

CHEROKEE COUNTY MASTER GARDENERS

COMMITTEE DESCRIPTIONS

CCMG Project Committees
2010

	Project Number *
Budget and Finance	17
Burgess Arboretum	18
Bylaws	17
Care and Share	18
Christmas Party	18
County Fair Booth	5
Demonstration Garden	3
Field Trips	18
Habitat Landscape Class	7
History Committee	18
Junior Master Gardeners	1
Landscape Design Class	13/17
Mentoring	17
Nature Club at Reinhardt University	1
Newsletter	9
Phone Buddies	17
Plant Clinics	11
Plant Sales	18
Publicity	17
Seed-Separation Party	17/18
Seminar Series	13
Social	17/18
Speakers Bureau	2

* When committee meetings are held or plans are being made, your volunteer hours are considered Program Administration (#17). When the project is being performed, your volunteer hours are considered an approved project (#18). Make a note under "Description of Project" the name of the project.

- I. NAME OF COMMITTEE: Budget and Finance
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/charokee.
- III. GOALS/PURPOSE:
 - A. Oversee the budget to maintain a financially sound organization.
 - B. Maintain financial records of the Cherokee County Master Gardeners.
- IV. GUIDELINES/PROCEDURES:
 - A. Chair
 1. Contacts all chairpersons in early January and requests their projected expenses for the current year.
 2. Works with budget and finance committee
 - a. To compile a proposed budget for the current year.
 - b. To set up a contingency fund to cover any requested expenses from January 15 to the February meeting.
 3. Presents the proposed budget at the February meeting for approval.
 4. Communicates to committee chairs and members that monies cannot be spent unless approved by a majority vote of the members present.
 5. Deposits all collected monies at approved bank.
 6. Updates the bank signature card.
 7. Pays all bills for the membership.
 8. Keeps records of income and expenditures for the year.
 9. Keeps the budget current for each committee. Any expenses over the budget must be approved by the members and come from the miscellaneous fund.
 10. Pays Georgia state sales taxes on income as required. This usually involves plant sales, books, and other items sold by members for profit.
 11. Gives a monthly update of current balance and any other requested information at the monthly meeting.
 12. Collects and tallies Pike receipts. When required amount has been collected, redeems the receipts for a gift card.
 13. Reminds the members in November that any request for reimbursements must be sent to the treasurer by January 15, after which no reimbursements will be made.
 14. Closes the books for the previous year on January 15 and sends the books to the auditor by February 1.
 15. Presents the audit to members at the February meeting.
 16. Updates committee notebook.
 - B. Committee Members
 1. Attend committee meetings.
 2. Work with chair to establish a budget and set up a contingency fund.

I. NAME OF COMMITTEE: Burgess Arboretum

II. COMMITTEE MEMBERS: See the Master Gardener Committees on extension website at www.ugaextension.com/charokee.

III. GOALS/PURPOSE:

- A. Assist the horticulturalist at Reinhardt College in updating the inventory of trees and shrubs on campus.
- B. Help create a database listing all plants inventoried.
- C. Assist in establishing a walking tour of the trees and shrubs.
- D. Host future woody plant seminars for master gardeners, 4-H members and others.
- E. Provide other assistance in the future supporting the arboretum.

IV. GUIDELINES/PROCEDURES:

A. Chair

- 1. Submits budget to finance committee when requested and tracks expenditures.
- 2. Turns in receipts and reimbursement form to the treasurer.
- 3. Communicates clearly any step-by-step processes, including time line, if appropriate.
 - a. Coordinates the work efforts of the committee members.
 - b. Signs up members for workdays.
 - c. Reminds volunteers of workdays.
 - d. Represents the committee and general CCMG membership on the College's "Burgess Arboretum Committee" along with Cherokee County Extension Agent.
- 4. Reports to members as needed.
- 5. Updates committee notebook.

B. Committee Members

- 1. Attend committee meetings.
- 2. Establish work goals for committee.
- 3. Work to fulfill committee goal(s).

