

Northern Shenandoah Valley Master Gardener Association

Guidelines

Reference: NSVMGA Bylaws as amended April 20, 2008

Purpose: To provide guidelines for administration of NSVMGA

Administration: The Board of Directors shall plan, organize, direct and administer the programs and activities of the Association. The Board is responsible for its daily affairs between meetings. The Board will meet at least four (4) times a year with special meetings as necessary. When time requires it, special meetings may take place via e-mail. Minutes shall be taken for all regular and special meetings and kept by the Association's Secretary.

Annual Meeting: The November meeting of the Association will be deemed to be the Annual Meeting. The Annual Meeting will also be the meeting at which elections are held and the budget for the coming year will be voted on and approved by the membership.

Financial: Expenditure of funds shall be as authorized in the Bylaws. The Board may authorize commitment of Association funds for business calls, postage, stationery, etc. The Association may authorize advances of funds to pay expenses of approved activities. Documentation must accompany any requests for funds noting date, amount and activity involved. The Treasurer shall pay all approved expenses and maintain appropriate records of all income and expenditures. The Finance Committee shall prepare a budget for each fiscal year based on estimated incomes and expenditures presented by the various committees of the Association. This budget is to be presented to the Board for approval prior to the October meeting of the Association. The approved budget shall be circulated to the membership of the Association in the newsletter published prior to the November meeting of the Association. The budget must be approved by the Active members at the November meeting.

Officer Guidelines: In addition to those specified in the Bylaws and Robert's Rules of Order the:

President

1. Will attend and chair all meetings of the Board of Directors and monthly Association meetings. In addition, the President will serve as a member of the Bylaws Review Committee, Guidelines Committee and the Finance Committee should any or all of these committees be convened.
2. Will maintain any contact necessary with all committees to assure their functions are performed.
3. Will maintain contact with the Virginia Cooperative Extension State and District Master Gardener Liaisons to assure good lines of communication.
4. Will write a column(s) for the Association newsletter.

5. Will approve locations for Board meetings.
6. Will write letters on behalf of the Board or whole Association to any parties as directed by the Board or when otherwise appropriate. If there is a question of appropriateness, the President should first consult with the Board.
7. Will maintain records of official presidential activities, including correspondence, to be presented to the new President upon leaving office.
8. Will act as, or designate a spokesperson for the Association when necessary.
9. Will prepare an agenda for each Board and Association meeting to be sent via e-mail to Association members one week prior to meeting date.
10. Will provide general encouragement, guidance and leadership for the Association.
11. Will perform such other duties as may be prescribed in the By-Laws.

Vice-President

1. In the absence of the President, shall serve as the presiding officer at all functions at which the President would normally preside.
2. If the office of President is vacated for any reason, shall serve as President.
3. Will act as Chairman of Programs Committee and as a member of the Guidelines Committee, should it be convened.
4. Will perform such other duties as may be prescribed in the Bylaws.

Secretary

1. Will take minutes of all Board meetings and will circulate those minutes to the Board members prior to the next Board meeting. At direction of the Board, these minutes may also be circulated to the Association members.
2. Will take minutes of all monthly Association meetings and will circulate those minutes to all Association members prior to the next Association meeting.
3. Will maintain all official records of the Association, including those of the Board and the Association as a whole. Will maintain archives of Association records.
4. Will circulate the slate of nominations for Association officers, as provided by the Nominating Committee, to the Association members no less than 30 days prior to elections.
5. Will maintain a list of all Committees and their members, to be available upon request.
6. Will maintain an archive of annual membership list.
7. Will perform such other duties as may be prescribed in the By-Laws.

