

POLICIES AND PROCEDURES

OF

NWLA MASTER GARDENERS

I. Project Chairmen Responsibilities

A. Hours Evaluation Committee Chairman

- 1. Record and maintain membership's hours log.**
- 2. Provide the log to membership at monthly meetings.**
- 3. Email log to MG coordinator and president monthly.**
- 4. Provide the treasurer and the membership chairman with a list of members eligible for pins or awards no later than August 1.**
- 5. Provide the treasurer and membership chairman with the final hours log including all hours posted for the MG year (July 1 through June 30) before August 1.**

B. Le Tour des Jardins Committee Chairman

- 1. Solicit tour garden applicants.**
- 2. Tour all applicants' gardens.**
- 3. Announce to the Board of Directors at the November meeting the chosen gardens and the chosen dates for the tour.**
- 4. Provide a written report of committee activities for the MG file to be used to help the next year's chairman.**
- 5. Provide a report including financial report to the Board of Directors within 30 days of completion of project.**

C. Awards Ceremony Committee Chair

- 1. Secure from the treasurer a list of members eligible for awards.**
- 2. Present awards to members on or before the December following the end of the MG year.**
- 3. Present for Board approval the proposed date and time and budget for the event.**

D. Program Committee Chairman

- 1. Select programs and acquire speakers on selected subjects.**
- 2. Provide for the speakers' special equipment needs.**
- 3. Introduce speakers at monthly general meetings.**
- 4. Honorariums of up to \$25.00 can be given to speakers at the discretion of the chairman**

E. Speakers Bureau Chairman

- 1. Recruit speakers from NWLAMG membership.**
- 2. Maintain a list of speakers and their topics.**
- 3. Coordinate speaking opportunities in the community.**

F. The Seedling Publication Chairman

1. Write, gather, and edit articles for a monthly newsletter.
2. Produce and email newsletter.
3. Maintain list of subscribers and NWLAMG members.

G. The Supplement Publication Chairman

1. List current approved projects, dates for upcoming activities and announcements.
2. Produce and email list to membership monthly.

H. NWLAMG Website and Communications Chairman

1. Monitor and maintain site.
2. Email all correspondence as requested.

I. Publicity Chairman

1. Provide publicity for NWLAMG events to the print and broadcast media.
2. Produce and distribute posters and flyers for these events.
3. Work with the MG membership to provide telephone workers for the Red River Radio membership drive.
4. Maintain a detailed list of all advertising contacts.
5. File a copy of all publicity in the NWLAMG permanent files.

J. World of Gardening Chairman

1. Plan four free lectures annually for the general public.
2. Present dates, topics, and the annual budget for approval by the NWLAMG Board of Directors and the City of Shreveport.
3. File a copy of records in the NWLAMG permanent files.

K. Extreme Garden Makeover Chairman

1. Join Shreveport Green in selling raffle tickets.
2. Coordinate publicity with the NWLAMG Publicity Chairman and Shreveport Green.
3. Work with NWLAMG coordinator and Shreveport Green on the garden design.
4. Work with NWLAMG coordinator in overseeing the buying of the plants, and implementing the plan.
5. Work with Shreveport Green in coordinating their labor.
6. Organize work days for NWLAMG volunteer participation.
7. Provide the garden owner with a plan to maintain the makeover.
8. At project's end provide written financial report to the board of directors.
9. File written report of project in the permanent NWLAMG file.

L. Grant Finding Committee Chairman

1. Research grant possibilities for the use of NWLAMG.
2. Present possibilities to the board of directors.
3. Write and submit grant applications upon project approval.

M. Projects Committee Chairman

- 1. Request annual reports from each project chairman at the annual meeting.**
- 2. Report to the board of directors and general membership on ongoing projects.**
- 3. Present new projects to the board and the local MG coordinator for discussion and decision.**
- 4. Inform the website coordinator, the editor of The Seedling and the editor of The Supplement of any changes in project chairmanships or additions of new projects.**
- 5. Provide photos of projects for use in the scrapbook, publications and slide show.**

N. Membership Committee Chairman

- 1. Solicit dues for renewing members in June of each year.**
- 2. In June notify members who have not met their volunteer obligation for the year that they have 30 days to finish their hours.**
- 3. On or before August 1 purge the old membership list of members who have not paid or not completed hours and submit new membership to secretary.**
- 4. Print the new membership cards and distribute to members on or before September**
- 5. Coordinate the compilation, printing and sale of photo directories for distribution on or before September 1.**

O. Nominating Committee Chairman

- 1. Will be the Vice-president.**
- 2. Chair a committee of 3-5 members to be appointed by the president and approved by the board in April. Members of the committee will represent different graduating classes.**
- 3. Present the slate at the May meeting with a call for nominations from the floor.**
- 4. Prepare the paper ballots to include all nominees for every office and distribute same at the June general membership meeting.**
- 5. Collect finished ballots, count the votes and announce the winners at the meeting.**