- I. NAME OF COMMITTEE: Bylaws
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on extension website at www.ugaextension.com/cherokee.
- III. GOALS/PURPOSE: The purpose of the bylaws committee shall be to keep the Bylaws of Cherokee County Master Gardeners consistent with current practices.
- IV. GUIDELINES/PROCEDURES:
 - A. Chair
 1. Submits budget to finance committee, when requested, and tracks expenditures.
 2. Turns in receipts and reimbursement form to the treasurer.
 3. Communicates clearly any step-by-step processes, including time line if appropriate.
 4. Arranges meeting place for committee to discuss needed changes.
 5. Studies the bylaws and current practices to determine consistency.
 6. Works with the president and the bylaws committee to update bylaws.
 7. Requests needed changes from members at a regular meeting.
 8. Conducts a committee meeting to discuss requested changes.
 9. Recommends deletions, additions or changes in the bylaws to the members at a regular monthly meeting and asks the members to vote on the changes at least thirty (30) days and not more than ninety (90) days after they have been presented.
 10. Makes the changes to the bylaws on the website copy.
 11. Reports to members as needed.
 - B. Committee members
 1. Study the bylaws and current practices to determine consistency.
 2. Suggest editorial and procedural changes in the bylaws.
 3. Meet with the chair to discuss needed or requested changes.
 - C. Office Personnel
 1. Works as the adviser to the committee.

- I. NAME OF COMMITTEE: Care and Share
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/cherokee.
- III. GOALS/PURPOSE: Extend kindness on special occasions on behalf of the Cherokee Master Gardeners and Interns.
- IV. GUIDELINES/PROCEDURES:
 - A. Chair
 1. Submits budget to finance when requested and tracks expenditures.
 2. Sends notes of congratulations to members who have received special honors or recognitions.
 3. Encourages members to send additional cards for different reasons on an individual basis.
 4. Sends get well messages to members who have an extended illness.
 5. Sends condolence notes to members who have bereavement.
 6. Sends flowers and/or a gift (not to exceed \$30.00) in the event of death of a member or anyone in their immediate family (spouse, father, mother, sister, brother, children).
 7. Organizes meals, when necessary, for members with an extended illness or death of an immediate family member.
 8. Turns in receipts and reimbursement form to the treasurer.
 9. Sends cards to Friends of Cherokee County Master Gardeners at the discretion of the president in conjunction with the chairs.
 10. Coordinates work efforts of committee members.
 11. Reports to members.
 12. Updates committee notebook.
 - B. Committee Members
 1. Works to fulfill committee goal(s)

- I. NAME OF COMMITTEE: Christmas Party
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/cherokee.
- III. GOALS/PURPOSE: Host a Christmas social event for active Cherokee County Master Gardeners, Friends of Master Gardeners, interns, extension office staff, and their guests.
- IV. GUIDELINES/PROCEDURES:

A. Chair

1. Secures a location for the event.
2. Chooses a date and time for event.
3. Notifies all involved to reserve the date.
4. Requests that members volunteer as heads of special teams (table decorations, food, name badges, entertainment, setup and cleanup).
5. Arranges planning meeting for all team members.
6. Issues an invitation to members and guests with deadline for RSVPs.
7. Tracks expenditures.
8. Coordinates work efforts of teams.
9. Reports to members
10. Updates committee notebook.

B. Team Chairs

1. Table decoration team
 - a. Decides on theme and how to achieve it.
2. Food team
 - a. Decides on room layout for the food serving tables, dining tables, punch, and hors d'oeuvres table.
 - b. Determines the meat to be served and stays within budget.
 - c. Chooses beverages to be served and provides all that is necessary to serve them. Suggestions are: water, ice tea, hot tea, and coffee. Those who prefer alcoholic beverages should BYOB while the committee will furnish the glasses.
 - d. Assigns side dishes to members (not guests) by the method of dividing up last names alphabetically, after the final RSVP count. Dishes include punch, hors d'oeuvres, salads, vegetables, breads, and desserts.
 - e. Staffs kitchen in shifts during event to remove empty dishes and keep food table clean and attractive and beverages available.
3. Entertainment team
 - a. Chooses a program and arranges for it accordingly.
4. Name badge team
 - a. Keeps count of RSVPs.
 - b. Makes name badges for attendees.
 - c. Hands out name badges.

