainable Gardening material.

*[Last updated February 7, 2017]*

# JOB DESCRIPTIONS OF OFFICERS

## PRESIDENT

The chapter bylaws state:

*“The President shall preside at meetings of the Chapter. The President shall have the authority to appoint committee chairpersons and committee members as necessary. The President shall cause a detailed job description of each elected position and chairperson be maintained.”*

The traditional statement made at the inauguration is:

*“<Announce name>*

*It is a pleasure to welcome you as the elected chief executive of this organization. You are the most highly honored of its officers. You are granted the highest authority and heaviest responsibility for leading current chapter mission objectives, maintaining fiscal stability, and ensuring that the chapter continues to discharge its objectives.*

*Presiding at meetings is the easiest of your tasks nevertheless you must give careful preparation and alert attention. You must give serious thought to the selection of your committees, seeking counsel from others and consulting with your fellow officers. You must keep in constant touch with your committees and advise them in their work.*

*Do you, <insert name>, promise to uphold the duties and responsibilities of President?”*

The President is responsible for the following:

Set the agenda for the Executive Board and Chapter meetings, soliciting input from the membership.

Review the Executive Board and Chapter meeting minutes for the Secretary, before they are published.

Confirm and/or select committee chairs and coordinators. For special or temporary projects and issues, establish an ad hoc committee and provide it with a clear objective. Abolish this committee when the task is completed.

Implement the “Notification of Changes in Committee Heads” policy, ensuring that everyone is aware of the changes in key voluntary responsibilities.

Write a monthly article for the newsletter.

Supervise implementation of the Document Disposition and Retention policy.

In September, begin the budget process, so that the new budget can be approved at the November meeting before the fiscal year begins in January.

In early December, schedule the Annex auditorium (Douglas County Facilities Manager) and kitchen (Extension office manager) for the entire coming year. Dates include winter training, chapter meetings and executive board meetings. Reserve the Discovery Garden Pavilion for the September chapter meeting.

In January, participate in the Training Class Concurrent Session and present the following: Executive Committee, Chapter Meetings, Community Education, OMGA, OMGA 'Growing Gardeners' Conference, New Projects/Activities, Diagnostics Group. Ask each group of trainees to complete the Interest Questionnaire and collect before leaving session.

In January, participate in Trainee Discovery Garden Tours.

In January through March, work with the Policies Coordinator and Secretary to conduct the annual review of the Policies and Procedures Manual and bylaws.

In April, create a Nominating Committee to recommend candidates for the next year's officers.

In June, create an Audit Committee to convene in July to audit the Treasurer's books. This audit should be completed before the installation of the new officers at the August chapter meeting.

Approximately six weeks prior to the OMGA 'Growing Gardeners' Conference, solicit applicants for the conference scholarships.

*[Last updated March 12, 2018]*

## VICE PRESIDENT

The chapter bylaws state:

*“The Vice President will preside at Chapter meetings in the absence of the President, will act as the Continuing Education chairperson, and shall assist the President as the parliamentarian.”*

The traditional statement made at the inauguration is:

*“<Announce name>*

*You have been elected to serve as Vice-President. As next in office to the president, you become his/her understudy. You shall assist the President in conducting meetings, act as Program Chairperson, serve as parliamentarian for the chapter and preside at chapter meetings in the absence of the President. You may be asked at any time to step in his/her absence or incapacity. Let me ask you to give careful attention to what I am about to say to the elected president and to consider the remarks as being addressed also to you.*

*Do you, <insert name>, promise to uphold the duties and responsibilities of Vice President?”*

The Vice-President is responsible for the following:

Ensure that proper procedures are followed for conducting meetings. In the event of procedural errors, the Vice President will invoke Roberts Rules of Order to restore continuity. It is advisable to familiarize yourself with this information. A copy of Roberts Rules is maintained in the President’s file box.

Provide the continuing education programs for the Chapter. At the present time, this would be the hour preceding the scheduled monthly business meetings during the months of October through May. There is no meeting in December. Because our summer meetings (June through September) are usually potluck luncheons held at outside locations, the continuing education programs are usually suspended.

Alert the membership periodically as to the content of these programs. This is done via meetings, e-mail and the newsletter.

Submit an estimate of the cost for this continuing education activity during the budget preparation process.

When required, chair the By-laws and Policy and Procedures Revision Committee.

*[Last updated August 26, 2013]*

## SECRETARY

The chapter bylaws state:

*“The Secretary shall record and maintain Executive Board and Chapter meeting minutes, assist the President in correspondence preparation as necessary, and maintain a current Chapter policy and motion file.”*

The traditional statement made at the inauguration is:

*“<Announce name>*

*You have been elected to serve as Secretary. The job of Secretary is one of the most challenging of duties. It is your responsibility to keep a careful and accurate record of the activities of the club and preserve these records for future reference. Your primary responsibility is to prepare minutes of the proceedings of the general and executive as well as any special meetings where Chapter business is discussed.*

*Do you, <insert name>, promise to uphold the duties and responsibilities of Secretary?”*

The Secretary is responsible for the following:

Write the meeting minutes for all Executive Board and Chapter meetings. Try to keep the minutes concise, recording the key decisions and discussion points. Highlight any changes to chapter policies and the responsibilities of officers and committee heads, for inclusion in the annual update to the Policies and Procedures Manual. Send minutes to the President for review/corrections before sending them for publication. Append the Treasurer’s financial report to the minutes, to incorporate it into the official record of the meeting. Publish the minutes in PDF format.

Publish the Executive Board minutes within a week of the meeting. E-mail them to the Webmaster, who will publish them on the web site and alert the E-Mail Communications Coordinator to notify the membership that the minutes are available.

Publish the Chapter meeting by the Saturday after the meeting. E-mail them to the Webmaster and Newsletter Editor. The minutes will be archived on the web site, and published in the newsletter.

Archive printed copies of the Executive Board and Chapter meeting minutes in the binder in the Plant Clinic. Post the most recent minutes on the bulletin board in the Plant Clinic.

Assist the President and Policies Coordinator as needed with the annual review of the by-laws and the Policies and Procedures Manual

*[Last updated March 7, 2018]*

## TREASURER

The chapter bylaws state:

*“The Treasurer shall have custody of Chapter funds and keep full and accurate record of receipts and disbursements in Chapter financial books. The Treasurer shall deposit all monies and other valuables in the name of and credit of the Chapter in such depository or depositories as may be designated by the Executive Board. The Treasurer shall disburse Chapter funds in accordance with the budget or as directed by the Executive Board. The Treasurer shall provide a report of all financial transactions and of the financial condition of the Chapter at each regular meeting, and to the audit committee as required. The Treasurer shall serve without bond.”*

The traditional statement made at the inauguration is:

*“<Announce name>*

*You have been elected to serve as Treasurer which requires; in addition to financial ability, personal integrity. Your duties will be to oversee the funds of the organization, deposit all monies and other valuables in the name of, and to the credit, of the chapters in such depository or depositories as may be designated by the Executive Board, to keep proper records, and make a report of the finances at such times as the president and officers may require, not less than at each chapter meeting. This office in the DCMG is not bonded.*

*Do you, <insert name>, promise to uphold the duties and responsibilities of the office of Treasurer?”*

### Audit

Your first responsibility is to make sure that the books have been audited, hopefully prior to your taking responsibility for them. An audit report should accompany the books, read it and if you are in doubt concerning any portions of this report, consult with the audit committee to determine what practices they recommend. If there is still some concern, it should be discussed at the next executive meeting.

Remind the President to empower an audit committee each June so that the books can be audited before the August meeting.

### Signature Authorization

Make arrangements to change our signature cards with the bank when there is a change in the officers of President and/or Treasurer. This task needs to be completed (while you are continuing as Treasurer and the President is changing or if the President is continuing and the Treasurer is being changed) in order for you and the President to be authorized to sign checks. Prior to the installation of a new treasurer and president draft a letter to be signed by both incumbents advising the bank(s) of the incoming officers and the effective date. Only one of the two signatures is required to negotiate a check.

## Reports

Make financial reports of our active accounts to the Chapter at our monthly meetings. In addition condense these reports into income and expense statements and published them in the newsletter.

A committee chairperson may request an accounting of their committee finances periodically. You should be prepared to provide this information, (no later than the next executive meeting).

## Dues

OMGA Dues are forwarded periodically to the OMGA Treasurer. You will need to state how many paying members and how many trainees these dues represents. Trainees do not pay dues the first year of membership.

## Budget

At the September meeting alert the membership that the budget preparation process will begin at the October executive meeting. Include this announcement in the newsletter.

Preside over the new budget discussion at the executive meeting.

Present this proposed budget to the membership at the October general meeting, making sure that it is also appears in the newsletter. This budget is to be approved by the membership at the November general meeting.

## Tax Reporting

At the end of the calendar year you will be required to fill out specific reports, provided by the OMGA Treasurer, covering the financial activities of the Chapter. The OMGA Treasurer will provide required information to the IRS for all OMGA Chapters.

## Liability Insurance

Procure a separate liability insurance policy to cover our three major fund raising events each year.

## Archive Records

As part of your activities at the end of the year you are encouraged to make a new file (in Quicken) for the coming year, carrying forward only the uncleared checks and the ending balances of all of our accounts. The Quicken program allows you to do this with a little understanding. Be sure to complete your backup procedure before attempting this procedure. The new files will be named just like the previous year except for the year. The previous year will then be saved as a separate file and the new file will be used for the financial records going forward.

Make sure that the completed (previous file) is copied to the office computer and a backup copy made and stored. Remove all of your supporting papers from your portable file putting them in a folder then place them in the office file cabinet along with the other previous year's papers.

## Document Retention and Disposition

Annually review and dispose of financial records as described in the Document Retention and Disposition procedure and report the completion to the President.

*[Last updated February 7, 2015]*

## MEMBERSHIP DIRECTOR

The chapter bylaws state:

*“The Membership Director will collect all dues and keep an address, telephone and e-mail list current for all members. The Membership Director will publish the list by April 1.”*

The traditional statement made at the inauguration is:

*“<Announce name>*

*You have been elected to serve as Membership Director. Your task is threefold:*

*First, you must promote the values of membership to potential Master Gardeners and continually, work to emphasize the rewards which can be gained by being a part of the Douglas County Master Gardener organization.*

*Second, it will be your task to maintain an accurate and updated membership database.*

*Third, you will be responsible for soliciting and collecting annual dues and working with the Douglas County Master Gardener Treasurer, assuring that the Oregon Master Gardener Association portion of the dues is paid based upon your records.*

*Do you, <insert name>, promise to uphold the duties and responsibilities of Membership Director?”*

### Membership Data

Maintain a DCMG membership document in a spreadsheet format, consisting of our current members. This document needs to contain the members Phone number, Name (last & first), Address (complete with city, state & zip code), Email address (if available) and their year of training. In addition, include a column with the names and offices of the current officers and committee appointees.