Treasurer

1. Has authority to convene any Finance Committee meetings deemed necessary pending approval of the Board of Directors. Any such meetings should be held at least one month prior to the presentation date of the annual budget.
2. Will maintain up to date and correct records of all income and expenditures.
3. Will collect and record all dues paid, and send reminder notices, as necessary.
4. Will prepare and present a report at each Association meeting that includes;
 - a) the previous balance;
 - b) all income for the period, listed by committee or activity as appropriate;

- c) all expenditures for the period, listed by committee or activity as appropriate;
 - d) the final balance for the period of the report; and;
 - e) such other matters as the Treasurer deems necessary to understand the overall report.
5. Will maintain a list of the members, by membership category, including name, address, telephone number and e-mail, until such time as the Membership Committee may be convened and this shall become the responsibility of that committee.
 6. Will perform as chair for Finance Committee and will work with Fundraising Committee should such committee be convened.
 7. Will notify committee chairs and County Coordinators of date budget requests must be submitted.
 8. Will perform such other duties as may be prescribed in the By-Laws.

Volunteer Coordinator

1. This position is appointed by the VCE agent and members of the Board.
2. Will attend the meetings of the Board of Directors, monthly Association meetings, and County planning meetings. Will act as chair of Volunteer Coordination Committee and is a member of the Education Committee and Nomination Committee. Is encouraged to attend Master Gardener College with all expenses paid by the Association. Leadership training is recommended.
3. Will gather and monitor members' volunteer and educational hours for the purpose of arranging for appropriate hourly milestone certificates and awards, and also for reporting such milestones to the State appointed VCE liaison.
4. Will arrange for other awards, special memberships, or other important acknowledgements of members as deemed appropriate.
5. Will provide general encouragement and guidance for each Association member and intern.
6. Will actively support major fundraisers and events.
7. Will provide a list of nametags to be ordered by the VCE appointed liaison.
8. Will submit monthly reports for the Newsletter and at monthly Association meetings.
9. Will teach the class on volunteerism.
10. Will review Master Gardener projects submitted through County Coordinators and present to Board.

County Coordinator

1. Will serve as a member of the Volunteer Coordination Committee, which is a committee convened to facilitate communication among the counties under the chairmanship of the Volunteer Coordinator.
2. Will prepare and maintain a database of members for his/her individual county who are willing to share their expertise as follows:
 - a. Members who have coordinated Master Gardener Program training;

- b. Speakers, whether from the Association, other Master Gardener units, governmental agencies, or community and industrial spokesmen, who are good presenters and are willing to give Master Gardener training and/or continuing education;
 - c. Members who have experience in preparing materials for distribution to the media;
 - d. Members who have experience in writing grant applications.
3. Will provide first approval for any proposed projects in each county. Upon approval, the County Coordinator will present the proposed project to the Volunteer Coordinator, who will then present it to the Board of Directors and VCE liaison for final approval.
 4. Will actively encourage county members to conceive, develop, lead and execute projects of an educational nature.
 5. Will oversee all projects in the county by coordinating with all project leaders.
 6. Will assist in communications and publicity of the county projects regarding other Association members and to the local community.
 7. Will submit monthly reports for the newsletter and at monthly Association meetings. Will report quarterly to the Board and are encouraged to attend all Board meetings.
 8. Provide the Finance Committee with a proposed budget 2 months prior to the Annual meeting of the Association.
 9. Will submit minutes of committee meetings to Association Secretary.
 10. Will provide general encouragement and guidance for his/her county members.

Defining the Committees: The NSVMGA has two (2) categories of committees:

1. Standing: these committees are considered permanent in that they perform ongoing functions, e.g. the Program Committee.
2. Special: memberships to these committees are appointed to perform a specific function or task. A committee may be dissolved when its function or task has been accomplished; e.g. the Nominating Committee.

Committee Guidelines: In addition to those duties and responsibilities specified in the Association's Bylaws, the Standing Committees will do the following:

Communications and Publicity Committee

1. Establish and maintain a database of members in the Master Gardener program to whom information should be sent.
2. Submit timely reports to the newsletter editor for publication.
3. Will work to increase general awareness of the Association throughout the community.
4. Work with all other segments of the Association, including officers, committee chairmen and project leaders, to ensure that news releases, columns, interviews, etc. are given to the media and the webmaster on a timely basis, for as wide a dissemination as is possible, so that non-Master Gardeners are made aware of the Association's activities.