5. Setup team
 - a. Plans a layout for setup of dining tables and chairs, punch table, food tables, working with the decorating and food teams.
 - b. Obtains necessary chairs, tables, and tablecloths.
 - c. Sets up for event.
 6. Cleanup team
 - a. Takes down decorations and puts away chairs and tables at the end of the event.
 - b. Cleans facility as directed.
- C. Team members
1. Attend first planning committee meeting and any team meetings thereafter.
 2. Keep expenditures within budget
 3. Work to fulfill team goal(s).

- I. NAME OF COMMITTEE: County Fair Booth
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/charokee.
- III. GOALS/PURPOSE:
 - A. Produce an educational booth utilizing the Georgia Master Gardeners Association (GMGA) Mission Statement: "To stimulate the interest in and increase the knowledge of gardening, and to voluntarily, enthusiastically, and responsibly share this knowledge with others."
- IV. GUIDELINES/PROCEDURES:
 - A. Chair
 1. Submits budget to finance committee when requested and tracks expenditures.
 2. Turns in receipts and reimbursement form to the treasurer.
 3. Communicates clearly any step-by-step processes, including time line, if appropriate.
 4. Coordinates work efforts of committee members.
 - a. Schedules a committee meeting early in the year to make preliminary plans for the booth and to select a theme.
 - b. Coordinates the collection of items for the booth.
 - c. Schedules the time for the members to meet and work on the booth.
 - d. Meets with committee members to install the booth in the assigned space.
 - e. Meets with members to take down the booth.
 - f. Announces the results of the fair judges at a regular monthly meeting.
 - g. Supervises submission of receipts and reimbursement form.
 5. Updates committee notebook.
 - B. Committee Members
 1. Attend preliminary planning meeting.
 2. Share suggestions about how to incorporate goals with county fair rules to produce an educational display.
 3. Collect appropriate items for the display.
 4. Help install the booth on scheduled day.
 5. Assist in providing maintenance to the booth, as needed.
 6. Submit receipt of expenses and reimbursement forms and copy to the chair.
 - C. Extension Office
 1. Provides County Fair booklet.
 2. Advises chair of appropriate time to install display.

I. NAME OF COMMITTEE: Demonstration Garden

II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/cherokee.

III. GOALS/PURPOSE:

- A. Utilize the garden to educate the public about proper local gardening techniques.
- B. Utilize the garden to further and maintain successful gardening practices learned during the master gardener training.
- C. Utilize the garden to advance the knowledge of correct gardening techniques through hands-on experiences.
- D. Provide a resource for plants for the plant sale and for gardening seminars.

IV. GUIDELINES/PROCEDURES:

A. Demonstration Garden Co-Chairs

- 1. Solicits budget from garden chairs and submits budget to finance committee when requested and tracks expenditures.
- 2. Turns in receipts and reimbursement form to the treasurer.
- 3. Communicates clearly any step-by-step processes, including time line, if appropriate.
- 4. Maintains a hard copy of plan of each theme garden.
- 5. Provides public tours of garden on work days, if requested.
- 6. Coordinates work efforts of committee members.
- 7. Reports to members.
- 8. Updates committee notebook.
- 9. Approves any new garden commitment.
- 10. Communicates with senior center staff when necessary.
- 11. Submits volunteer hours worked by members to staff at senior center.

B. Theme Garden Chairs

- 1. Attend committee meetings and workdays.
- 2. Work to fulfill committee goal(s)
- 3. Discuss any major changes/plans of a theme garden with the demonstration garden co-chairs prior to any changes.
- 4. Submit budget to demonstration garden co-chairs and track expenditures staying within submitted budget.
- 5. Turns in receipts and reimbursement form to the treasurer.

C. Committee Members

- 1. Attend workdays, helping to maintain demonstration garden.
- 2. Turn in hours worked each month to both extension office and co-chairs.