### Membership Roster

Your master list should be updated each time you are made aware of any changes. The roster is to be sent to our President and Secretary for proofing before it is sent out to membership.

At the end of January, the new trainee class will be added to this Excel file and shown as Trainees. This new roster will be emailed the first week of February to members.

In March, the membership roster will be available for pickup in the Plant Clinic. Distribute an updated membership roster (with new changes highlighted in yellow) by e-mail every month in two different PDF formats, one last name sort and one first name sort, via the E-mail Coordinator. Publish quarterly updates of changes and have at chapter meetings for members without email. Print an updated and current version of the roster monthly for the Plant Clinic.

## Dues

By the end of the third quarter, you should know the amount of dues that OMGA is charging for the coming year. The chapter adds a small amount to this for our insurance coverage and incidentals. There is also a small surcharge for those members wanting the newsletter mailed to them each month. With this information, make a motion at the October board meeting for the dues amount. Once passed, you will make the same motion at the October general meeting. Prepare a dues collection form for inclusion in the November and December newsletters. Also, plan to have a reminder put onto the first page of the January newsletter.

Set up a procedure for collecting the dues beginning as near the first of the year as is practical. Information that you will need to track are the members Name, the amount of dues they paid, How they were paid (Cash, Check number, Money order), and the date they were paid. This information is necessary for our own database records.

Collect the dues from the membership and periodically transfer these funds to the Treasurer.

When it appears that all of our dues are collected you will advise the Treasurer to issue a check (in the appropriate amount) payable to OMGA and have it sent to the OMGA Treasurer. In the event that additional dues are collected, a second or even third transmittal will be necessary and sent to the OMGA Treasurer.

*[Last updated March 8, 2017]*

## STATE REPRESENTATIVE AND ALTERNATE STATE REP

The chapter bylaws state:

*“The State Representative is a voting member of the OMGA Board and will have the responsibility to attend the quarterly meetings. The State Representative shall report to OMGA on DCMG chapter activities with an oral presentation and a written report. Each Chapter is entitled to one vote at OMGA meetings; the State Representative will vote on state issues as directed by chapter membership and report statewide activities and issues to chapter membership.”*

*“The Alternate State Representative shall perform the duties of the State Representative when said person is not available. The Alternate State Representative will have voting privileges when performing duties in the absence of the State Representative.”*

The traditional statement made at the inauguration is:

*“<Announce names>*

*As State Representative, you are responsible for representing the Douglas County Master Gardeners to the Oregon Master Gardener Association. You will participate at the OMGA quarterly meetings with written and oral reports on DCMG activities and in turn report back to DCMG relevant OMGA issues and activities. The Alternate Representative serves jointly and represents DCMG as required.*

*“Do you, <insert names>, promise to uphold the duties and responsibilities of the office of State Representative?”*

Attend four (4) quarterly meeting of OMGA, in March, June, August (at OMGA Conference) and November. Travel expenses are reimbursed per the State Representative Travel Reimbursement policy.

Submit a written report to the OMGA Secretary, the OMGA President and the State Program Leader at OSU two (2) weeks prior to the quarterly board meeting. The report shall focus on activities that could be of mutual benefit, new outstanding programs or achievements and problems or issues that could affect the chapter or OMGA. An optional oral report can also be given at the quarterly meeting by contacting the OMGA President and being added to the agenda. Oral reports are to be limited to 2 minutes. During the meeting take notes and bring back to the Chapter the issues that were brought up during the meeting.

Communicate to OMGA issues that the Chapter might have with the State organization.

Submit changes, as occurring, of officers and key committee chairs for inclusion in the OMGA database.

Vote on issues as required at these meetings.

Make a complete report to the Chapter at the next scheduled executive and general meetings. The votes that you cast should be communicated to the Chapter as part of your report. Submit this report for publication in the newsletter.

Your attendance at the executive and general meetings will enable you to represent the interests of our Chapter at these OMGA meetings.

*[Last updated February 7, 2016]*

## PAST PRESIDENT

The chapter bylaws state:

*“The Past President will act as mentor to the current president and, as a member of the executive board, has voting privileges.”*

*[Last updated August 26, 2013]*

## **JOB DESCRIPTIONS OF COMMITTEE HEADS**

## AUDIT COMMITTEE

The chapter bylaws state:

*“An audit committee shall be appointed by the President to conduct an annual audit of Chapter funds. Executive Board members shall not serve on this committee. The committee shall submit a preliminary report to the Executive Board by July 31. The final report [is] submitted to the membership at the August Business meeting.”*

### Overview

Periodic auditing is an excellent practice. It provides some assurance that books are being properly maintained and that records are reliable.

The Audit Committee’s purpose is to conduct an independent review of financial records and render an opinion as to their fairness and reliability. The Committee determines whether generally accepted accounting principles such as the following are being adhered to:

- Are entries in accounting records based on objective evidence?
- Are financial reports issued periodically?
- Is all revenue recognized and reported?
- Are all costs allocated to assets or expenses?
- Are financial statements presented in a manner which provides clear understanding?
- Are financial statements and accounting records prepared in a consistent manner?
- Are principles of materiality (significance of transactions, balances, and errors in financial statements) and conservatism (asset valuation) adhered to?

The actual investigation undertaken by the Audit Committee will depend on the circumstances of the organization being audited and the experience of the Committee members. Some specific examinations that the Committee can make include the following:

- Spot check receipts and payments to confirm adequacy of supporting information such as invoices, vouchers, etc.
- Spot check journal entries.
- Compare balance sheet data with bank and brokerage statements.
- Review financial statement and confirm that it is in balance. (Confirm that the change in fund balance for the period equals net profit or loss for the period.)
- Confirm existence of a current budget and monitoring of that budget.
- Verify that reports due to governmental agencies have been prepared and submitted in a timely manner.

## Process

The Audit Committee should be drawn from the general membership as Executive Board members are not eligible to serve.

The Audit Committee chair should arrange the meeting time and place for the audit to take place and then inform the Treasurer and committee members. This should be scheduled in early July so the preliminary report can be made to the Executive Board by July 31.

The Committee should compare entries in the financial records with the supporting documentation, compare expenses versus budgets, verify bank account balances, and examine other financial information as they deem reasonable.

The Committee should verify that required tax reporting is complete and all necessary records are retained as required.

The Committee should review chapter liability insurance to verify that it provides the required coverage.

The chair of the Audit Committee is required to provide a written preliminary report detailing the results of the audit to the Executive Board prior to the August board meeting. After approval by the board, the report will be presented to the membership at the August chapter meeting.

*[Last updated September 27, 2013]*

## AWARDS

The Awards Chair is responsible for the following:

1. Tracking of the volunteer hours to determine the timing for issuing the appropriate swinger bars to the contributing members. The swinger bars are awarded in the following fashion.
  - a. An orange “APPRENTICE” swinger will be issued to all trainees who successfully complete the training course.
  - b. An apprentice completing their 60 hours of payback with a minimum of 36 hours of clinic time will be able to trade their orange “APPRENTICE” swinger for a swinger noting the completion of 60 hours. The extension agent must approve exception to the 36 hour clinic minimum.
  - c. The next exchange of a swinger bar happens at the completion of 200 hours. At this point the member will be asked to turn in their 60 hour swinger for one showing 200 hours. New swinger bars of 200 hours or more will be issued only once a year, in January, after the previous year’s hours have been totaled.
  - d. This process will continue at each of the following achievements.
    - i. 500 hours
    - ii. 750 hours
    - iii. 1000 hours
    - iv. And each 500 hours thereafter
2. Selection and supervision of an Awards Committee usually made up of Past DCMG of the Year award winners and others that might be knowledgeable of those members who would be qualified to receive awards.
3. Preparation of the documentation for the awards issued by OMGA at the OMGA ‘Growing Gardeners’ Conference banquet. The application materials are available on the OMGA web site. At present, these awards include:
  - a. The County Master Gardener of the Year
  - b. Our possible nominee of the State Master Gardener of the Year
  - c. Our possible nominee of the Behind the Scenes M.G. of the Year
4. Preparation of the certificates that are to be awarded to the recipients at our annual awards banquet. The contents of these certificates are usually determined by the type and quantity of volunteer hours volunteered by each member in the chapter.
5. Participation in the Annual Awards Banquet. Work to help schedule the event and co-ordinate the activities of the banquet. [See Awards Banquet section for more information.]
6. Tracking Years of Active Service. Active means that volunteer hours are performed each year – just paying dues during a year does not count as service. You must pay yearly dues and perform service

to be considered. Active Years of Service Awards will be presented each year at the Annual Awards Banquet. Awards will be presented for every 5 years of service (i.e. 5, 10, 15, 20, etc). Members that have done 15 years of active service or more will also be awarded a Years of Service swinger bar. Members will exchange bars each time they have earned a new one.

*[Last updated February 7, 2017]*

## AWARDS BANQUET

The Awards Banquet is one event organized and executed by two different chairs, the Banquet Coordinator and the Awards Chair. The date, time, and place of the Banquet shall be decided and agreed upon by both chairpersons.

The banquet shall take place after the end of the Master Gardener year (August 31).

The Awards Chair is responsible for the Program portion of the event.

- Lay out the agenda for evening program (coordinating with the Banquet Coordinator to include space for doing door prizes throughout the evening, and for the coordinator to acknowledge volunteers who helped with the event)
- Make all preparations for the awards to be presented during the evening
  - Print certificates and get them signed by the president
  - Frame all major awards
  - Create any other awards: MG Choice, Years of Service, etc.
- Arrange for the Master of Ceremonies. [The Master of Ceremonies shall be the person who was President during the year the volunteer services were provided. Should that person choose not to or is not able to attend, the Chairman will ask for a recommendation for someone else to stand-in, and make those arrangements.]
- Make arrangements for the current President and Horticulture agent to be part of the program if they are in attendance
- Shop for small gifts to recognize volunteer hours
- Buy gifts for the major award winners

The Banquet Coordinator is responsible for the dinner portion of the event.

- Reserve the building once date has been agreed upon.
- Make arrangements for the setup of the building.
- Do the decorating for the event.
- Decide what will be provided for dinner and make arrangements for that to happen. [Traditionally the banquet provides the main course, with breads, salads, and desserts being pot-lucked by attending members.]
- Provide beverages
- Shop for needed supplies and door prizes
- Be responsible for the signup sheet to attend
- Provide needed article to publicize event in the newsletter, and any email reminders

- Provide a cleanup crew after the event is over

The signup sheet to attend needs to be out starting at the first summer meeting in June, and taken to the July and August meetings as well. An article should be in each of those monthly newsletters, and an email should be sent at least once during each of those months as a reminder that the signup sheet is available.

