



COOS COUNTY MASTER GARDENER™ ASSOCIATION

POLICIES & PROCEDURES MANUAL

05/15/2013

TABLE OF CONTENTS

CMGA Mission Statement.....	5
Elected Officers	7
President.....	7
Vice President.....	7
Secretary.....	7
Treasurer	8
OMGA Representative.....	8
Alternate OMGA Representative.....	9
Immediate Past President	9
Appointed Officers	10
Historian	10
Newsletter Editor	10
Appointed Committees & Coordinators	11
Audit Committee	11
Communications Coordinator	11
Community Events Coordinator	12
Coos Bay Farmers Market Coordinator	12
Coos County Fair Booth Coordinator.....	13
Coos County Fair Demonstration Coordinator.....	14
Facebook Coordinator	14
Finance Committee.....	15
Hospitality Coordinator	15
Mentor Program Committee Coordinator	15
Nominating Committee Coordinator.....	16
Plant Clinic Coordinator.....	16
Plant Sale Coordinator(s)	17
Publicity Coordinator	18
Scholarship Committee Coordinator	18
School Garden Grants Coordinator	19
Speakers Bureau Coordinator.....	19
Sponsorships Committee.....	20
Training Class Coordinator.....	20
Affiliated Positions	21
OSU Extension Garden Seminar Coordinator	21
OSU Extension Payback Time Coordinator.....	21
CCMGA/SCCGA Community Garden Coordinator(s)	22
CCMGA/SCCGA Spring Garden Series Coordinator	22
Glossary	23

CCMGA MISSION STATEMENT

To increase awareness of the Coos County Master Gardener™ Association and to create opportunities to expand public interest and participation in sustainable, environmentally responsible gardening practices through education, promotion and networking.

Disclaimer – The Policies and Procedures Manual is a working document which will be revised periodically as needed by the CCMGA.

ELECTED OFFICERS

President

Purpose: *To serve as presiding officer of the chapter.*

Duties:

1. Preside at monthly meetings of the chapter and any additional meetings necessary to conduct business of the association.
2. Appoint necessary committee coordinators and members.
3. Serve as ex officio member of all committees.
4. Direct activities of the chapter.
5. Authorize all electronic messages distributed to chapter members.
6. Serve as liaison between OMGA and the local chapter.
7. If invited, serve as chapter representative on the Coos County OSU Extension Advisory Board.

Vice President

Purpose: *To serve as presiding officer of the chapter in the absence of the President.*

Duties:

1. Know and be able to assume the duties of the President in his/her absence.
2. Consistently attend monthly association meetings.
3. Serve as advisor to the President.
4. Serve as a member of the Executive Board.
5. Maintain and update the CCMGA Policies & Procedures Manual as needed.
6. Serve as a member of the Finance Committee.
7. Perform other duties as requested by the President.

Secretary

Purpose: *To serve as the official record keeper of the chapter.*

Duties:

1. Record the minutes at the monthly CCGMA meetings and any additional chapter meetings called by the President.
2. Forward minutes to the Communications Coordinator for distribution to the membership.
3. Maintain attendance records for all chapter meetings; keep all original records; provide OSU Extension Agent with a copy of the attendance record after each meeting.
4. Maintain current, accurate copies of all organizational documents.
5. File reports and meeting handouts noting their date of presentation and their disposition.
6. Send out correspondence on behalf of the chapter as needed; i.e., thank-you notes and cards to speakers and vendors who donate items/time to the CCMGA; condolence cards, etc.
7. Maintain a current Committee Coordinator list.
8. Forward any membership contact information changes received to the Treasurer.
9. Serve as a member of the Executive Board.

Treasurer

Purpose: *To serve as custodian of the chapter's funds.*

Duties:

1. Receive and disburse funds.
2. Keep accurate and appropriate records of all financial transactions.
3. Keep records of bank and investments accounts.
4. Collect dues and keep membership records.
5. Provide financial reports to chapter board and membership.
6. Prepare and establish a basis for budgeting.
7. Serve as coordinator of the Finance Committee.
8. Prepare annual chapter financial reports as required by OMGA to satisfy IRS reporting.
9. Present books and records for annual auditing to the chapter's Audit Committee.
10. Serve as a member of the Executive Board.