- I. NAME OF COMMITTEE: Field Trips
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/charokee.
- III. GOALS/PURPOSE: Organize field trips to places of interest to the membership.
- IV. GUIDELINES/PROCEDURES:
 - A. Chair
 1. Submits budget to finance committee when requested and tracks expenditures.
 2. Turns in receipts and reimbursement form to the treasurer.
 3. Surveys members for field trips suggestions and /or suggests potential trips.
 4. Contacts potential sites for possible dates, times and number of members they can accommodate.
 5. Notifies members of possible field trip dates and times.
 6. Confirms date and time of arrival with field trip personnel.
 7. Arranges a meeting site from which to carpool to field trip site, if parking space is limited.
 8. Contacts members, tells them the definite time and gives directions to the meeting or field trip site.
 9. Writes note of appreciation to host.
 10. Updates committee notebook.
 - B. Committee Members
 4. Attend committee meetings.
 5. Work to fulfill committee goal(s).

I. NAME OF COMMITTEE: Habitat for Humanity (HFH)

II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/charokee.

III. GOALS/PURPOSE: Provide basic gardening information and assistance in the form of a seminar, reference material and home visits to new Habitat For Humanity homeowners.

IV. GUIDELINES/PROCEDURES:

A. Chair

1. Submits budget to finance committee, when requested, and tracks expenditures.
2. Turns in receipts and reimbursement form to the treasurer.
3. Meets with Cherokee Habitat for Humanity Area Director a minimum of once a year to learn the number of homes that will be built.
4. Schedules the class. If the class is going to be for HFH and the public, advertising of the class is required. If it is HFH only, the HFH area director will communicate all class details to her clients. Classes should be scheduled during the week after 6:00 p.m. HFH clients work weekdays and on weekends must work on their home or another HFH home to earn "sweat equity."
5. Secures a classroom at the extension office or a library.
6. Gets a final list of HFH attendees from the area director prior to the class to ensure the correct number of handouts to give to the class. Give the area director handouts for those not attending.
7. Checks course materials and updates the course as required, e.g. current water restrictions. (See notebook.)
8. Selects an instructor who presents the class using CCMG guidelines.
9. Gives list of HFH clients to the extension office.
10. Establishes a committee to make home visits.
11. Coordinates work efforts of habitat committee members.
12. Reports to members.
13. Updates committee notebook.

B. Committee Members

1. Attend committee meetings.
2. Work to fulfill committee goal(s)

C. Extension Office

1. Provides materials from the University of Georgia Extension Service.
2. Accepts phone call from attendees.

D. Other

1. See committee notebook for an example of a letter to send to Habitat for Humanity clients.

I. NAME OF COMMITTEE: History Committee

II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/charokee.

III. GOALS/PURPOSE:

- A. Produce and maintain an accurate pictorial record of all CCMG activities.
- B. Include, but not exclusively, programs, projects, clinics, seminars, items in newspaper, etc.

IV. GUIDELINES/PROCEDURES:

A. Chair

- 1. Submits budget to finance committee when requested and tracks expenditures.
- 2. Turns in receipts and reimbursement form to the treasurer.
- 3. Communicates clearly any step-by-step processes, including time line, if appropriate.
- 4. Coordinates work efforts of committee members.
 - a. Schedules picture taking at above-mentioned activities.
 - b. Schedules "scrapping" sessions to assemble scrapbook entries.
- 5. Keeps scrapbook at extension office and has it available for membership viewing at appropriate CCMG assemblies.
- 6. Reports to members.
- 7. Updates committee notebook.

B. Committee Members

- 1. Attend committee meetings.
- 2. Work to fulfill committee goal(s).
- 3. Attend specific activities and take photos of highlights, facilitators and participants.
- 4. Send pictures via e-mail or have them developed and send hard copies to committee chair.
- 5. Scan newspapers, magazines and other periodicals for photos and/or articles about CCMG members and their gardening activities.
- 6. Forward photos and articles to committee chair.
- 7. Help assemble scrapbook, attaching appropriate photos, articles, labels, etc.
- 8. Submit receipts of expenses to treasurer for reimbursement and copy to chair.