A deadline of two (2) weeks before the event will be set as the cutoff point for Banquet signups. That will give the Banquet Coordinator a final count to make food arrangements, and time to allow the Awards Chairman to do last minute organization of awards and shop for hours gifts only for those who are attending. Awards will **not** be presented to anyone signing up after the deadline. The Banquet Coordinator needs to inform late signups that they may come and join in the festivities and dinner, but they will not be acknowledged with any awards during the evening.

*[Last updated August 26, 2013]*

## BAKE SALE

The DCMG annual bake sale is held the weekend prior to Thanksgiving at Sherm's Thunderbird Market in Roseburg. As chairperson(s), it is your responsibility to facilitate this fund raiser for the chapter. The following is a brief outline of your duties:

- After the first of the year (the sooner the better), contact the manager at Sherm's Market to reserve date (7am – 4:30 pm Saturday before Thanksgiving).
- Schedule extension kitchen for day before bake sale (Friday) to receive baked goods. (Noon -5:00Ppm)
- At September membership meeting, remind members of date for Bake Sale and circulate committee sign-up sheets for duties associated with the sale.
- In October newsletter write brief blurb reminding membership of bake sale date to reserve on their calendar.
- In Mid-October, send weekly emails to soliciting sign-ups, donations of baked goods or money for non-bakers and pie tins. Also, remind membership that flyers are in the Plant Clinic. contact manager at Sherm's Thunderbird and verify the scheduled date reservation.
- At October membership meeting, give presentation encouraging participation in bake sale and discuss pertinent details. Have bake sale flyers ready for members to distribute throughout Douglas County. Pass around the committee Sign-up sheets and let members know they will be in the Plant Clinic for others to access easily.
- Throughout October and November, co-ordinate the distribution of donated ingredients, pie tins and money to those who bake a lot of goods.
- In November newsletter, write a more detailed article including details of sign-up for working the sale, dates and times for dropping off bake goods, suggestions for festive wrapping, packaging, etc. Don't forget to mention sign-up sheets located in the Plant Clinic. Contact the Publicity Chair and have an ad posted in the News Review. At the same time, contact the people who manage the web site and Facebook page to add an announcement about the Bake Sale. Provide the flyer file to be used for the announcement.
- Approximately 2 weeks prior to the sale, contact UCAN and arrange pick up and return of materials needed for a food collection site at the Sale.
- Monday before sale, send email out to membership reminding them to bake and also of their commitment to work the sale if they have signed up. Send email to the committee members with job descriptions, time to report and expected time of service.
- On Thursday before the sale, pick up tables, chairs and rolling shelves from the Discovery Garden. The shelves are located in the yellow barn and the the tables and chairs are in the storage on the back side of the pavilion. Keys are in the Greenhouse.
- On the day before the Bake Sale (Friday) arrive early (12:30pm) to begin accepting baked goods, log, attach ingredient labels, price and add decorative wrapping, if necessary.

- On day of sale arrive early (7:00am) to set up baked good and receive baked goods coming in. Make sure all goods are wrapped thoroughly with price affixed along with completed ingredient label. Last half hour of sale slash prices to ½.
- Make arrangements ahead of time for treasurer to be present at end of sale to take money for tallying and deposit.
- Make arrangements for tables, chairs and rolling carts to be returned to the Discovery Garden

A comprehensive outline is contained in the large gray tote at the Extension Office with time line, Newsletter articles, flyers, contact information, sign up sheets, and all materials needed.

*[Last updated February 14, 2017]*

## COMMUNITY OUTREACH

Outreach responsibilities are to be the contact between Douglas County Master Gardeners and the public. Typically when organizations contact the extension office, they are referred to the Community Outreach Chair. Most requests are for presentation of gardening information. The Community Outreach Chair maintains a list of presenters of various gardening topics, and schedules the appropriate person to do the presentation.

A library of PowerPoint presentations is maintained in the horticulture agent's office. Keeping this library current is the responsibility of the person who created the individual program. In the event that the originator of a program has moved on, anyone willing to assume responsibility for that presentation is welcome to do so. Presentations are in no way to be limited to PowerPoint. Presenters are encouraged to use any means necessary to present sound fact-based gardening information.

Scheduling Master Gardener presence at community events, such as the Douglas County Fair, is not the specific responsibility of the Community Outreach Chair. They should bring these events to the attention of the group, and assist in coordinating the event with whoever takes responsibility for it.

The Community Outreach Chair is responsible for maintaining a record of contacts with groups and individuals, a tally of these contacts is to be given to the horticultural agent upon request.

*[Last updated August 26, 2013]*

## COMPOST TEA

The brewing and distribution of compost tea is a fundraiser for the DCMG's. Tea is sold on Tuesday mornings to interested Master Gardeners on a reservation basis at \$2/gallon. Due to the high demand within the organization we have placed a limit of 2 gallons per MG each week.

The duties of the Compost Tea chair include:

- Communicate with the membership via email and the newsletter regarding upcoming reservation availability. Reservations are made on a first come, first serve basis. A waiting list will be kept to fill orders not picked up or when people are going to be gone.
- Keep track of ongoing weekly reservations via some sort of spreadsheet i.e. Excel.
- Handle money received and turn funds into treasurer (with completed income sheet) as needed.
- Coordinate CT workers and substitutes as necessary.
- Coordinate process with person in charge of worm bins as necessary. This person currently starts the brewing process 24 hours prior to download of the CT.
- Be available to membership by email for communication purposes i.e. tea reservations, tea cancellations, etc.

Tea brewing begins the first week in April. Tea downloaded this month is distributed among the plant sale plants in the greenhouse/patio area across from the tea brewer. The sale of tea to MG's begins the Tuesday directly after plant sale in May. We continue brewing tea through the month of August.

Jugs should be put away for the winter with no lids on them. Dirty jugs should be thrown away. Jugs need to be suspended from rafters to discourage varmints from chewing on them. Give the brewer a final cleaning and rub down. Rags should be taken home and washed.

*[Last updated August 26, 2013]*

## DISCOVERY GARDEN

The Discovery Garden Coordinator is responsible for the following:

1. Coordinate activities of all the sub gardens in the Discovery Garden
  - a. Make bulk purchases as needed
  - b. Arrange work days and work crews
2. Work with agent to schedule pruning classes and to accomplish pruning winter and spring.
3. Arrange for pump cleanout as needed by scuba divers.
  - a. Monitor need to blow out irrigation pipes
  - b. Monitor filling of water reservoirs
  - c. Keep path clear to the pump/river for scuba diver access
4. Work with volunteers to set-up field irrigation in spring and take down in fall.
5. Recruit volunteers for summer irrigation program.
  - a. Trouble-shoot broken, plugged equipment
  - b. Schedule water as needed
  - c. Monitor filter system for algae/water pressure
6. Be aware of entire irrigation system.
  - a. Know where turnoff valves are
  - b. Keep map of system
  - c. Monitor for breaks, work with volunteer to read meters weekly/monthly
  - d. Be aware that irrigation system encompasses entire HLC which is fed from our pump
7. Be aware of potential for freezing pipes in UBW system.
  - a. Know where all turnoff valves are
  - b. Know how to close down bathrooms and to protect pipes during extreme cold
8. Arrange for volunteers to maintain weed control in DG and HLC.
  - a. Weed-eat fence lines, ditches, etc. as needed
  - b. Spray pathways, around buildings
  - c. Control weeds under filberts, thistle in fields, etc.

- d. Use mulch as necessary in DG and around buildings for weed control (leaves and/or chips)
  - e. Work with greenhouse and victory garden to control weeds
9. Contact and monitor entities (power company/tree trimming companies) who are willing to dump chips at the HLC as requested by DG Coordinator.
  10. Work with volunteers to acquire manure as needed for compost.
  11. Keep in contact with community groups using the HLC and DG during the year.
    - a. Festival of Lights
      - i. FOL uses electricity in pavilion for horse carriage rides
      - ii. Monitor garbage clean-up on grounds
      - iii. Contact FOL if road needs repair
      - iv. Be aware of damage or misuse by FOL or public
    - b. Pepsi Float was not held at River Forks in 2017. If it is scheduled:
      - i. A private electrician will disconnect our electricity for the river pump for the day. Obtain name & phone number to insure the ability to contact electrician if it is not replaced properly.
      - ii. Make volunteers aware that water will not be available that Saturday
      - iii. Do test run that evening to insure pump is reconnected
    - c. Show & Shine
      - i. Arrange for parks dept to secure the pipestands in the pasture. Best done with hay bales.
      - ii. Have compost, chips out of access area to the pasture
      - iii. Follow up with parks if problems exist
  12. Maintain “use of pavilion” guidelines as the chapter directs.
    - a. Monitor condition of pavilion
    - b. Provide MG office with calendar each year for MGs’ and agent’s reservations that meet guidelines for use of pavilion
    - c. Be aware of users and donations made
  13. Maintain donor board, update as needed.
    - a. MG criteria is \$100 value donation of materials/supplies
    - b. Community donations have no minimum amount
    - c. Prints Charming has been making the plaques
  14. Work with MG volunteer to keep supplies available for maintenance work.
    - a. Have volunteers assigned to purchase gas/diesel

- b. Monitor training of volunteers using tractor
  - c. Review need to repair items as needed
  - d. Arrange to recover paint on picnic tables, oil wooden structures and to maintain signs as needed
15. Be aware of need to purchase major pieces of equipment and to facilitate repairs as needed
- a. Be responsible for annual fire extinguisher recertification (4 extinguishers).
  - b. Every third year increase budget amount to cover cost of testing and reloading tanks
  - c. Locations: chemical room, green shed, yellow shed by tractor, small tank on tractor may be optional
16. Recruit volunteers for major garden committee chair positions
- a. Individual gardens: Japanese, children's, hedgerow, dahlias, lily beds, entry, iris, sun, shade, compost, vermicompost, biochar, hummingbird, ornamental, orchard, butterfly, EZ access, perennial border, herb, xeriscape, straw bales, rock
  - b. Maintenance of machinery, handyman jobs, etc.
  - c. Clean and stock restrooms
  - d. Tractor use, field mowing
  - e. Irrigation lead volunteer
  - f. Meter reader
  - g. Weed-eating/spraying
  - h. Signage
17. Work with winter program coordinator and agent to introduce new class to the DG and to recruit for individual gardens.
- a. Prepare for DG intro during training class (2 consecutive weeks)
  - b. Attend winter program to allow students to identify DG leadership
  - c. Arrange/announce work days in Jan, Feb, Mar to encourage and facilitate beginning their payback in the DG
  - d. Confer with agent regarding possible class project in the DG
18. Communicate with garden heads throughout the year.
- a. Use email to communicate; be aware of members without computer access

- b. Convene meetings as needed to discuss garden issues
  - c. Work with each garden to produce a yearly budget request
  - d. Submit DG budget request at budget meeting, be prepared to back-up the budget request with necessary data
  - e. Arrange for annual purchases of major supplies for the garden (mulch, gravel, chemicals, etc.)
19. Attempt to maintain working relationship with Parks department. As of 2015, there is no caretaker in residence. Try to get to know the park employees assigned to River Forks Park maintenance. They can be a good resource if problems arise.
20. As of 2018, the Dept of Youth Services will take over the old Pitchford Ranch facility. DCMG will be given our own water meter separate from Pitchford and will have new fence lines to help maintain. Plan on being a good neighbor:
- a. Spray as needed around HH, trees, weedeat, prune and mulch where it will improve esthetics of area
  - b. Establish relationship with Youth Services that may include working with the foster children in a garden setting
21. Consult with Extension Agent if Parks Dept or Youth Services has unusual request for use of HLC/DG property
22. Trust in volunteers and learn to delegate.