OMGA Representative

Purpose: *To serve as the chapter's (CCMGA) representative voting member on the organization's statewide board (OMGA).*

Duties:

1. Attend quarterly Oregon Master Gardener™ Association (OMGA) meetings in locations around the state to present oral and written quarterly reports (reviewed, if possible, with the Board/President prior to its presentation) on Chapter activities in the previous quarter. (Shall be reimbursed for expense according to CCMGA policy.)
2. Vote on state issues as directed by Chapter membership.
3. The OMGA Quarterly report should be submitted to the newsletter editor in a timely manner and may be included in the next edition at the discretion of the editor, with consideration for available space.
4. Forward member/chapter interests, requests/concerns to OMGA and report OMGA response back to the chapter membership.
5. Receive and report on OMGA communications, concerning statewide activities and issues, and reports, consulting with the President and the board. Respond to OMGA requests for input in a timely fashion, all on an as needed basis.
6. Serve on OMGA committees when feasible or suggest Chapter member to be involved.
7. Bring to the OMGA nominating committee's attention Chapter members who would be willing to serve in state office.
8. Encourage Chapter members to take part in OMGA activities, especially Mini-College.
9. Arrange for Mini-College auction items and door prizes.
10. Ensure that current Chapter officer lists are provided to the state OMGA Secretary, the OSU Master Gardener™ Extension Agent and support.
11. Arrange for the Alternate Representative to fill in when unable to attend.
12. Serve as a member of the Executive Board.

Alternate OMGA Representative

Purpose: *To represent the chapter (CCMGA) at the statewide level (OMGA) in the absence of the OMGA Representative.*

Duties:

1. Attend quarterly Oregon Master Gardener™ Association (OMGA) meetings when the OMGA Representative is unable to attend.
2. Present the report written by the OMGA Representative and vote, if necessary, when attending as the official representative.
3. Assume the duties of the OMGA Representative when the representative is unable to execute them.
4. Serve as a member of the Executive Board.

Immediate Past President

Purpose: *To serve as advisor to President and chapter furnishing historical information for greater continuity and efficiency.*

Duties:

1. Serve as advisor to the President.
2. Serve as coordinator of the Bylaws Committee.
3. Serve as a member of the Executive Board.
4. Perform other duties as requested by the President.

APPOINTED OFFICERS

Historian

Purpose: *To maintain a presentable record of chapter activities.*

Duties:

1. Establish and maintain a history notebook documenting special projects and events using original documents and selected photographs of the best quality available displayed in an attractive manner.
2. Establish and maintain a retention schedule of chapter records specifying the type of documents to be retained, by whom, for how long and what may be destroyed; approved by the Executive Board.
3. Assist, at the close of the year, in the review of documents and records accumulated throughout the year by outgoing officers and committee chairs to ensure that written information passed from one board to the next is worthwhile, concise and provides continuity of important information.
4. Take photos of events and projects or arrange for another member to do so.
5. Retain and maintain chapter scrapbooks.
6. Display chapter scrapbook(s) at OMGA Mini-College.

Newsletter Editor

Purpose: *To oversee, create, and interact with Master Gardeners (MG's) and the OSU Extension Agent to produce the "Garden Thymes" newsletter.*

Duties:

1. Prepare the chapter newsletter, the "Garden Thymes," four times a year in February, May, August and November.
2. Consider appointing a newsletter committee of MG volunteers to write articles, research topics of interest to gardeners, review books, report on MG events, and proofread issues prior to publication.
3. Solicit material from MG's and outline how contributors earn payback hours.
4. Ensure that all MG's are provided with the newsletter guidelines approved by the OSU Extension Agent.
5. Ensure all material presented has been vetted for reprint permission from the original publication.
6. Be proficient with a computer, using Microsoft Publisher, the internet and email.
7. Draft newsletter and send to the Extension Agent two weeks prior to publication for editing and approval.

APPOINTED COMMITTEES & COORDINATORS

Audit Committee

Purpose: *To provide assurance to the chapter that financial records are being properly maintained and that the records are reliable.*

Duties:

1. Have experience and be familiar with financial record keeping.
2. Within the first two months of the year, review the records for the previous fiscal year (January-December).
3. Check receipts and payments to confirm adequacy of supporting information such as invoices, etc.
4. Check journal entries for accuracy and correct allocations.
5. Compare reports with bank statements.
6. Review financial reports and confirm they are in balance.
7. Confirm existence of a budget and monitoring of that budget.
8. Verify that reports, including the annual financial report to the state and the membership report, have been prepared and submitted in a timely manner.
9. Present a written and signed report to the membership summarizing findings and listing any suggestions or recommendations for improvement no later than the March membership meeting.

Communications Coordinator

Purpose: *To disburse chapter communications electronically to membership as expediently as possible.*

Duties:

1. Be well experienced and familiar with electronic mail.
2. Know that computer equipment and ISP are capable of a large distribution of messages; may require removing a spam filter in order to handle volume of recipients.
3. Maintain an up-to-date accurate distribution list that includes the active membership, veterans and trainees, OSU Extension Agent and OSU Extension Staff Secretary.
4. Send out all messages forwarded from the President to be distributed.
5. Send messages to "MG Board" and BCC veterans and trainees, unless instructed, to reduce size of recipient mailing addresses.
6. If messages received directly from a member, forward to President for approval/editing before distributing to membership.
7. Delete any personal header information in messages and add direct link for responses.
8. If replies received directly from member, forward to appropriate person with a "cc" to the person replying.
9. If contact changes are received, forward to Treasurer who will update "official" distribution list.