- I. NAME OF COMMITTEE: Junior Master Gardeners
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/charokee.
- III. GOALS/PURPOSE:
- A. Teach young people to garden while encouraging good nutrition, physical activity and improving social skills.
 - B. Increase young people's community involvement in public service projects.
 - C. Ignite a passion for learning, success and service.
- IV. GUIDELINES/PROCEDURES:
- A. Chair
 - 1. Submits a budget to finance committee when requested and tracks expenditures.
 - 2. Turns in receipts and reimbursement form to the treasurer.
 - 3. Communicates clearly any step-by-step processes, including time line.
 - 4. Meets with persons at schools to explain the program, if needed.
 - 5. Checks with school system to make sure all security steps are followed for volunteer work with young people.
 - 6. Schedules meeting dates.
 - a. Solicits active members for programs with young people.
 - b. Maintains a back-up program in the event speakers are unable to come on scheduled date.
 - 7. Completes a Master Gardener Report Form (green), tallies report and sends to extension office.
 - 8. Updates committee notebook and keeps a log of activities.
 - 9. Reports to members.
 - B. Committee Members
 - 1. Complete and turn in volunteer forms to the school in which presentation is to be made prior to date of presentation.
 - 2. Prepare assigned programs to present to youth, using the Junior Master Gardener Teacher's Guide as a resource.
 - 3. Gather supplies for teaching the class and present program on the scheduled date.
 - 4. Submit receipts of expenses to treasurer for reimbursement and copy to chair.
 - C. Extension Office
 - 1. Order Junior Master Gardener materials as needed.

- I. NAME OF COMMITTEE: Landscape Design Workshop
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/charokee.
- III GOALS/PURPOSE:
 - A. Plan and conduct the Landscape Design Workshop
 - B. Educate attendees about landscape design for their site.
- IV. GUIDELINES/PROCEDURES:
 - A. Chair
 1. Sets dates for workshop and secures site.
 2. Creates and submits budget
 - a. Sets fee for classes
 - b. Determines cost of all printed materials, landscape design tools, and any other expenses.
 3. Publicizes workshop three months in advance.
 4. Obtains speakers for the classes.
 5. Obtains professional landscapers for the consulting classes.
 6. Orders resources from UGA one month in advance of class.
 7. Orders landscape design tools.
 8. Updates registration form and mails out as requested.
 9. Sends confirmation letter to all participants.
 10. Collates all materials with assistance of committee members. Each couple receives one packet of materials and tools.
 11. Reminds all speakers and professionals of schedule one week prior to workshop.
 12. Makes name badges for all participants and professionals.
 13. Collects biographical information for speakers and professionals for their introductions.
 14. Prepares sign-in sheets for each workshop.
 15. Coordinates all classes (with committee, sets up room, prepare needed equipment, registers participants at each workshop, introduces speakers, monitors time - keeping everything on schedule).
 16. Turns in receipts and reimbursement form to the treasurer.
 17. Reviews evaluations and prepares Master Gardener Activity Report.
 - B. Committee Members
 1. Attend committee meetings.
 2. Assist chair with all of the above procedures.
 3. Attend all workshops and assist with room preparation, equipment needs, registration and answer any questions participants may have.
 - C. Extension Office

Collects workshop fee and gives to treasurer for bank deposit.

I. NAME OF COMMITTEE: Mentoring

II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/charokee.

III. GOALS/PURPOSE: Provide additional support to interns and transferees to contribute to their success in the program.

IV. GUIDELINES/PROCEDURES:

A. Chair

1. Submits a budget to finance committee when requested and tracks expenditures.
2. Communicates clearly any step-by-step processes, including time line, if appropriate.
 - a. Solicits active members for mentors (Big Buds).
 - b. Pairs active members with interns/transferees (Sprouts) based on location and/or interest.
 - c. Sends memo to Big Buds with name, address, phone number and e-mail of Sprouts and the Big Bud assigned to each Sprout.
3. Reports to the members as needed.
4. Plans and sets up Meet and Greet new interns.
5. Invites attendees for Meet and Greet. Should include Big Buds, Sprouts, CCMG President and President Elect, County Agent and Extension Office Staff.
6. Reminds Big Buds about the date of the first class meeting, mid-term and final exam.
7. Reminds Big Buds about the food events. Coordinates with the social chairman and the president.
8. Updates committee notebook and keeps a log of activities.