*[Last updated January 19, 2018]*

## EAST SIDE GREENHOUSES

### January

- Weekly Monday work day.
  - Check that all plants have been watered correctly.
    - The next automatic watering will occur the day after the work day.
  - Check misters on a frequent basis to make certain they are not plugged.
  - Start removing all moss from the top of the pots and add fresh soil and fertilizer
  - Start cycling grasses on the heat bed, as space allows to start forcing them
  - Reference the propagation chart and “shorts” list to see what needs to be propagated
- Complete an inventory update by the end of the month.
  - Make note of any plants with handwritten or broken labels and order new labels to replace
  - Update “shorts” list
- Start integrating new students that are interested in these sort of plants.
- Coordinate watering schedule as needed for the year. It is important to check the greenhouse often to insure plants are getting enough water and whether plants are getting too much water.
- Keep an eye on temps and protect outdoor plants with frost cloth if temps drop below 30 degs. If temps are going to drop below 25 degs, call for a crew to go out and help move as much as possible into sun greenhouse (on tables and under).
- Look after the greenhouses on cold nights to keep pipes from freezing during the cold months. If temps drop below freezing, will need to set heaters up a little higher in shade house.
- Keep an eye on the propane tanks and if low (approx 30%) coordinate with the Westside greenhouse to have tanks filled. We appear to be on the Monday route (1/26/2015)

### February

- Weekly Monday work day
  - Check that all plants have been watered correctly.
    - The next automatic watering will occur the day after the work day.
  - Check misters on a frequent basis to make certain they are not plugged
  - Start removing all moss from the top of the pots and add fresh soil and fertilizer
  - Start cycling grasses on the heat bed, as space allows to start forcing them
  - Reference the propagation chart and “shorts” list to see what needs to be propagated
- Complete an inventory update by the end of the month.
  - Make note of any plants with handwritten or broken labels and order new labels to replace
  - Update “shorts” list
- Keep an eye on temps and protect outdoor plants with frost cloth if very cold. Make sure greenhouses are looked after on cold nights.

## March

- Weekly Monday work day
  - Mid-March workdays return to Tuesday from 9-noon.
  - Check that all plants have been watered correctly.
    - The next automatic watering will occur the day after the work day.
  - Check misters on a frequent basis to make certain they are not plugged
  - Start removing all moss from the top of the pots and add fresh soil and fertilizer
  - Start cycling grasses on the heat bed, as space allows to start forcing them
  - Reference the propagation chart and “shorts” list to see what needs to be propagated
- Complete an inventory update by the end of the month.
  - Make note of any plants with handwritten or broken labels and order new labels to replace
  - Update “shorts” list
- Complete sale label inventory and get list into Karolyn Riecks to have sale labels prepared.

## April

- Weekly Tuesday work day
  - Check that all plants have been watered correctly.
  - The next automatic watering will occur the day after the work day.
  - Check misters on a frequent basis to make certain they are not plugged
  - Start removing all moss from the tops of the pots and add fresh soil and fertilizer
  - Reference the propagation chart and “shorts” list to see what needs to be propagated
- Complete an inventory update by the end of the month.
  - Make note of any plants with handwritten or broken labels and order new labels to replace.
  - Update “shorts” list
  - This is the final inventory before sale.
- Time to get outside water system in place in case needed.
- If weather above freezing at nights, begin moving plants out of sun greenhouse back to pallets. Take hardiest out first.
- Decide on prices to go on labels, put prices on labels and place in pots.
  - Put labels down in pots with writing facing outward and make sure label cannot slide down inside pot.
- Master Gardener Presale Support
  - The presale is usually the 2 weeks prior to plant sale on Thursday and again on Sunday.
  - Eastside Greenhouse help is needed for the presale to answer questions and help customers.
- Support sale team (Anne Waddington and Betty Ison) organize shipping to Fairgrounds
  - Different colored ribbons for each category

- Trees & shrubs need to be watered extremely well on Wednesday PM because they will be loaded on Thursday for early delivery to Fairgrounds Friday AM. Everything else will need to be watered extremely well on Thursday PM inside and outside.

## **May**

- Weekly Tuesday work day
  - Check that all plants have been watered correctly.
    - The next automatic watering will occur the day after the work day.
  - Check misters on a frequent basis to make certain they are not plugged
  - Reference the propagation chart and “shorts” list to see what needs to be propagated
  - Clean, weed, root prune (after sale)
- Complete an inventory update by the end of the month.
  - Make note of any plants with handwritten or broken labels and order new labels to replace.
  - Update “shorts” list
- Core team meeting will review the results of the sale and plant for the next 5+ years.
  - Review sales results
  - Note all varieties that were sold out
  - Review the ideal inventory for next year.
    - What sold this year +1
    - 2x any varieties that sold out
  - Review any customer feedback
  - Discuss any new varieties folks think should be added
  - Create dream inventory.
  - Create the next year “shorts” list of plants we need to create in the next 12 months to support next year’s sale
  - Create the following year’s short list of plants we need to create in the next 12 months to support long term sales.
- Friday, the day before the plant sale, have a Master Gardener at the greenhouse early AM to follow the shipping order for moving plants to the Fairgrounds from Eastside Greenhouses
- After the plant sale, have work crews help arrange plants back on pallets and incorporate plants not taken and decide what plants may want to get rid of.
- Plants will be for sale until the end of September and then we call a halt. The sale is on Tuesday’s from 9-noon to Master Gardeners only. All money for plants should be turned into Plant Sale Coordinator (Barbara Robinson) or Karolyn Riecks.

## **June, July, August, September**

- Weekly Tuesday work day
  - Check that all plants have been watered correctly.
    - The next automatic watering will occur the day after the work day.

- Check misters on a frequent basis to make certain they are not plugged
- Clean, weed, root prune
- Reference the propagation chart and “shorts” list to see what needs to be propagated
- Complete an inventory update by the end of the month.
  - Make note of any plants with handwritten or broken labels and order new labels to replace.
  - Update “shorts” list
- Remind MG’s that plants are for sale thru the summer.
- Make sure the automatic watering system is working.
  - Check before turning water on that all plants are upright and check rainbirds to make sure they are all working properly after turning water on.

### **October**

- Twice a week Tuesday and Thursday work days
  - Check that all plants have been watered correctly.
    - The next automatic watering will occur the day after the work day.
  - Check misters on a frequent basis to make certain they are not plugged
  - Start winter clean up, winter cut back, root pruning, and weeding
  - Reference the propagation chart and “shorts” list to see what needs to be propagated
- Complete an inventory update by the end of the month.
  - Make note of any plants with handwritten or broken labels and order new labels to replace.
  - Update “shorts” list
- This is the month to add Thursday to the weekly workdays.

### **November**

- Twice a week Tuesday and Thursday work days
  - Check that all plants have been watered correctly.
    - The next automatic watering will occur the day after the work day.
  - Check misters on a frequent basis to make certain they are not plugged
  - Start winter clean up, winter cut back, root pruning, and weeding
  - Reference the propagation chart and “shorts” list to see what needs to be propagated
- Complete an inventory update by the end of the month.
  - Make note of any plants with handwritten or broken labels and order new labels to replace.
  - Update “shorts” list
- Take the Thanksgiving week off.
  - Make sure someone is available to check water thru the week

### **December**

- Cancel work days in December, if possible.
- Have a small crew keep an eye on things.

*[Last revised February 7, 2015]*

## EMAIL COMMUNICATIONS

The E-Mail Communications Coordinator is responsible for forwarding e-mail messages from individual members to the membership, according to the E-Mail Communications Policy: “

Members may ask the E-mail Communications Coordinator to forward e-mail messages to the membership. Only members in good standing who have paid their dues may have e-mail forwarded. Items may be posted for sale if the proceeds are donated to the chapter. Other items related to gardening (plants, windows, bulbs, equipment, etc.) may be offered for free to other gardeners via the MG email communication system. Announcements of external events are allowed only if they relate to gardening and are of general interest to Master Gardeners. Questions about appropriate e-mail messages are referred to the President.

”

*[Last updated February 7, 2017]*

## **FACEBOOK PAGE**

The Facebook Administrator is responsible for maintaining the chapter's Facebook page, occasionally posting items of interest to the members. The page is at <https://www.facebook.com/douglascountymgs>.

*[Last updated February 7, 2017]*

## **FIELD TRIPS**

This committee is not currently active.

*[Last updated August 26, 2013]*

## HALLMARK

The Hallmark Chair promotes our group's sense of community by sending a greeting card with the best wishes of our group to members, their immediate families, and on occasion, to others, conveying the appropriate sentiments. Without violating their right to privacy, the Chair shares such information with the general membership at chapter meetings.

*[Last updated August 26, 2013]*

## **HISTORIAN**

The Historian maintains a scrapbook or on-line record of pictures, articles and other materials as a record of the chapter's history.

This committee is not currently active.

*[Last updated January 15, 2016]*

## HOSPITALITY AND BEVERAGES

The MG Hospitality and Beverages person is responsible for coordinating the food and beverages for the MG during the following activities:

Plant Sale: Details are covered in the Plant Sale documentation. Overall responsibility to provide beverages and coordinate kitchen volunteers, food, food safety for the two days of the plant sale.

