

## **Policies and Procedures 2016**

### **1. MEMBERSHIP**

There shall be a membership chairperson whose primary function shall be the promotion of fellowship through encouraging participation of the membership. Letters, e-mail, questionnaires, telephone calls or other appropriate methods may be used to verify the status of members.

The chairperson shall report to the Board concerning special needs and situations of members as an update to their status.

Among the specific duties of the chairperson, maintaining a list of members who are current in the payment of dues and the accumulation of hours necessary to be certified as a Master Gardener as determined by the Horticultural Agent or designee. The chairperson shall provide timely reminders to members who are deficient in dues. In conjunction with the Treasurer, the chairperson shall maintain an attendance roster of business meetings. Members who have not paid dues by March 30 will have their names removed from the Association roster.

### **2. RECOGNITION**

No master gardener shall be given monetary recognition for their master gardener work by the Association. Members may be recognized by certificate, plaque or other non-monetary methods.

Extension staff or non-master gardeners may be given monetary recognition once a year via budget at the recognition banquet or holiday social. An individual or a company may only receive recognition once a year. The monetary value of the recognition shall not exceed \$50.00 unless approved by the membership and is a budget item. A bill for this expense should be drafted by the president which indicates the line item in the budget from which it shall be deducted.

### **3. EXPENSES**

Bills should be submitted to the treasurer with the following information:

- A. Name and address of vendor
- B. Is check to be mailed or hand delivered?
- C. The name of the line item expense it is to be charged against.

### **4. CORRESPONDING SECRETARY**

This person will be responsible for cards, notes and letters to master gardeners and immediate family (spouse, sons, daughters, mother and father) from the Association.

Cards, notes and letters should be sent for the following: bereavement, illness, surgery, injuries and accidents. Notification to the sunshine chair should come from the following sources: extension secretary, president and MG coordinator. If the request is for a master gardener's family or extension staff, the full name and mailing address should be included in the notification.

## **5. PLANT SALE COMMITTEE**

Our Mission: The BCMGVA plant sales are fund raising events for the organization. The mission of the plant sale committee is to select plants, compile and distribute informational materials on plants being sold, prepare publicity, and maintain data on plants sold. The plant sales will aid our mission of public outreach by answering customer's gardening questions and providing online information on each plant for sale.

Our Vision: This will be accomplished by providing plants which are best suited for our area; including vegetable introductions developed for our climate conditions and the inclusion of more native plants. We will offer to the Brunswick County community a different plant selection and purchase experience than provided by the box stores.

## **6. BOTANICAL GARDEN COMMITTEE**

Our Mission: The Committee will work with Extension personnel to provide a long-term vision for the Botanical Garden. We will provide guidance and coordination to inspire other Master Gardener volunteers to cultivate an educational, hands-on learning experience in the Garden for them and our outreach efforts in Brunswick County.

Our Vision: The Botanical Garden will be for the display, study and understanding of plants that thrive in southeastern coastal Carolina. Plants will be labeled with common and scientific names for the certification process of professional landscapers as well as the education of the public. Every element of the Garden will reflect excellence, beauty and inspiration for the visitor to learn about plants and the varied environments of our area. Through our Master Garden volunteers and Extension Staff, we will serve people of all ages by providing year round educational experiences within a Garden that engages, inspires and refreshes.

## **7. CRITERIA FOR PROJECTS**

Master Gardener volunteer projects must meet at least three (3) of the following criteria to be eligible for consideration:

1. Is it a community-oriented project?
2. Do Master Gardener volunteers wish to do the project?
3. Is it good public relations?
4. Is it a fundraiser?

The executive board will consider all requests and make recommendations to the membership who will then vote on the project proposal.

## **9. CRITERIA FOR MEMORIALS**

### **1. Commemorative Brick Criteria**

The criteria of five continuous years of active participation as a "certified" Master Gardener would merit a commemorative brick.

*Revised / Adopted March 2016*