B. Committee Members

1. Volunteer to act as a mentor (Big Bud) to an intern/transferee (Sprout) when a new class develops.
2. Attend Meet and Greet to meet Sprout and other new class members and bring appropriate food item.
3. Contact Sprout and make appropriate introductions by telephone or e-mail prior to first class meeting.
4. Take the lead in following their Sprout through their training.
5. Attend the first class meeting, mid-term, and final exam and bring an appropriate food item.
5. Act as coaches to their Sprouts for questions.
6. Ask Sprout to attend committee or CCMG events with you when possible in order for them to meet other Master Gardeners in smaller venues.
7. Accompany their Sprout to the office for their office initiation phase, if possible.
8. Encourage their sprout to fulfill their 50-hour commitment, and offer assistance whenever possible.
9. Ask for feedback from interns/transferees on ways to improve the mentoring program.

- C. Extension Office Personnel
 - 1. Provides the office initiation to the interns.
 - 2. Provides drinks and paper goods from the fee charged the interns for the class.

Mentoring, January 13, 2010

- I. NAME OF COMMITTEE: Nature Club at Reinhardt College
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.uga.extension.com/cherokee
- III. GOALS/PURPOSE:
Provide enrichment activities relating to horticulture, wildlife and conservation of natural resources to children ages 8 through 12 for eight weeks during the fall and eight weeks during the spring.
- IV. GUIDELINES/PROCEDURES:
 - A. Chair/Co-Chair
 1. Submits budget to finance committee when requested and tracks expenditures.
 2. Plans, organizes and assists Funk Heritage Center personnel in providing environmental crafts, games and nature hikes.
 3. Provides a Master Gardener Report Form for members to sign in at each class, tallies report and sends to extension office.
 4. Coordinates work efforts of committee members.
 5. Reports to members as needed.
 6. Updates committee notebook.
 - B. Committee Members
 1. Attend committee meetings.
 2. Sign in on Master Gardener Activity Report form.
 3. Assist visiting and regular teachers in teaching the environmental crafts, games and leading nature hikes.
 4. Submits receipts for reimbursement.
 - C. Funk Heritage Center Personnel
 1. Takes the initiative in arranging for planning and developing activities.
 2. Provides meeting site for Reinhardt Nature Club.

I. NAME OF COMMITTEE: Newsletter

II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/chokeee

III. GOALS/PURPOSE:

- A. Publish articles about gardening in Cherokee County, Georgia.
- B. Provide a local gardening resource for the citizens of Cherokee County.

IV. GUIDELINES/PROCEDURES:

A. Chair: Editor

- 1. Submits budget to finance committee when requested and tracks expenditures.
- 2. Communicates clearly any step-by-step processes, including time line, if appropriate.
- 3. Requests writers for articles.
- 4. Coordinates work efforts of committee members.
- 5. Provides a deadline for articles.
- 6. Sends reminders by e-mail of deadlines.
- 7. Edits monthly tips, sending corrections to lay-out person.
- 8. Proofreads submitted articles before forwarding them to the lay-out person.
- 9. Proofreads typed newsletter.
- 10. Keeps track of articles until used.
- 11. Reports to membership.
- 12. Updates committee notebook.

B. Committee Members

- 1. Lay-out person
 - a. Receives and keeps track of articles.
 - b. Completes a mockup of newsletter.
 - c. Proofreads articles.
 - 1. Adds color and art to newsletter.
 - 2. Sends newsletter to editor to proof.
 - 3. Sends completed newsletter to extension to post on web.
 - 4. Sends newsletter to person responsible for mailing hard copies.
- 2. Treasurer
 - a. Keeps track of names and addresses of public that request a hard copy of the newsletter.
 - b. Deposits money received for hard copies.
 - c. Sends list of names and addresses to person responsible to mail hard copies.
 - d. Keeps track of all expenditures and mails reimbursement checks.