Winter New MG Training: Start coffee and hot water at least one hour prior to the start of class. Organize the donated goodies. Make sure that there are adequate supplies of sugar, cocoa, tea, Splenda, coffee creamer (and half and half), stirrers, cups, small plates, napkins. Encourage people to bring their own cups. Set up the food donated each week. Due to the antique electric wiring, make sure only two appliances are plugged in at one time. Unplug the water fountain before plugging in the coffee and hot water pots. Remember to plug it in again when leaving for the day. Take leftover cookies home to freeze for next week, if you have freezer space. Try to keep cold foods cold. Bring ice from home to cool the half and half. There is money budgeted to buy chicken for the welcome potluck and a cake for the graduation. Submit budget-line item in September.

Spring Into Gardening: Provide usual beverages – ask volunteers for goodies

*[Last updated February 23, 2017]*

## HOURS DATA

The Hours Data Coordinator is responsible for the following.

### Annual Tasks

- Review every completed timesheet against the information recorded each month to check for errors (a few are always found)
- Set up a fresh database for the upcoming year
- Incorporate new trainees' names and ID numbers
- Forward requested hours data to whoever needs/requests the information for OSU

### Monthly Tasks

- Collect timesheets which have been put into the grey file box in the Plant Clinic office
- Sort them by month
- Record the totals which each Master Gardener has written into the right hand column of each timesheet (the one headed "total") into the database
- File the timesheets with those which have previously been recorded
- Send the updated Hours file to the people who need/have requested it and to the Plant Clinic office
- Print out a copy of the Summary of current hours (for the year) and file it in the binder which is kept in the Plant Clinic office
- Save a copy to the PC computer's hard drive
- Flag and return all incomplete timesheets to the grey box in the Plant Clinic, noting on each one what has to be done

### As Required

- Help Master Gardeners with questions about their current hours, filling out their timesheets, etc.
- Send reminders via the E-Mail Communications Coordinator about common errors in filling out timesheets
- Add or remove Master Gardeners or trainees from the database as requested by the Membership Director

*[Last updated September 17, 2013]*

## INSECT COMMITTEE

The Insect Committee is a sub-set of the Plant Clinic. Its purpose is to provide in-depth analysis of insect issues to both the general public and to other Master Gardeners. The Insect Committee chair will:

- Meet with the Insect Committee twice monthly to confirm and/or identify insects brought into the Plant Clinic
- Maintain the Master Gardener insect collection
- Produce educational materials for the Master Gardener training (i.e. Insect Identification Book)
- Provide Plant Clinic insect procedural training for the winter class.
- Maintain supplies for insect identification and preservation.
- Collaborate with the Plant Clinic manager on insect identification record keeping.
- Recommend publications for Plant Clinic library.

*[Last updated August 28, 2013]*

## LIBRARY

The plant clinic librarian is responsible for, reviewing, ordering and cataloging acceptable references for the Master Gardener plant clinic. Reference sources include books, periodicals, extension brochures and any pamphlets of written information that are pertinent as a reference source for solving garden related problems and questions. The plant clinic librarian will also work with the computer support chairperson to suggest relative computer software that could serve as additional reference material for the library. The librarian will work closely with the Horticultural agent to determining what references are pertinent for the plant clinic library. The librarian in consultation with the Horticultural agent will also determine what references are outdated or no longer significant, and dispose of those materials in a manner that will benefit the Chapter. It would be helpful to report these decisions to the Executive Committee and from there to the Chapter membership.

The plant clinic librarian is responsible for, reviewing, ordering and cataloging acceptable references for the Master Gardener plant clinic. Reference sources include books, periodicals, extension brochures and any pamphlets of written information that are pertinent as a reference source for solving garden related problems and questions. The plant clinic librarian will also work with the computer support chairperson to suggest relative computer software that could serve as additional reference material for the library. The librarian will work closely with the Horticultural agent to determining what references are pertinent for the plant clinic library. The librarian in consultation with the Horticultural agent will also determine what references are outdated or no longer significant, and dispose of those materials in a manner that will benefit the Chapter. It would be helpful to report these decisions to the Executive Committee and from there to the Chapter membership.

Request funds during the budget process each year for the purpose of adding and/or replacing reference materials and books for the clinic library.

Consider requests from the membership for specific publications. Weigh the acquisition costs of these new materials against our need and available funds.

Accept donated reference materials and determine if they would be of value to the library. Prepare them for use and add them to the library inventory. In the event that you do not feel them appropriate for the library pass them on to the fund raising committee for sale.

The Librarian is advised to seek out, persuade and mentor another member to serve as an assistant with the Librarian. In the event of an extended absence the assistant will assume the duties of the librarian.

*[Last updated March 12, 2018]*

## **MAILINGS**

The Mailings Coordinator is responsible for printing and mailing the newsletter to those members who have paid to have it mailed to them via the U.S. Mail. Once the newsletter has been published on the web site, the Mailing Coordinator prepares the newsletter for mailing. The Mailing Coordinator may solicit help from other Master Gardeners, including those working in the Plant Clinic at the time.

*[Last updated October 16, 2013]*

## **NEW CLASS REPRESENTATIVE**

*This position is currently not active.*

The New Class Representative is a current trainee, who has expressed strong interest in the Master Gardener program. The Winter Training Program Coordinator nominates candidates for this position. The New Class Representative attends Executive Board meetings, to gain exposure to the administrative functions of the Master Gardener program, as well as act as liaison between the current class membership and the Executive Board. The New Class Representative may develop or participate in special projects relating to the new class or the Master Gardener program in general (for example, facilitating a current class picture or arranging a group activity).

*[Last updated February 7, 2017]*

## NEWSLETTER

The Newsletter Editor is responsible for publishing the chapter's monthly newsletter.

While e-mail is the usual channel to communicate with the membership, not all members have access to e-mail. Thus the newsletter is the formal means of communicating with the membership. Certain information must be published in the newsletter to conduct the chapter's business. The President's Report, Treasurer's Report and Chapter Meeting Minutes appear in all but the January issue. The newsletter editor also ensures that the following items are published on schedule:

- January: Special issue targeted towards the new Master Gardener trainees, including introductory messages from all officers and permanent committee heads. Include very final membership dues reminder.
- February: New swinger bars from Awards Chair
- March: (nothing specific at this time)
- April: Call for nominations. OMGA report
- May: Call for nominations.
- June: Nominations from Nominations Committee Chair
- July: OMGA report
- August: (nothing specific at this time)
- September: OMGA report
- October: Announcement from Treasurer of upcoming budget process
- November: Proposed budget from Treasurer. Membership dues form.
- December: OMGA report. Membership dues form.

Changes in committee heads should be announced in the newsletter. Other frequent contributors to the newsletter are the Horticultural Agent, Plant Clinic Manager, Discovery Garden Coordinator and Vice-President (Continuing Education). Announcements of our fund-raising activities are featured. The editor encourages contributions from the membership.

The deadline for submissions is the Saturday after the Chapter meeting. The deadline for the January issue is December 15, to ensure plenty of time over the holiday season to have this issue available by the first day of the Winter Training program.

The newsletter editor uses discretion in editing articles. If the changes are significant, the author must be notified.

Best effort is made to have the newsletter published by the Wednesday following the Chapter meeting. The newsletter is published in PDF format. The Newsletter Editor sends the PDF file to the Webmaster for publication on the web site. [The Webmaster then alerts the E-mail Communications Coordinator to notify the membership, and then the Mailings Coordinator handles the printed version of the newsletter.]

The Newsletter Editor contributes to the budget discussion each year on what to charge members who wish to receive the printed newsletter through the mail.

*[Last updated February 7, 2015]*

## NOMINATING COMMITTEE

The chapter bylaws state:

*“Nominations for office shall be presented in May. Nominations will appear in the June Newsletter. Members shall elect officers at the July Chapter meeting from nominations made by the Nominating Committee and from nominations submitted from the floor.”*

State laws governing nonprofits require that each organization have a president and a secretary. OMGA membership states that each member chapter will elect a State Representative and an Alternate State Representative. In addition, our chapter bylaws require the annual election of a Vice President, Treasurer, and Membership Director. While the Past President also serves on the Executive Board this position is neither nominated nor elected.

When appointed by the president, the nominating committee shall meet to create a slate of officers for the chapters elected positions. A nominating committee may be formed to review candidates for any position but is required for the annual elections.

At a minimum the committee will meet annually in April to nominate the most qualified candidates for the positions of President, Vice President, Secretary, Treasurer, Membership Director, State Representative and Alternate State Representative. The slate should be presented to the chapter in May and published in the June newsletter.

Elections will be held at the July Chapter meeting. The nominating committee slate does not preclude nominations from the floor at the July meeting. When meeting to consider candidates, all offices shall be considered as vacant. Incumbents should not guarantee a nomination.

All nominees must be members in good standing and have completed their payback hours prior to installation.

Ideally the candidate for president should be identified first. That candidate should then be consulted during the nominating process on each candidate to insure a good working team at the executive level. All candidates nominated should have already displayed previous leadership skills, the ability to work well with others, and have the technical skill necessary to satisfactorily do the job for which they are being nominated. For instance, the candidate for Secretary should have word processing skills and the ability to take minutes. The candidates for Treasurer and Membership Director should be familiar with spread sheets. While these recommendations may seem obvious, failure to consider them in order to complete a slate will prove disastrous in the long run.

*[Last updated September 3, 2013]*

## PHOTOGRAPHY

The goal of the Photography Team Director is to oversee and educate the members of the team, assign members to photograph events and activities with the end result of acquiring quality photographs for use in our newsletter, social media and for historical documentation.

The team will meet approximately six times a year to discuss photo techniques and how to better serve our publications, our social media sites and to promote the Master Gardener organization. Using a combination of discussions, photo homework and visual critiques, we provide a learning environment to raise the quality of our photographs. Any Master Gardener from beginner to expert is welcome to join the group as long as they have an interest in photography.

The members of the Photo Team should make it a point to bring a camera with them when attending any Master Gardener events, training or just have it in your car when out at the Discovery Garden. Either a newer cell phone or regular cameras are acceptable to use. During certain events, the Director may assign team members to be photographers in order to be certain that we get great documentation. Team photographers may request their subjects to pose or move around to capture the best result.

In order to have a location to store and catalog our photographs, the computer program Dropbox was chosen to act as a “one-stop” place to add, edit and store photographs. The photo director is responsible for monitoring the Photo Upload file and reviewing all photos for quality and content prior to moving them into the Master Photo File. Each team member can download Dropbox on their computer for a convenient place to upload photos for organizational use. The Historian, the President and the directors of Facebook, the website and the newsletter will have access to the master photo files. They have been organized into convenient categories based on events and Discovery Garden areas.