P. Plant Sale Committee Chairman

- 1. Establish location of event and dates.**
- 2. Submit budget for Board approval, encourage donations of plants, publicize and organize sale, and provide financial report.**
- 3. File written records for the NWLAMG files.**

II. Volunteer Hours Reporting Procedures

- A. The volunteer shall submit hours monthly on forms available at the monthly general membership meeting or hours may be logged on the NWLAMG website at www.lsuagcenter.com/NWLAMG .**
- B. Hours to be reported will be those accrued from July 1 through June 30 with the exception of the hours of the members from the last graduating class whose hours between graduation and June 30 will be logged in for the next year.**
- C. Volunteer hours will be submitted to the Local Master Gardener Coordinator and a compilation of these hours will be sent to the State Master Gardener Coordinator.**

III. Awards

- A. Volunteers will be eligible for the following awards.
 - 1. Gold pin for over 500 volunteer project hours.
 - 2. Silver pin for over 250 volunteer project hours.
 - 3. Bronze pin for over 100 volunteer project hours.
- B. Awards shall be presented at a time decided upon by the board of directors.

IV. Volunteer Hours Guidelines:

- A. Approved and continuing education hours are a requirement of the NWLAMG Association.
- B. Community service hours are logged but not required.
- C. Approved projects are listed at www.lsuagcenter.com/NWLAMG, www.NWLAMG.org, may be found in the Seedling Supplement, or obtained from the Projects Committee Chairperson. Final approvals are made by the Master Gardener Coordinator or an LSU Ag. Extension Agent.
- D. Hours may include time spent working on committees, time spent preparing for and presenting educational talks to civic clubs, garden clubs, professional organizations, school and college classes and other such entities, and for articles submitted for the Seedling.
- E. Hours may include travel time to and from the event site.
- F. Hours are to be listed in whole numbers, not halves, i.e., 2.5 =3 hrs.
- G. Hours are to be calculated and not listed by time: i.e., 3hrs. not 1pm to 4pm.
- H. Continuing Education Hours for self-improvement and learning include attending horticulture related seminars, gardening symposiums, garden club programs, college courses, horticulture field days at LSU Experiment Stations, Book Study Club, and similar learning opportunities. This also includes Master Gardener conventions and NWLAMG monthly meeting programs.
- I. Travel time to and from educational events does not count.
- J. Educational hours do not count toward the Volunteer Commitment or Awards, but are required to maintain certification.
- K. Community Service hours are not required and do not need approval. These hours include all other time spent assisting, demonstrating, or teaching someone how to perform a horticultural task or solve a horticultural problem. Anyone may be a recipient. These hours do not count toward volunteer commitment or awards.
- L. Required hours are:
 - 1. 1st year following graduation: 40 hours volunteer service, 10 of which must be in telephone duty.
 - 2. all succeeding years: 20 hours volunteer service, 5 of which must be in telephone duty.
 - 3. 6 hours continuing education.
- M. In the event any member is unable to meet the yearly requirements due to unforeseen circumstances they are to contact the Local Master Gardener Coordinator whereby their circumstances will be presented to the board of directors for a decision on excusing that individual from their hourly requirements. Members unable to participate for a time can choose to be an inactive member by consulting the Coordinator.

V. Financial Guidelines

- A. On or before July 31 the Executive Committee will present to the Board of Directors the proposed budget for the year. Each committee head is expected to submit a budget request prior to this time. After the budget is board approved a vote of the board will be required to deviate from the budget.
- B. Members may submit a request for reimbursement (form attached) when they have used their personal funds for an approved expenditure. The submitted request should be accompanied by a receipt and should be approved by the project chairman.

- C. The treasurer will present a current balance sheet reconciled to the bank statement and a profit and loss statement monthly to the board of directors. The treasurer will present a balance sheet to the general membership monthly.**
- D. The treasurer will arrange for an annual audit according to the by-laws and will be responsible for having an annual tax return prepared.**
- E. The treasurer, secretary and president will be approved for check signing. Only one signature is required for each transaction. At the onset of each financial year, July 1, the newly elected treasurer will have the debit card password changed and will have the old year's officers removed from the bank roster and three of the new year's officers (treasurer, secretary and president) added.**

VI. Randle T. Moore Meeting Guidelines

- A. On or before July 1 the MG Secretary will schedule dates of general meetings and board meetings for the upcoming year with RTM personnel (including all setup instructions, microphone, chairs, tables, etc.**
- B. Small meetings (as individual committee meetings) requiring minimum or no setup should be placed on the RTM calendar.**
- C. Any special MG sponsored event should be scheduled with RTM personnel and permit application forms completed as needed.**