3. Member who mails hard copies
 - a. Monitors list of names and addresses of subscribers.
 - b. Copies and mails newsletter.
 - c. Turns in receipts to treasurer for reimbursement.

4. Member(s)
 - a. Maintain(s) a directory of back issues on website.

- C. Extension office
 1. Puts newsletter on website.
 2. Sends notice to master gardeners that the issue is on the website.

- I. NAME OF COMMITTEE: Plant Clinic
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/charokee.
- III. GOALS/PURPOSE:
 - A. Provide the general public a location to ask questions about gardening and home landscaping.
 - B. Make available UGA publications and other horticulture references and provide troubleshooting advice to homeowners.
 - C. Communicate to visitors to the clinic the services that are available through the county extension office.
 - D. Provide information to the public about what the master gardener program is and how to become a MG.
- IV. GUIDELINES/PROCEDURES:
 - A. Chair
 1. Submits budget to finance committee when requested and tracks expenditures.
 2. Assembles two plant clinic kits with a collection of UGA publications and other horticultural references, soil analysis collection materials, CCMG program brochures, plant sale fliers, MG seminar bookmarks and other current materials.
 3. Makes contacts with potential plant clinic sites and schedules the time.
 - B. Chair/Co-Chair
 1. Arrives early and sets up tent and tables at site.
 2. Provides a Master Gardener Activity Report form at site for members to report time and contacts.
 3. Coordinates hours of work for committee members to participate.
 4. Reports to members at regular monthly meetings or by e-mail as needed.
 5. Updates committee notebook.
 6. Reviews completed work schedule and prepares Master Gardeners Activity Report.
 - C. Committee Members
 1. Attend committee meetings.
 2. Volunteer time to work at clinics and signs in on Master Gardeners Activity Report form.
 3. Answer questions on gardening from the public.
 4. Hand out UGA publications and horticulture reference materials.
 5. Explain Cherokee County Master Gardener Program as opportunity is presented
 - D. Extension Office
 1. Provides UGA publications and horticulture reference material.
 2. Makes known to chair any request from organizations requesting a plant clinic.
 3. Selects a horticultural theme for the year and provides guidance for constructing an informative display.

I. NAME OF COMMITTEE: Plant Sale

II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/charokee.

III. GOALS/PURPOSE

- A. Raise funds for Cherokee County Master Gardeners.
- B. Educate members and public on plant care.

IV. GUIDELINES/PROCEDURES:

A. Chair

1. Submits budget to finance committee when requested and tracks expenditures.
2. Secures locations and date for sale.
3. Sends out notification to plant sale committee and comprises a list of volunteers.
4. Makes a work schedule of volunteers.
5. Notifies publicity committee of plant sale details.
6. Pulls plants for sale.
7. Weeds, waters and labels plants.
8. Arranges and prices plants.
9. Puts information cards by plants and seeds.
10. Picks up change from bank.
11. Return unsold plants to hold area after sale.
12. Turns in money to treasurer.
13. Turns in a report to members.
14. Coordinates work efforts of committee members.
15. Updates committee notebook.

B. Committee Members

1. Help with items 7, 8, 9 and 11 in IV A above.
2. Attend committee meetings.
3. Work to fulfill committee goal(s)

- I. NAME OF COMMITTEE: Publicity
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/charokee.
- III. GOALS/PURPOSE: Make the public aware of master gardener and extension activities which serve the county.
- IV. GUIDELINES/PROCEDURES:
 - A. Chair
 1. Submits budget to finance committee when requested and tracks expenditures.
 2. Contacts local newspapers and magazines.
 3. Maintains updated list of local publications and their contact information.
 4. Adheres to publishers' requests regarding deadlines for announcements.
 5. Writes articles for submission which include who, what, when, where and why. Also, include appropriate attachments such as photos and charts.
 6. Assigns specific tasks such as bookmarks, to committee members, as appropriate.
 7. Keeps communication open with extension staff, CCMG officers and committee chairs.
 8. Shares pertinent information with CCMG members at regular meeting or by e-mail.
 - B. Committee Members
 1. Attend committee meetings.
 2. Work to fulfill committee goal(s)
 3. Research and complete tasks agreed on in committee meetings.
 4. Maintain open communication with chair and other committee members.
 5. Secure workshop calendar and communicate topics, dates and locations to the media list and to Walter Reeves website.
 6. Serve as contact for other public CCMG events, such as plant sales, etc.
 - C. Extension Office:
 1. Provides leadership and guidance with publicity projects.