5. Will prepare flyers, as appropriate, and distribute them to Association members as well as members of the community.
6. Provide the Finance Committee with a proposed budget 2 months prior to the Annual meeting of the Association.
7. Maintain committee records and deliver them to the incoming chairman.

Program Committee

1. The Program Committee shall be composed of the Vice-President and two (2) members.
2. Shall be responsible to the Board for the planning of the monthly Association meetings, in particular the education and social aspects of meetings.

Education Committee

1. Will work to provide continuing education programs, over and above monthly meetings, for members of the Association to assure advancement in the skills and learning of the members. Responsibilities include selection of topics, contacting presenters and arrangement of facilities to hold the programs.
2. Will arrange specialty tours and trips of gardens or other garden events when available.
3. Will help to assimilate information of events, programs, tours, and classes for submission to the Communications and Publicity Committee to be included in the calendar of events on the Website.
4. Arrange for hosting of educational programs to include arrangements for refreshments and meal facilities when appropriate.
5. Handle registration for programs and answer questions and inquiries regarding programs.
6. If fees are charged, transfer all funds to the Treasurer with appropriate records.
7. Provide the Finance Committee with a proposed budget 2 months prior to the Annual meeting of the Association.
8. Maintain committee records and deliver them to the incoming chairman.

Finance Committee

1. Shall prepare a proposed budget, based on input from the various committees, and submit to the Board one month prior to the Annual meeting of the Association. The Board will approve a budget prior to the Annual meeting of the Association and submit it at the Annual meeting for approval by the Active members. This will be a working budget and may be changed at any time if deemed necessary by the board of directors.
2. As a part of the proposed budget, the Committee will recommend any needed changes in membership dues.
3. Maintain committee records and deliver them to the incoming chairman.

Membership Committee

1. Establish and maintain a list of the members, by membership category, including name, address (both street and mailing if different), telephone number and e-mail address.

2. Develop and implement programs for increasing membership in the Master Gardener Program and in the Active membership of the Association.
3. Submit to the webmaster the names of any new members not included in the current roster and any changes in the status of members.
4. Provide the Finance Committee with a proposed budget 2 months prior to the Annual meeting of the Association.
5. Maintain committee records and deliver them to the incoming chairman.

Newsletter: The Association will publish a monthly newsletter for distribution to members of the Association and to such other individuals, agencies and organizations as may be approved by the Board. Master Gardeners in the Northern Shenandoah Valley who are not members of the Association may subscribe to the newsletter at a rate to be determined by the Board in consultation with the Editor.

Newsletter Editor

1. Has authority to convene the Newsletter Committee, if so desired, pending approval of the Board of Directors.
2. Will edit and publish news articles each month to be distributed.
3. Newsletter should contain reports from committee chairmen, activities of the various counties, reports regarding projects, upcoming events, a President's message and other appropriate articles and editorials.
4. Provide the Finance Committee with a proposed budget 2 months prior to the Annual meeting of the Association.

Record Keeper

1. Appointed assistant to the Volunteer Coordinator for the purpose of reporting members' hours, according to standards established the VCE.
2. Assist Volunteer Coordinator in preparing awards and annual report.

Webmaster

1. Will enter appropriate data on the website.
2. Will update information on a timely basis.
3. Will enter newsletter, minutes, and treasurers' report on a monthly basis.

ADOPTION OF AND REVISIONS TO THE GUIDELINES

The Guidelines Committee may propose additions and revisions to the Guidelines. Members at large may submit proposals for revision to the Committee or move them for adoption from the floor at an Association meeting. In the case of revisions originating in the Committee or submitted to it from outside the Committee, such revisions will become effective only after approval by the Board and approval by a majority vote of the Active members at an Association meeting for which there is a quorum. In the case of a motion for revision from the floor such revision will take effect upon approval by a majority vote of the Active members at an Association meeting for which there is a quorum.

Note: According to the bylaws Article VII, Meetings, Section 3: A quorum for any Association meeting shall be one-quarter (1/4) of the Active and Intern members.

August 7, 2008