Community Events Coordinator

Purpose: *To further the mission of the CCMGA by organizing participation at local community events held within Coos County.*

Duties:

1. Create list of various community events including locations, dates/times and contacts.
2. Determine if chapter wishes to and is able to participate in the event.
3. Submit proper paperwork for the event in timely manner.
4. Ensure 'community' kit is complete to include: table, chairs, banner, contact sheets, pens, pencils, reference material, (kids' hats supplies if needed).
5. Recruit volunteers (one veteran and one trainee, minimum) to work each shift of event.
6. Call to remind volunteers of the schedule and determine who will pick up and return the 'community' kit to the Extension office.
7. Arrange for the completed contact sheets to be turned in to the Plant Clinic (PC) for follow-up.
8. Arrange for Extension Agent to be provided with number of contacts from each event.

Coos Bay Farmers Market Coordinator

Purpose: *To assist the OSU Extension Agent in providing management of the "Plant Clinic" conducted at the CCMGA Farmers' Market booth.*

Duties:

1. Set-up the Farmers' Market booth each week (generally, May-October) with the table, signs, chairs, umbrella and reference material from the Extension office.
2. Coordinate with the director of the Coos Bay Visitor's Information Center for a space to store these items during the Farmers' Market season.
3. Recruit veteran MG's and new trainees to staff the booth for answering garden questions.
4. Create a calendar and make it available at the monthly CCMGA meetings for volunteers to sign-up to work at the booth; circulate the calendar around the new training class before their last day to ensure their participation.
5. Have one veteran and two trainees staff each shift. Volunteers should arrive at least 15 minutes early on the first shift (9-12) so the booth may be set-up and ready to go on the hour. Volunteers should plan on spending 15 minutes after the end of the second shift (12-3) to close up the booth and return items to storage area.
6. Call volunteers assigned to work at the booth a couple days prior to remind. If someone is unable to work their shift and is unable to find a replacement, the Coordinator may assist the volunteer in finding someone to take his/her place.
7. Instruct the volunteers as to the location of the restrooms and remind any who need to smoke, to do so away from the booth and crowds.
8. Make arrangements to have contact sheets delivered to the PC for follow-up to unanswered gardening questions.
9. Provide the Extension agent with names of potential volunteers interested in the Master Gardener™ Program.
10. Arrange for a "thank-you" basket to be delivered to the Coos Bay Visitor's Information Center for their assistance at the end of the Farmers' Market season.

Coos County Fair Booth Coordinator

Purpose: *To oversee all aspects of the CCMGA County Fair Booth.*

Duties:

1. Attend a Coos County Fair Board meeting to notify them of our intention to participate in the Fair.
2. Recruit MG volunteers to work at the Fair by creating and making available sign-up sheets for PC positions, demonstrations, booth set-up and tear-down. Circulate the sign-up sheets at the CCMGA general meetings and at the MG training classes.
3. In April, collect books and other garden related donations for the free drawings held during the Fair.
4. Recruit volunteers in April & May to plant, label, and maintain the demo beds. Periodically check in with the volunteers to ensure the beds are watered and growing well.
5. In June, inventory the tables, chairs and reference materials stored at the Extension office.
6. Create signage for the booth, including one with the Fair theme. Recruit volunteers to assist in creating written materials.
7. In early July, work with the Publicity Coordinator to advertise the MG booth at the Fair with all local newspapers and media outlets.
8. Work with the Demonstration Coordinator to locate the demonstration site. Make sure there is good signage, and that tables and chairs are available.
9. The week prior to the Fair, recruit a group of volunteers for set-up day to move all the necessary equipment to the fairgrounds, set up the tent, tables, and signage. Also, send all volunteers schedules for PC hours, demonstration schedules and Fair passes.
10. Plant Clinic volunteers work in two hour shifts. Make arrangements to have contact sheets delivered to the PC for follow-up to unanswered gardening questions.
11. Set up a table for the drawing sign-up and brief volunteers on the times and locations of the free drawings.
12. Provide the Extension agent with names of potential volunteers interested in the Master Gardener™ Program.
13. After the drawing, contact the winners and arrange delivery of the prizes.
14. Remind volunteers that tear-down and storage takes place the day after the fair closes and assign times when they should be there.
15. Give a report to the membership at the next CCMGA meeting.