The use of our photos is primarily for Master Gardener articles and Master Gardener social media. If a news media organization requests a photograph, it can be released based on legitimate need. Although photo releases are signed by most members and are nice to have, Steve Renquist has agreed that they are not necessary for our organizational purposes. It has been made clear to members that if they are asked to be part of a photo and don't wish to participate, they can decline to be photographed. Generally, the photos showing identifiable persons will not be captioned with names without the person's permission. These guidelines have been designed because it is not always possible to know who has signed a release at the time it was taken.

*[Last updated February 16, 2015]*

## PLANT CLINIC

The Plant Clinic Manager is responsible for the following:

- Make up new Plant Clinic Calendar yearly.
- Monitor signups for Clinic to assure proper coverage.
- Take Plant Clinic Calendar to all meetings and request signups.
- Update Plant Clinic policies and procedures.
- Keep membership informed of Clinic activities, pest alerts, and any other pertinent information through emails and articles for newsletter.
- Teach concurrent session.
- Coordinate Teaching Core
- Attend to or delegate:
  - Supplies for clinic
  - Thoroughly clean clinic at the end of the year
  - Keep clinic clean & orderly all year long
  - Maintain message boards
  - Maintain a supply of time sheets and plant clinic forms
  - Update reference files as necessary
  - Train new class to work in clinic, develop training program and update as needed.
  - Work with librarian on addition of new books and culling outdated material.
- Monitor plant clinic throughout the year:
  - Follow up questions
  - Logbook properly done
  - No messages left unattended
  - Review Log Book weekly
- Do review for veterans before clinic opens each year
- Obtain new PNW's annually.

- By the end of January, enter Plant Clinic logbook data from the previous year into Microsoft Excel. This information includes plant clinic codes, was customer a walk-in or call-in, and what resource(s) was used to answer customer questions. The information is then turned into the Horticultural Agent.

*[Last updated March 12, 2018]*

## **PLANT CLINIC – CANYONVILLE FARMERS MARKET**

The Canyonville Farmers Market Coordinator is responsible for the following:

Determine when the booth will be first opened. This is usually the first Wednesday in May and will run through September.

All materials from the previous season and equipment are stored in the attic of the Extension Service building. Review those materials and equipment and arrange with the Plant Clinic Manager to replenish all necessary materials for the market.

Contact the Farmer's Market manager when the booth will open. The market coordinators will make arrangements for the canopy/materials to be delivered to the market each week.

Advertise the Farmer's Market and hours to all new students during class sessions and to the membership at general meetings. Inform the membership of all procedures. Advise when and where members can sign up to volunteer for the market. Ensure that required volunteers are present each week.

Keep the membership advised of all needs and requests during the season. Take care of any questions and requests from the market volunteers. Replenish any materials that have been exhausted during the season. Bring any major problems to the Plant Clinic Manager and the Executive Board.

In September, determine if new equipment will be needed such as canopy, table, totes.

Determine a budget and submit to Plant Clinic Manager for Board review in October of each year.

At the end of the season, bring all materials and equipment back to the Extension Service to be stored in the attic of the building. Turn over all log book entries to the Plant Clinic Manager so that final statistics may be compiled.

*[Last updated February 18, 2017]*

## PLANT CLINIC – KRUSE FARMS

*This committee is not currently active.*

The Kruse Farms Coordinator is responsible for the following, working together with the MFP Kruse Farms Coordinator:

### START

- Determine opening/closing dates
- Contact Kruse Farms manager (Karen Carnley, [info@krusefarms.com](mailto:info@krusefarms.com)) to be sure they want an Extension booth, dates of opening/closing are OK and where to store boxes and table.

### PREP

- Update boxes (2 in attic with wooden handles)
- Get table from Discovery Garden Pavilion storage marked “Kruse”
- Get black “Extension” tablecloth from Steve Renquist or John Punches
- Take boxes and table to storage location at Kruse (usually the left front of last greenhouse on right)
- Write PSA for media about booth opening and give to Publicity Chairperson and/or Holly Burton (MFP Secretary)
- Set up Kruse Calendar (Plant Clinic Coordinator buys it) with spaces for volunteers and alternates per month (usually one MG volunteer and one MG/MFP volunteer...and whatever else MFPs want)
- Request volunteers by mass emails and ask at meetings.

### DURING THE SEASON

- Personally work opening and closing dates
- Train new volunteers (have a meeting of prospective volunteers and/or go to Kruse to show them the ‘ropes’ on their first visit)
- Check calendar often and request volunteers as needed
- Email or call volunteers the week before to remind them to bring a chair and drink, dress appropriately and see if they have any questions
- Keep log and box handouts updated and supplied

### END OF SEASON

- Pick up and put boxes in attic and table in Discovery Garden Pavilion storage

- Give Plant Clinic Coordinator contact/log sheets
- Tablecloth to John Punches or Steve Renquist (John takes care of washing it)
- Tally and give number of contacts to Agent, Steve Renquist
- Contact Kruse Farms manager to thank them and give a brief summary of the season

*[Last updated February 7, 2017]*

## **PLANT CLINIC – UMPQUA VALLEY FARMERS MARKET**

The UVFM Coordinator is responsible for the following:

Determine when the booth will be first opened. This is usually the first Saturday in June and will run through September.

All materials from the previous season and equipment are stored in the attic of the Extension Service building. Review those materials and equipment and arrange with the Plant Clinic Manager to replenish all necessary materials for the market.

Contact the Farmer's Market manager when the booth will open. The market coordinators will make arrangements for the canopy/materials to be delivered to the market each week.

Advertise the Farmer's Market and hours to all new students during class sessions and to the membership at general meetings. Inform the membership of all procedures. Advise when and where members can sign up to volunteer for the market. Ensure that required volunteers are present each week.

Keep the membership advised of all needs and requests during the season. Take care of any questions and requests from the market volunteers. Replenish any materials that have been exhausted during the season. Bring any major problems to the Plant Clinic Manager and the Executive Board.

In September, determine if new equipment will be needed such as canopy, table, totes.

Determine a budget and submit to Plant Clinic Manager for Board review in October of each year.

At the end of the season, bring all materials and equipment back to the Extension Service to be stored in the attic of the building. Turn over all log book entries to the Plant Clinic Manager so that final statistics may be compiled.

*[Last updated July 30, 2016]*

## PLANT SALE

The Douglas County Master Gardeners' Plant & Garden Expo is held on the first Saturday of May at the Douglas County Fairgrounds. This is the chapter's primary source of operating income for our supportive role under the Oregon State Extension umbrella.

As Plant Sale Chair, it is your responsible to follow the timeline below to assure all steps leading up to the sale are carried out in a timely manner. You will head up the Plant Sale Committee which is comprised of committee chairs for the various sub-committees, i.e. checkers/cashiers, clean-up, holding area, etc. This committee plays an integral role in the organization and running of the Plant Sale. Treat them well.

### September

- First of the month, email committee heads asking for their input on items needed to be included in the coming year's PS budget.
- Prepare Plant Sale budget and turn into chapter treasurer by designated date.

### October

- Attend October Executive Board meeting to present budget.

### November

- Consult with greenhouse coordinators on selection of seed and plant orders from catalogs. Coordinators are in charge of selecting and ordering.
- Prepare and submit newsletter article for December. (Due to editor by day after chapter meeting.)
- Greenhouse coordinators will inventory pots, 6-pack inventory, etc. needed.
- Contact PS committee chairs to affirm their commitment to the upcoming sale.

### December

- Newsletter prep for January newsletter. This newsletter is the first letter our new MG class receives. The article should include a general outline of the purpose of our sale, how it evolves in the months coming and the need for everyone's help.
- Seed order sent in by greenhouse coordinators.
- Prepare committee signup sheets to be distributed starting in January.

### January

- Newsletter prep for February newsletter.
- Potting soil ordered by greenhouse coordinators.
- Greenhouse supplies and labels ordered by GH coordinators.

- Distribution of committee sign-ups at general meeting and Winter program classes. Coordinate presentation to Winter class with horticulture agent to explain signups to students. . Committee signup clipboards to be returned to Plant Clinic for walk-ins.

## February

- Newsletter prep for March newsletter.
- Plants started in greenhouse.
- Distribution of committee sign-ups at general meeting and Winter program classes. Committee signup clipboards to be returned to Plant Clinic for walk-ins.
- Contact Oregon Department of Agriculture/Plant Division and request permit for May sale. Takes about a month to receive the permit.
- Contact 4-H/youth groups requesting their interest in participating as helpers during our Plant Sale. Contact those who reply and express need for commitment of students without having them back out at the last minute (unless of course in case of an emergency.)
- Develop Plant Sale flyers and bookmarks and send to printer.
- Fairgrounds will send you a contract for use of their facilities for the upcoming Plant Sale. Request check from MG Treasurer. (This will be for ½ of the total rental fee.) Complete and sign contract and return to fairgrounds with check.

## March

- Newsletter prep for April newsletter, giving plant sale upcoming timeline, requirements for workers i.e. wearing their MG badges, bring potluck, no purses, etc.
- Make email and phone contact with youth group leaders expressing interest in helping. Ask for definite numbers of those willing to help. A total group of 20 would be great.
- Distribution of flyers and bookmarks at general meeting and the last Winter class for distribution throughout the county. Have signup sheet for people to commit to posting weekly flyers at the various businesses, i.e. Sherms Thunderbird Market, libraries, etc. Most businesses remove flyers on a weekly basis. Place additional flyers and bookmarks in the Extension office and Plant Clinic for MG's to pick up for distribution.
- Make presentation at chapter meeting sharing the upcoming Plant Sale timeline through the date of the sale. Also advocate signups, especially for those committees lagging behind in help. Clipboards should be made available on back tables and then moved to the Plant Clinic for walk-in signups.
- Meeting of Plant Sale committee heads.
- Final payment due to fairgrounds (look on contract for date due). Request check from MG treasurer and take to the Business Office at the fairgrounds.

## April

- Newsletter prep for May newsletter. Find out if newsletter will come out before the Plant Sale to determine content of your article.
- Middle of April, send copies of committee signup sheets to appropriate committee head. Each head will then make contact with their individual people to give instruction and/or answer any questions.
- Make final email and/or phone contact with youth leaders confirming final details. If they do not respond to your email, talk to them personally so there are no misunderstandings. It is imperative we have enough students working to help our sale run smoothly.
- At monthly meeting, give presentation on must-know information, answer questions, and take verbal signups for anyone who has not signed up. Signup clipboards will have since been gathered for organization of committees.
- Distribution of yard signs at chapter meeting for MG's to post around town. Stress the need to check out whatever signs you take on the sign out list, and no later than the day after plant sale, you must retrieve signs you have placed out in the community. Return to extension Plant Clinic and make sure you check your signs off from the list of those checked out. Permission must be obtained for any signs or banners placed from the appropriate property owner
- Newspaper and PR to be handled by the MG Publicity Chair.
- Final labeling and pricing to be done at greenhouses by last week in April.
- Final meeting of Plant Sale Committee heads

## May

- Thursday before Plant Sale, get Exhibit Hall key from business office of fairgrounds. Ask that ATM machine be made available in Douglas Hall and stocked with money. Confirm that all equipment in kitchen is operational, water fountain is working, and bathrooms are fully stocked with towels, paper, etc.
- Friday, day before Plant Sale: Arrive @ fairgrounds @ 7 a.m. to begin setup of Exhibit Hall. Turn Exhibit Hall key over to person in charge of vendor set up on Saturday.
- Saturday, day of sale, arrive at fairgrounds at 7 a.m. for last minute coordination/setup. Touch bases with all committee heads to determine any last minute needs.
- Meet with youth leaders and their students to give instructions, hand out nametags, etc. Have sign-in sheet for leaders to list all students and adults who are participating.
- Plant Sale Saturday 9 a.m. to 4.p.m.