Coos County Fair Demonstration Coordinator

Purpose: *To organize all aspects of the Demonstration/Presentation gardening programs in conjunction with the County Fair Booth Coordinator.*

Duties:

1. Recruit MG volunteers to develop ideas for demonstrations/presentations during the Fair. Emphasize that they get "payback time" for their research and presentation time.
2. Create and circulate sign-up sheets for volunteers interested in giving garden-related demonstrations/presentations. Demos should be limited to 30 minutes.
3. Locate the Demonstration area in advance, making sure there is good signage, tables and chairs and any other materials are available.
4. In early July, work with the Publicity Coordinator and County Fair Booth Coordinator to prepare a publicity release about the demonstrations in conjunction with an article about the MG booth and advertise in all local newspapers and media outlets.
5. Create and post signage at garden supply stores and around the county as well as around the fairgrounds, publicizing demonstrations, topics, times and location.
6. Instruct the demonstration/presentation volunteers to research and print a one page informational hand-out for their audience (20 copies). Inform them they can do their research at the Extension office, making sure they use credible documentation of their topic. Also, allow enough time to get the hand-outs printed beforehand at the Extension office.
7. The week prior to the fair, send all volunteers demonstration/presentation schedules and Fair passes.
8. Prior to the demonstrations for the day, check that the audio equipment is functioning, the tables and chairs are in place, and the hand-out materials are available.
9. The Demonstration Coordinator or the Fair Booth Coordinator should be available to introduce each of the demonstration speakers and give a few words about the Master Gardener™ program.
10. Be available to answer any questions or resolve problems for presenters.
11. Give a report to the membership at the next CCMGA meeting.

Facebook ("FB") Page Coordinator

Purpose: *To further the mission of the CCMGA by maintaining our FB page.*

Duties:

1. Post items of interest and importance to the CCMGA such as meetings, events and articles of interest to gardeners.
2. Remove expired items.
3. Promote the value of FB to broaden our outreach via newsletter articles and monthly meetings.
4. Monitor page activity regularly and respond to any questions/comments as they arise.

Finance Committee

Purpose: *To assist the Treasurer in the preparation of a proposed draft budget to be presented to the membership for approval.*

Duties:

1. Review actual income and expense data for the last year(s) for all programs and activities.
2. Develop a preliminary draft budget for the new year by adjusting past period numbers to account for anticipated program changes, additions and deletions for the next year.
3. Solicit input from officers and committee chairs on expectations and desires.
4. Investigate differences between last year's actual and budgeted income and expenditures.
5. Establish a net income (or loss) goal.
6. Develop the final proposed budget by adjusting the first preliminary draft budget to meet the chapter's income goal.
7. Meet as requested to discuss and assist with financial issues.

Hospitality Coordinator

Purpose: *To coordinate meeting and party logistics as well as send miscellaneous cards/baskets on behalf of the chapter.*

Duties:

1. Create snack sign-up sheets for members to provide snacks at monthly meetings, along with utensils, plates, napkins and cups.
2. Prepare coffee, teapots, creamer, milk, and sugar at monthly meetings.
3. Create sign-up sheets for members to ensure kitchen and meeting room are set up and cleaned up upon completion of meetings and all dirty dishes have been loaded in the dishwasher(s).
4. Call volunteers assigned to do set-up and clean-up a couple days prior to remind them of their commitment.
5. Create sign-up sheets for any annual party to ensure food, beverages, set-up, clean-up, decorations, attendance, hosting and entertainment (if any) are covered.
6. Send out congratulations, sympathy and get well cards when requested by the President.
7. Create thank-you gift basket/s when requested by the President.

Mentor Program Committee Coordinator

Purpose: *To provide a welcoming and supportive atmosphere for MG trainees as they work to complete education and "payback time". Assist trainees to fully understand the opportunities and responsibilities of being MG's in Coos County.*

Duties:

1. Organize mentor committee after obtaining list of new trainees from Extension Agent.
2. Provide mentor training so mentors can become familiar with the information in the mentor packet.
3. Assure mentors call assigned trainees (2-3) prior to the first class to provide a personal welcome and to provide them with information on the class location, what to bring, and what to expect.
4. Greet assigned trainees at the first class. See that assigned trainees meet each other and begin introducing them to veteran MG's.
5. Assure mentors attend as many of the training classes as possible, to set an example for the trainees, to be available for questions, and to participate in the MG community.

6. Contact trainees periodically to see how things are going. Discuss homework, class projects, training, and volunteer possibilities. Encourage them to attend the monthly CCMGA meetings.
7. Encourage trainees to think about “payback time” options. Acquaint trainees with the variety of Master Gardener™ activities available; help get them involved with the activities that particularly interest them. Explain the requirements for participating in educational outreach (i.e. PC and Farmers’ Market) in addition to chapter support activities.
8. Assure mentors maintain contact with trainees throughout their first season to encourage them to complete their “payback time” and to offer advice as needed.

Nominating Committee Coordinator

Purpose: *To present a slate of prospective officers at the October membership meeting to serve the following year.*

Duties:

5. Upon appointment by the President in September, organize a committee to recruit members for elected officer positions to serve a term of one year (January-December) minimum, two years maximum.
6. Present a slate at the October membership meeting to be voted upon at the November membership meeting.
7. Working with the current President, conduct a transition meeting with newly elected officers before January.

Plant Clinic Coordinator

Purpose: *To serve as coordinator of the OSU Extension Plant Clinic, assisting the OSU Extension Agent, in meeting the staffing requirements and overall organization of the PC.*

Duties:

1. Responsible for deciding on acquisition of new reference books and when current materials should be discarded.
2. Ensure PC reference files are maintained at least semi-annually.
3. In conjunction with the Extension Agent, verify that veteran MG’s and trainees receive PC re/certification training before working in the PC.
4. Recruit new trainees and veteran Master Gardeners to work in the PC at the OSU Extension office.
5. Create a calendar and make it available at the monthly CCMGA meetings for volunteers to sign-up to work at the PC; circulate the calendar around the new training class before their last day to encourage their participation; maintain an up-to-date schedule posted on the internet.
6. Instruct volunteers on responsibilities within the PC, including telephone reminders to volunteers working the next PC session, telephone etiquette, use of main office equipment, filling out forms, mailing procedures, approved informational sources, organization and procedures, etc.
7. If someone is unable to work their shift and is unable to find a replacement, the Coordinator may assist the volunteer in finding someone to take his/her place.
8. Report on PC issues at the regular membership meetings.
9. Report any problems or concerns to the Extension Agent.

Plant Sale Coordinator(s)

Purpose: *To oversee all aspects of the chapter's major fundraiser, the Plant Sale (generally held in May).*

Duties:

1. In early fall, make initial contact to reserve space at Pony Village Mall.
2. In October, organize a committee to work on various details. (Plant Sale meetings should be scheduled in February or March, and in early May prior to the sale.)
3. In January, confirm that room space is still available. Obtain an insurance rider for the event from CCMGA Treasurer.
4. During the Master Gardener™ Training Session, inform the trainees of the sale, hand out Plant Sale notes and provide seed starting information to new class.
5. In January, order two pallets of Coos Grange brand potting soil (100 bags). Arrange for pick-up and delivery to the Extension office. Prepare a "Potting Soil" sign-out sheet available for volunteers intending to grow plants for the sale.
6. Organize the pots in the basement at the Extension office.
7. Apply for a temporary Nursery License with the Oregon Department of Agriculture to be posted during the sale.
8. Prepare Plant Sale bookmarks to be placed in "Fertilize Your Mind" packets.
9. Order orange flags and plastic labels, as needed.
10. Prepare and distribute "Tomato Rama" flyers.
11. Working with the Publicity Coordinator, publicize sale through reader boards, newspaper, radio, websites, etc.
12. In April, sign the contract and arrange for tables, chairs, easels, and stanchions for the room at Pony Village. Get contact numbers for Pony Village Mall maintenance, janitorial and security for the day of the event.
13. In April and May, have sign-up sheets at general meetings, as well as at the final trainee class (March), for time schedules and duties that need to be filled for the sale.
14. Arrange for individuals to be responsible for the collection of cardboard boxes.
15. Create checklist of needed supplies and have them ready for the day ahead of the sale. Request assistance with plant pictures and signage need.
16. Remind Treasurer to bring cash boxes and a cash bank.
17. On Thursday, before the sale, assemble a small group of volunteers to set up.
18. On Friday before the sale, move plants to the Pony Village Mall, organize and label. Set up all cashier tables, holding area and PC table.
19. On Saturday, the first day of the sale, give volunteers last-minute instructions and reminders.
20. During the sale, see that as plants are sold, tables are consolidated and those no longer necessary are cleaned, broken down and stacked.
21. On Sunday, when traffic slows down, mark down prices.
22. After the sale, check that space is cleaned and vacuumed, lights turned off, and keys returned to janitorial staff.