- Be available throughout the day to answer questions, roam the hall, put out “fires” and lend a hand whenever/wherever necessary.
- Make sure hall is clean and locked up at end of sale.
- Determine how much money each youth group will receive (we guarantee \$300 to be split among the groups in addition to splitting money in the tip jars). Request checks from MG Treasurer, giving them the name of the group and the amount of the check. Write thank you letters to each group enclose the appropriate check. Give 4-H group checks to the OSU Extension 4-H coordinator for her distribution.
- Post Plant Sale meeting with committee chairs. Discuss what worked and didn’t work while still fresh in your mind.
- Newsletter prep for June newsletter. Give thanks and more thanks to all the committee chairs and MG’s helping to make the sale a success.

#### June

- Reserve venue for the following year
- Take a vacation and enjoy your summer!

*[Last updated September 12, 2013]*

## POLICIES

The Policies Coordinator supports the President and Secretary in conducting the annual review and update of the by-laws and Policies and Procedures Manual.

- January
  - Request updated job descriptions from the officers and committee heads. Follow up with everyone individually.
  - Review the Executive Board and Chapter meeting minutes from the prior year for necessary updates to the by-laws, policies and job descriptions. Solicit input from the President, Secretary and others.
  - Coordinate the review of the by-laws and policies at the January Executive Board meeting.
- February
  - Continue soliciting updates to the officer and committee head job descriptions
  - Coordinate the review of the by-laws and policies at the February Executive Board meeting.
- March
  - Secure board approval of any changes to the by-laws and policies at the March Executive Board meeting.
  - Secure chapter approval of any changes to the by-laws and policies at the March Chapter meeting.
  - Publish updated documents on the web site.

This position requires medium/advanced experience with Microsoft Word and attention to detail. Responsibility for the by-laws and Policies and Procedures Manual resides with the President and Secretary.

*[Last updated March 7, 2018]*

## PUBLICITY

The Publicity Chair is responsible for the following:

### General Duties

The Publicity Chair is available throughout the year to serve the President, Board and Committee Chairs by informing the community of the projects undertaken by the Chapter. Also keeps a notebook containing news clippings, PSA's written, and timelines. Publicity Chair also attends Executive Board and General monthly meetings, reporting to the chapter publicity-related activities. Maintains current media addresses.

The main avenues of access to the community are:

- Public Service Announcements (PSA'S) which are free and go to radio, TV and newspapers. These include announcements of upcoming events, news stories such as awards or special happenings, "Kudos" articles to thank those in the community who donate goods and services to the Chapter.
- Paid advertising for the Plant Sale and Trash to Treasure Sale
- Banners and yard signs for fundraising events (in charge of distribution)
- Radio and TV interviews to highlight upcoming events and fundraisers

Be alert for new avenues for publicity.

### Trash to Treasure Sale

Two to three weeks before sale, send out PSA's to appropriate news outlets.

Purchase a paid classified ad in News-Review to run one week before event.

### Plant Sale

The most intensive publicity, spanning six months of the year, is for the annual Plant & Garden Expo. The following is a rough timeline for the Publicity Chair:

December (of preceding year)

- Via Magazine: E-mail to [viaevents@viamagazine.com](mailto:viaevents@viamagazine.com)

January

- Umpqua Valley Arts: send PSA to [shawn@uvarts.com](mailto:shawn@uvarts.com) (for April-June newsletter)
- Visitor's Center: send PSA & photo of sale to [info@visitroseburg.com](mailto:info@visitroseburg.com)
- OSU calendar: PSA to [calendar.oregonstate.edu/event](http://calendar.oregonstate.edu/event)

February (early February)

- Meet with ad people at News-Review to create paid ad series. First ad to appear in their Spring Home & Garden paper. Ad titled, "Mark Your Calendars". Check with News-Review for deadline – usually second week in February

## April

- Check with Vender Committee Chair for names of vendors signed up to exhibit. Needed for placement in final News-Review ad
- Final News-Review paid ad for Sunday thru Friday week before sale.
- Enter sale event in on-line calendars for KPIC, KEZI, KMTR & 541Radio websites
- (mid-April) send PSA's out to all newspapers. Send PSA to [newsdesk@nrtoday.com](mailto:newsdesk@nrtoday.com) where city editor will handle it, giving more coverage and possibly a reporter to write up a special article.
- Paid KQEN radio spot to run all week before sale
- Place ad on Craig's List under "events" week before

## May

- Send PSA with "Kudos" to newspapers acknowledging 4H kids & vendors

## Plant Clinic

PSA's to be sent out 3 weeks before hours change according to this schedule:

- January: Mondays
- February: Monday & Wednesdays
- March: Monday, Wednesday & Friday
- April thru September: Monday thru Friday
- October: Monday, Wednesday & Friday
- November: Monday & Wednesday
- December Mondays

## Bake Sale (November)

Three weeks before the sale, PSA's sent to all newspapers

On-line calendars at radio and TV stations

## Miscellaneous

PSA's for Winter Class Graduation (with picture), Awards Banquet

Thank media if they do a special article, news story, or interview.

*[Last updated January 15, 2016]*

## SOIL TESTING

The Soil Testing Coordinator is responsible for the following:

- Receive soil samples for testing through the OSU Plant Clinic.
  - Fees for testing are \$20 for general public (no commercial agricultural operations).
  - Fees for Master Gardeners are \$10.
- Process sample as per OSU Extension protocols.

Mail soil test results to clients in a timely manner.

*[Last updated March 12, 2018]*

## **TRASH TO TREASURE SALE**

The following materials have been developed for the Trash to Treasure Sale. The current chairs have these in electronic form, and the webmaster stores backup copies.

- Interest form for new class members
- Info for members to be e-mailed and announced at chapter meetings
- Articles to be published in the chapter newsletter
- Signup sheets for volunteers
- Flyers announcing the sale to the public
- Layout of tables at the sale
- Signs with pricing of various items
- Timeline of events (see below)

The Chairs of the Trash to Treasure Sale are responsible for the following:

### **September**

- Budget is due – we asked for \$100 expenses with \$2,500 projected income

### **November**

- Pick a date for the sale
- Reserve Annex – call Evie (Building Facilities) 541-440-6001 to reserve – needed Thursday PM, all day Friday and Saturday
- Get approved at the November Executive Board Meeting
- Confirm the date with the Publicity Chair

### **December**

- Write an article for the January News Letter that explains the Trash to Treasure Sale for the new trainees and give dates if available.

### **January**

- Speak to the membership at the January Monthly Membership meeting – making them aware of the Sale date and to save their clean, useable items for the sale
- Make yourself available to talk to trainees during concurrent session on fund raising

### **February**

- Check with Publicity Chair to make sure advertising that you want is being covered (newspaper, Craigslist, Facebook, etc.)
- Speak to the membership at the February Monthly Membership meeting – making them aware of the Sale date and to save their clean, useable items for the sale
- Touch base with Treasurer to make sure you will have adequate change for sale. Provide \$300 in change for the sale – broken down as follows:
  - \$30 in quarters
  - \$50 in ones

- \$100 in fives
- \$120 in tens
- Find pick-up person for left over sale items
- Make sure you have the necessary supplies (felt tip pens, price tags – not navy blue or dark purple or dark colors, light blue tape, scotch tape, etc.)
- Make/design flyers
- Distribute flyers
- Put out Sign-up Sheets for volunteers
- Inventory supplies and shop accordingly
- Talk to the new class to make them aware of the sale and get their participation

### **March**

- Contact “While Away Books” to see if they would purchase our remaining books (contact info: Josh, 541-957-1751, works 6:30 AM to 1:00 PM)
- Verify with Publicity Chair that ads are out
- Hours worked are recorded in the Fund Raiser column
- Encourage distribution of flyers
- Put out yard signs on Sunday before the sale and pick up Saturday right after the sale and store on the balcony at the Annex
- Confirm pick up person for remaining sale items
- Friday during the setup – pick key up for the building from the Extension Office Manager and return it on Monday following the sale
- Talk to Julie Stanbery about using the tables at the Discover Garden for the sale.
- Arrange for someone to haul tables from Discovery Garden to Annex and return them
- During sale – have volunteers sign in – provide that list to Betty Ison for award time

### **Week of Sale**

- Touch base with Office Manager to see how the room needs to be set up once the sale is complete
- Monday before sale send a note to all volunteers that signed up, reminding them when to be at the sale and any other pertinent information
- Thursday afternoon – set up the Church Annex for the Sale
- Friday – all day – accept donations, price and display
- Saturday – all day – sell items, at end of sale leave the area as clean or cleaner than when you started

### **Notes to Volunteers**

- Must be current paid Master Gardeners to participate
- Volunteers must wear their name tags when working at the Trash to Treasure Sale
- If bringing lunch – no refrigeration available
- Bring water/coffee in a covered container
- No place to store purses, leave them at home or in the locked car
- If you work ½ day on Friday you can purchase early – exact change or check needed

## Items needed for the Sale

- Plastic bags for sale
- Clean useable items
- NO clothes, shoes, food items, living plants, old-style computer monitors/TVs, mattresses, baby furniture and exercise equipment

## Week of Sale

- Thursday – 1:00 to 3:00 PM in the Church Annex Auditorium
  - put chairs away
  - arrange and clean tables
  - label tables
  - remove flags
  - have folks sign in as volunteers
- Friday – 8:30 am to 4:30 pm
  - Meet with all first thing in the AM – explain process for the day
  - have folks sign in as volunteers
  - Unload donations
  - Bring items to pricers
  - Price items
  - Put items on the correct table
  - Put signs on doors – no restrooms available – not an exit
- Saturday – 8:30 am to 4:30 pm or whenever done
  - have folks sign in as volunteers
  - Meet with all first thing in the AM – explain process for the day
  - Positions needed:
    - Greeters at the door
    - 2 cashiers
    - 2 checkers
    - 2 assistants to wrap and bag items
    - someone one at the jewelry table
    - people on the floor to hand out boxes and help shoppers
    - someone in the HOLD area – need 3 people in AM
  - after sale is over
    - box up leftovers and remove
    - remove all garbage
    - make sure tables are clean and put up
    - floors are swept and carpet vacuumed
  - put flags back

## January

- Discuss dates and pick a couple (be flexible). Check date of Redeemer’s Church Garage Sale before scheduling our Trash to Treasure Sale in order to avoid a conflict.
- Reserve Annex – talk to personnel there in building facility (Evie), 541-440-6001.
- Confirm date to President/Exec board

- Talk to new students about helping out
- Start emails asking for clean and usable donations (no clothes/shoes or live plants)

## February

- Confirm sale date with office once more!
- Find pick-up person for left over sale items – Check the resale places, friends who will want to resell on their own. We usually ask for \$50 donation for the leftovers.
- Make/design flyers and bookmarks – see examples in file
- Distribute flyers and bookmarks – ask people at the meetings to take a few each
- Put out sign-up sheets for volunteers – examples in file
- Inventory supplies and shop accordingly – turn in expense items to treasurer for reimbursement. Best to have one person shop or two people go at the same time!