Publicity Coordinator

Purpose: *To publicize the activities and events of the chapter to increase public awareness of the Master Gardener™ Program and the OSU Extension activities and services that are provided.*

Duties:

1. Be active and knowledgeable of the chapter's activities and events, i.e., plant sale, gardening seminars, training classes, plant clinic, scholarships, etc.
2. Maintain updated list of contacts for local publications/media sites, including guidelines for submission, etc.
3. Write and submit articles and photos.
4. Contact local newspapers, publications, radio, television, websites adhering to deadline requests and submission requirements.
5. Maintain open communication with CCMGA officers, committee coordinators and Extension Agent.
6. Serve as contact person for the chapter.

Scholarship Committee Coordinator

Purpose: *To administer the application and award process for scholarships.*

Duties:

1. In January, hold meeting to review application, requirements, process, and make appropriate changes.
2. Send updates to OSU Extension office for web publication after changes are made.
3. In February, personally meet with counselors at Coos County high schools to drop off applications and cover letter regarding current year's process and amount of money to be distributed.
4. In February, mail letters and applications to greater NW area colleges regarding current year's process and amount of money to be distributed.
5. In April, review applications for eligibility.
6. Determine and arrange interview schedule for late April or early May, scan and send copies of paperwork to committee members.
7. Contact any applicants who fail to meet eligibility requirements.
8. Conduct phone interviews with eligible applicants and rank results.
9. Determine the recipient(s) and amount(s) not to exceed the preapproved budgeted amount and notify recipients accordingly via phone and follow-up letter.
10. Ensure publicity is created for recipient(s) for the local newspaper as well as *The Garden Thymes*.
11. Invite recipient(s) and guest(s) to monthly meeting(s) (June/July) to receive award.
12. Create award packet for each recipient.
13. Provide data to Treasurer to ensure timely payment of funds to the appropriate college/university for each recipient in late August or early September.
14. Maintain confidential files on each applicant.

School Garden Grants Coordinator

Purpose: *To administer the application and award process.*

Duties:

1. Develop and maintain contact list (email, phone, principal and secretary) for schools in Coos County, both public and private.
2. Update grant application materials as needed on a yearly basis, set application deadline (usually late January).
3. In November-December, send grant application packets via email to schools; follow up with phone contacts as needed to ensure that all interested parties have applications.
4. Recruit a committee to read the completed applications.
5. Send out email reminders to schools two weeks prior to grant application deadline.
6. Provide technical support as needed for schools submitting grant applications, date stamp receipt of applications, notify President and committee once all are received.
7. Coordinate time and place for committee to meet and review grants. (Usually reserve a room at CB or NB library.)
8. Notify schools that have been awarded, and arrange a schedule (generally, in April) for committee to visit schools to deliver check, meet students and teachers working on the project and tour garden area.
9. Send out reminders in early October to schools who have been awarded reminding them of the October 31st deadline for their annual summary and submission of receipts documenting expenditures. Encourage them to also send pictures of work in progress and completed project.
10. Review annual summary and receipts to determine if grant project was completed and money spent as planned on appropriate materials and supplies to support school garden project.
11. Report to CCMGA at November meeting on the school garden grant projects.

Speakers Bureau Coordinator

Purpose: *To facilitate arrangements for speaking requests received from various community groups on gardening topics.*

Duties:

1. Upon receipt of a request for a gardening presentation, contact the group making the request and complete the "Request for Speaker" form and submit to the Extension Agent.
2. Upon approval of the topic request, announce and recruit members to give the presentation/s and also elicit assistance in recommending other possible speaker(s).
3. Build and maintain a contact list of speakers and their topic specialties.

Sponsorships Committee

Purpose: To assist the Treasurer in the administration of the application and award process of sponsorships to attend Master Gardener™ Training, “Fertilize Your Mind” Garden Seminar and OMGA Mini-College.

Duties:

1. Upon appointment and as needed, meet to evaluate the sponsorship application(s) and vote whether to approve the application and determine the amount of the sponsorship per funds approved within the annual budget.

Training Class Coordinator

Purpose: To assist the Extension Agent in the administration of the annual Master Gardener™ Training Program.

Duties:

1. Ensure program calendar is firm, and maintain a list of speakers, contact information, classroom needs for each speaker.
2. Have badges made up for trainees and mentors.
3. Provide all necessary handouts for each class (copies of slides, evaluations, bug & weed of the week).
3. Provide sign-in sheets for both trainees and veterans.
4. Prior to each class, ensure room is set up including equipment check, lights, seating, tables, chairs, coffee, tea, refreshments, etc., and manage lights, equipment needs throughout day.
5. Greet speaker and prepare a short bio to introduce the speaker to the class.
6. Welcome the class and provide restroom location, break times, cell phone/sidebar etiquette.
7. Introduce speaker and manage breaks to maintain schedule throughout the day.
8. Tear-down the room as required; working with the mentor team of the week, make sure the room is left clean.
9. If the Extension Agent did not attend a class, provide feedback as necessary.

AFFILIATED POSITIONS

OSU Extension Garden Seminar Coordinator

Purpose: *To assist the Extension Agent and staff in the planning and execution of the yearly Master Gardener™ Seminar.*

Duties:

1. Recruit committee coordinators (about 9 months before event).
2. Solicit input from MG's on topics and speakers from previous events (about 6-9 months before event).
3. Recruit speakers (all speakers in place at LEAST 3 months before event).
4. Act as liaison with SOCC regarding event site and equipment, liability waiver and site deposit (August before event and February).
5. Communicate with speakers regarding equipment needs and handouts for attendees (December/January).
6. Working with the Publicity Coordinator, facilitate publicity for the event (January-event).
7. Organize and facilitate event set-up and take-down.
8. Coordinate with OSU Extension staff on registration packet and class postcard (speakers and class titles, by mid-January).
9. Work with OSU Extension staff and MG's on event attendee packets, provided materials, and class handouts (February/March).
10. Work with committee coordinators to set class schedule (late February/early March).
11. Create with committee coordinators MG staffing sign-ups and schedule for all Seminar duties.
12. Facilitate speaker "thank you's" and payment for services.
13. Report on progress to OSU Extension and CCMGA before and after the event at membership meetings.

OSU Extension Payback Time Coordinator

Purpose: *To serve as coordinator of the records for CCMGA volunteer payback hours, in conjunction with the OSU Extension Agent.*

Duties:

1. On an annual (11/1 – 10/31) basis, responsible for receiving all timesheets, either in paper or electronic form, to record the volunteer hours performed by veteran MG's and trainees.
2. Using the current list of volunteers and trainees, follow up on any missing information.
3. Provide an annual report to the OSU Extension Agent which includes names and volunteer payback time performed.
4. Report any problems or concerns to the Extension Agent.

CCMGA/SCCGA Community Garden Coordinator(s)

Purpose: *To coordinate with the South Coast Community Garden Association (SCGGA) garden coordinators to ensure that the Master Gardener™ areas of the Community Gardens are maintained properly.*

Duties:

1. Recruit veteran and trainee MG's to work at the various community gardens in the area. It is preferable that there are two people working a shift, a veteran and a trainee.
2. Circulate the sign-up calendar at trainee classes and monthly CCMGA association meetings.
3. Call MG's assigned to staff a garden a couple of days in advance as a reminder of their commitment.
4. If anyone is unable to fulfill their commitment and unable to find a replacement, the Coordinator may assist the volunteer in finding someone to take his/her place.
5. Prepare a list of duties (planting, weeding, watering and maintaining MG beds,) and make certain the volunteers know their responsibilities, have the necessary paperwork to record harvests, and have official PC reports available.
6. Produce that is harvested for donation to local food banks must be arranged with the SCCGA garden coordinator.
7. Volunteers should assist gardeners with their questions. Make arrangements to have contact sheets delivered to the PC for follow-up to unanswered gardening questions. Make sure volunteers also take the information of anyone interested in Master Gardener™ training and give it to the Extension Agent.
8. Make a report to the members of CCMGA at the monthly association meeting. If unable to attend the meeting, the report should be given to the President who will present it to the members.

CCMGA/SCCGA Spring Garden Series Coordinator

Purpose: *To serve as an assistant to the SCCGA's Director of Education who organizes three events, (one in February, March and April) and recruits the speakers for each of the events.*

Duties:

1. Assist in getting the material to the Publicity Coordinator for upcoming events. (Flyers, reader boards, the World Newspaper)
2. Arrange to get a check from the CCMGA Treasurer for our portion of the room rental fees.
3. Arrange to have hand-out materials regarding the CCMGA, available for each of the events.
4. Help with set-up and tear-down.
5. Greet participants, show them where to sign in and distribute hand-outs.
6. Recruit trainees to be additional room greeters.

GLOSSARY

Coos County Master Gardener™ Association (CCMGA) consists of Master Gardeners from Coos County. CCMGA is a non-profit educational organization that helps to promote the OSU Master Gardener™ program and provides an opportunity for additional educational training throughout the year. The membership year is January 1st through December 31st.

Coos County Master Gardener™ Association (CCMGA) Dues are \$15.00 per calendar year, \$3.00 goes to the CCMGA treasury, \$5.00 pays for CCMGA liability insurance coverage, and \$7.00 goes to the OMGA (see below) treasury.

Executive Board of the CCMGA shall consist of all elected officers and the immediate Past President.

Extension Agent refers to the OSU Extension horticulture agent who is in charge of the local Master Gardener™ program in Coos County.