## March

- Get ads out to publicity
- Encourage distribution of flyers and bookmarks, one week prior to sale, put out lawn signs
- Confirm pick up person for left over items
- Start collecting items for sale, IF there is a temporary storage area/place for them
- Price items ahead of time if possible or at least group items of like kind together so when they are moved, it's easier to sort.
- One week ahead, ask Julie at the Discovery Garden to use their tables, also the MFP's tables....
- \*\*\*IF possible, the Thursday evening before sale, set up all tables and label them as to what goes there. This allows for direct positioning of items once Friday morning's donations appear. Otherwise, we found that there is a three-hour lag where things are collecting and there's not a clear place for them.
- Since the building is locked up on Saturday, you will need to get the KEY on Friday!
- Ask Treasurer for the amount of cash boxes you will need/want. We used only two with a lot of helpers wrapping up the sold items,
- There should be a few people keeping an eye out for buyers who are sneaky and try to take things without paying (yes, it happens, yes it did)
- Workers need to sign in for day and time worked. This is turned into Betty Ison, who keeps track of who works where.
- Remind workers to bring food and water for days they will work.

- Wear badges – a MUST if working either day.
- Make sure on Friday that things are priced before they go out to the tables. Pricing guide ideas are in file. Remember, the items are DONATED. They did not cost the MG's anything, so price the items so that anyone would be able to purchase the stuff. This is not a store with any overhead, and ridiculous pricing will only mean you have a lot of leftover things to deal with and little profit.
- Remember to pick up lawn signs after sale and return them to upstairs storage.

#### August

- You will need to think about a budget to be introduced at the Exec Meeting in September.

*[Last updated February 21, 2014]*

## VICTORY GARDEN

The Victory Garden Coordinator is responsible for the following:

- Prepare and submit the annual Victory Garden budget
- Purchase necessary supplies and submit receipts to Treasurer
- Prepare planting schedule and garden plot maps.
- Organize and prepare garden workday tasks.
- Work with volunteers planting, tending, and harvesting produce.
- Facilitate the transportation of produce to UCAN.
- Attend regular Master Gardener meetings and relay Victory Garden information to the membership.

*[Last updated August 26, 2013]*

## WEB SITE

The webmaster is responsible for the ongoing development and maintenance of the chapter's current site at <http://douglascountymg.org>. The webmaster should be familiar with basic HTML programming.

The primary purpose of this site is twofold. First, it is the chapter's opportunity to showcase the Discovery Garden and other activities and information that may be of interest to the public. Second, it serves as the archive for minutes, newsletters, bylaws, policies and procedures, and other documents and information that may be of use to our membership.

The webmaster needs to stay in touch with the following sources as a minimum to keep the web site up-to-date:

- Chapter Secretary: Bylaws, Policies and Procedures Manual, meeting minutes
- Treasurer: Financial reports
- Awards Chair: Annual awards recipients
- Newsletter Editor: Monthly newsletter, calendar of events
- Membership Director: Current officers and committee heads
- President: Announcements (as needed)

*[Last updated January 8, 2015]*

## WESTSIDE GREENHOUSES

Coordinator: Barbara Robinson

Facilitators: Carol Bolt, Jackie Carpenter, Betty Ison, Tasha King

Go to Repairmen: John Denny (heaters, heat beds, etc.), Dave Clark (automatic sprinklers, timers), and Ivor Chapman (maintenance)

### January

- Monitor greenhouses for proper heat, watering, leaks, etc.
- Weekly work crews (seeding, propagating, root cuttings, clean-up & division of plants)
- Organize cutting/division/seeding classes at greenhouse for new students
- Monitor outside temps for plant protection w/frost cloth and propane heaters
- Order MG soil mix through DC Farmers Coop as needed
- Water plants, seeds, seedlings as needed

### February

- Monitor greenhouses for proper heat, watering, leaks, etc.
- Weekly work crews (seeding, propagating, root cuttings, clean-up & division of plants)
- Monitor outside temps for plant protection w/frost cloth and propane heaters
- Water plants, seeds, seedlings as needed
- Start liquid fertilizer for actively growing plants and cuttings

### March

- Monitor greenhouses for proper heat, watering, leaks, etc.
- Weekly work crews (seeding, propagating, root cuttings, clean-up & division of plants)
- Monitor outside temps for plant protection w/frost cloth and propane heaters
- Do label inventory and have remaining labels printed and put together
- First of March consult with Plant Sale Chair regarding planting of hanging baskets for Plant Sale (3 for Raffle, 2 for prizes)
- Order compost tea to begin April 1<sup>st</sup>. Do not use on Basil.
- Daily watering check, especially greenhouse plants/seedlings
- Start liquid fertilizing of established plants and outdoor plants once a week
- Liquid fertilize seedlings at half strength every other week

### April

- Daily watering check, especially greenhouse plants/seedlings
- Weekly work crews (clean up, readying seedlings and perennials for Plant Sale)
- Pricing and culling
- Insert labels and baggies into plants as they are cleaned or transplanted
- Have outdoor watering systems hooked up
- Inventory all plants before pre-sales
- Staff MG Plant Sale pre-sales
- After pre-sales organize plants with colored ribbon according to category for shipment to Fairgrounds

- Rework Plant Sale Shipping Order sheet, indicating where different ribboned categories are located throughout all the Greenhouses (both sides) and outside areas.
- Liquid fertilize established plants and outdoor plants twice a week
- Liquid fertilize seedlings at half strength every other week

#### May

- Daily watering check, especially greenhouse plants/seedlings
- Day before the sale load out plants to the Fairgrounds according to the shipping order
- Make a list of plants available at the Plant Sale with brief descriptions of each and give to Plant Sale Chair
- Inventory all plants Monday after the Sale
- After Plant Sale offer leftover annuals to MG's for half price on Tuesday work days. Determine perennials to go on half price as well. After two weeks, ship excess vegetables to Fish Food Pantry. After 2-3 weeks offer leftover annuals to Discovery Garden heads for free.
- Determine if crews are needed rest of the month. If not, encourage to work elsewhere
- Money from sales should be turned in to Plant Sale Chair
- Offer ongoing sales of plants through the summer and fall
- Form watering crew for summer coverage

#### June

- Weekly crews to clean up, divide and fertilize perennials as needed
- Ongoing root pruning of plants as needed
- Clean and sort ID sticks
- Propagate cuttings

#### July

- Weekly crews to clean up, fertilize and divide perennials
- Ongoing root pruning of plants as needed
- Attend Peoria Sale and other nurseries for purchase of new stock
- Propagate cuttings

#### August

- Weekly crews to clean up, fertilize and divide perennials
- Ongoing root pruning of plants as needed
- Attend nursery sales

#### September

- Weekly crews to clean up, and divide perennials
- Ongoing root pruning of plants as needed
- Propagate cuttings
- Attend nursery sales

#### October

- Request plants, cuttings from MG's
- Weekly crews to clean up and divide perennials

- Ongoing root pruning of plants as needed
- Propagate cuttings
- Do a year-end inventory (including all new plants purchased at sales)
- Update Plant Sale database after inventory has been taken
- Inventory for McConkey Order. Order by Nov. 1st

#### November

- Request greenhouses and pipes be winterized
- Start label inventory and have labels printed and put together
- Weekly crews to clean up and divide perennials
- Ongoing root pruning of plants as needed
- Propagate cuttings
- Inventory seed before ordering more
- Seed meeting
- Order seed for following year

#### December

- Weekly crews to clean up and divide perennials
- Ongoing root pruning of plants as needed
- Make greenhouse seed sheet for the next year with list of varieties to grow from seed, growing info and plant sale code for each variety. Put in binder at greenhouse. Send Betty a copy for her use in making signs. (Refer to “Making Individual Plant Sign” criteria in Westside GH binder.)

*[Last updated February 18, 2017]*

## **WINTER TRAINING PROGRAM**

The Winter Training Coordinator is responsible for the following:

1. Prepare and lead two Mentor Training classes
2. Prepare reading and homework schedule based on criteria set forth by Horticulture Agent
3. Obtain handouts from instructors and insure copies for students only
  - a. Mentor Guidelines: Short and long Versions (email to Winter Training Assistant: # copies, back to back, etc.)
  - b. Seating Chart
  - c. Student/Mentor assignments
  - d. Snack Sheet
  - e. Attendance sheets: individual by table/mentor and complete class sheet
4. Communicate with mentors weekly during session and monthly till next class
5. Do class announcements – No cell phone, class assignments, homework, work delays, etc.
6. Assist Horticulture Agent in facilitating the class and assignments
7. Set up crate and green folders
8. Get to class by 7:30 AM to unlock doors, make sure classroom is set up, handouts and ready and announcements on the board. Must also make sure hospitality person is set up and ready.
9. Each week, email the mentors with reminders of homework, work days, plant clinic signups, etc. and to follow up with students.
10. After class is complete, continue to email mentors on a monthly basis to check status of trainees and make sure there are no issues.
11. Review with Horticultural Agent any issues, what worked and what did not.

The Winter Training Assistant Coordinator is responsible for the following:

1. Keep attendance
2. Make sure copies of lecture handouts are upstairs and labeled “Student” and/or “Mentor”
3. Help set up crate and green folders
4. Help direct seating and seating changes
5. Get to class by 8:00 AM

6. Check that Hospitality section is going OK
7. Back up Winter Training Coordinator

*[Last updated July 24, 2017]*