Extension Office refers to the OSU Extension Service office located in Myrtle Point, Oregon. The employees include agents furnished by OSU and support staff furnished by the county. A partnership between the county and OSU makes the Extension Service possible. Some offices have agents representing several of the program areas; others may only have two or three represented.

Extension Service is a part of Oregon State University. The Extension Service is the “outreach” of OSU. Through Extension, agents, program assistants, specialists and volunteers extend research-based information from the University and its research stations to Oregon citizens across the state. There are six program areas in Coos County Extension (Agriculture, Horticulture, Family and Community Health, 4-H Youth Development, Marine/Sea Grant, and Forestry). Master Gardeners are a part of the Horticulture program.

Growin’ Yer Grub is a 4-H Youth Development program offered by the OSU Extension Service during the month of August and held in the communities of Coquille and North Bend. The CCMGA typically offers support during the 4-day camps to help teach children (who have just completed grades 3-5) about gardening.

Master Gardener™ Mini-College is a four-day program of specialized topics pertaining to Oregon gardeners. OMGA and OSU Extension Service co-sponsor Mini-College. It is held each year and the date and place varies. The Master Gardener™ Mini-College is primarily designed to enhance horticultural knowledge for Master Gardeners but it is also open to the general public.

Master Gardener™ Program is a teaching program for volunteers who want to learn more about home horticulture and who agree to give their time to extend gardening knowledge to others. It has been designed by OSU Extension personnel to train garden-oriented volunteers for their own gardening benefit and to develop a volunteer staff who can extend this information to others. Its purpose is to provide support to the OSU Extension Service through trained and certified volunteer Master Gardeners.

Master Gardener™ Re-Certification is for Master Gardeners who would like to keep active in the Master Gardener™ program. Active Master Gardeners are required to be re-certified each year. There are two components required for re-certification. These must be completed by October 31st of the previous year to be considered an active MG.

- a. A minimum of 20 hours of volunteer service, 10 hours of which must be educational outreach.
- b. Completion of six hours of advanced training through **any** of the options listed below:
 - Attendance at classes during the annual Master Gardener™ training;
 - Attendance at classes at the annual Master Gardener™ Mini-College;
 - Participation in OSU Extension Service sponsored advanced training sessions;
 - Participation in any other programs approved by the Extension Agent for recertification, or, by scoring 70% or better on the statewide Open Book Re-certification Review.

Master Gardener™ Training is a series of full-day classes planned to update and strengthen plant knowledge and gardening problem solving skills. These classes are taught by Extension agents and other qualified faculty, staff and volunteers. In Coos County, training consists of 10-11 weeks and is held January through March. Trainees have an obligation to “payback” 60 hours of volunteer time by October 31 following completion of the classes, 20 hours of which must be spent on educational outreach activities.

Master Gardener™ Volunteer (MG) is an individual trained by OSU Extension Service to meet the gardening education needs of the community. In a variety of roles, Master Gardener™ volunteers become teachers and communicators of home horticulture information and are considered active members of the Coos County Master Gardener™ Association (CCMGA).

Oregon Master Gardener™ Association (OMGA) is a non-profit organization whose purpose is to enhance and support the OSU Master Gardener™ program. The county Master Gardener™ chapters make up the state association. OMGA is comprised of representatives of each county chapter, as well as state officers. Quarterly OMGA meetings are held at various locations throughout the state. The organization is fully self-supported through member dues, fund raising activities and income from the annual Master Gardener™ Mini-College. OMGA membership is included as part of being a paid member of CCMGA.

Oregon State University is located in Corvallis and each county office is an “Extension” of OSU. The University consists of 3 parts: resident teaching, research and Extension. Master Gardeners are volunteer members of the Extension staff.

Payback Time is time spent as a Master Gardener™ active member volunteering for the Extension Service. It is an opportunity to get involved with the community, share knowledge and “pay the Extension Service back” for the instruction time spent in the training courses. Trainees have an obligation to “payback” 60 hours of volunteer time by October 31 following completion of the classes of which 20 hours must be spent on educational outreach. Outreach opportunities include working in any of the approved OSU Extension Plant Clinics such as Extension Office Plant Clinic, Farmer’s Market, County Fair Plant Clinic, and “Tomato-Rama” Plant Clinic. Also included are Extension Service approved activities such as teaching demonstration workshops. Active Master Gardeners must contribute 20 hours of volunteer time with a minimum of 10 hours of educational outreach payback hours.

SCCGA is the acronym for the South Coast Community Garden Association which is a non-profit organization formed to create and sustain community gardens throughout Coos County. The CCMGA works with the Association, creating demo beds within each garden and offering local gardeners an opportunity to get garden questions answered.

Tomato-Rama is the unofficial name of the annual plant sale held by the CCMGA in May to raise funds for future events and programs.