- I. NAME OF COMMITTEE: Seed Separating Party
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/cherokee.
- III. GOALS/PURPOSE:
 - A. Harvest and package seed to sell as a fundraiser.
 - B. Educate master gardener participants in how to harvest and package seeds.
 - C. Create interest in both master gardeners and public in raising plants from seed.
- IV. GUIDELINES/PROCEDURES:
 - A. Chair
 1. Submits budget to finance committee when requested and tracks expenditures.
 2. Ensures/encourages master gardeners to harvest seed from both demonstration gardens and home gardens.
 3. Arranges/announces drop off places for seed.
 4. Schedules a date to make labels coordinating with committee members. Reserves a room at the extension office.
 5. Schedules a date for the event, arranges space at extension office, and announces workday to members.
 - a. Meets with committee members.
 - b. Makes a list of seeds to be packaged.
 - c. Goes through extra labels making a list of labels needed.
 - d. Writes up label information for new seeds.
 - e. Prints labels.
 - f. Checks supplies.
 6. Purchases needed supplies.
 - a. Package labels
 - b. Newspaper
 - c. Coin envelopes
 - d. Stamps/ink
 7. On workday explains procedures to members.
 8. Supervises separating, packaging and labeling of seeds.
 9. Reports to members as needed.
 10. Sends a list of packaged seed to volunteer to check and makes any additional information cards.
 11. Updates committee notebook.

- I. NAME OF COMMITTEE: Seminar Series
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/cherokee.
- III. GOALS/PURPOSE: The goal of the committee is to establish a schedule and processes to address seminar topics, speakers, administrators, publications and locations for the Gardening with the Masters Seminar Series.
- IV. GUIDELINES/PROCEDURES:
 - A. Chair:
 1. Submits budget to finance when requested and track expenditures.
 2. Communicates clearly any step-by-step processes, including time line, if appropriate that includes:
 - a. Works with presenters to establish the schedule for following year.
 - b. Meets with facility contacts to secure a list of seminar dates.
 - c. Coordinates seminar publication requirements to MG and extension office personnel by beginning of December in current year.
 - d. Works with publicity contacts to supply seminar schedule for bookmarks, seminar schedule and newspaper beginning of December in current year.
 - e. Reviews seminar feedback and make recommendations for seminars to be added or retired by beginning of November in current year.
 - f. Serves as a focal point for communications regarding the seminar series schedule and processes.
 3. Coordinates work efforts of committee members.
 4. Reports to membership as needed.
 5. Updates committee notebook.
 - D. Committee Members
 1. Attend committee meetings.
 2. Work to fulfill committee goal(s).
 - C. Other

Seminar Series, January 13, 2010

- I. NAME OF COMMITTEE: Social
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/cherokee.
- III. GOALS/PURPOSE: Coordinate food activities and door prizes of the CCMG events.
- IV. GUIDELINES/PROCEDURES:
 - A. Chair
 1. Submits budget to finance committee when requested and tracks expenditures.
 2. Communicates clearly any step-by-step processes, including time line, if appropriate.
 3. Coordinates food and beverages at any CCMG event, which involves food.
 - a. Work with the president to send out an announcement of who is to bring an entree, side item, or dessert to a food event for meeting.
 - b. Bring appropriate items to the meeting such as tablecloths, paper goods and beverages to the meetings.
 - c. Oversee placement of foods, drinks, paper and plastic goods.
 - d. Ensure tables and chairs are returned to proper location.
 4. Coordinates food at the first, mid-term and final meeting of the interns when Cherokee County is the host county for the new MG training program .
 5. Acts as a liaison between CCMGs and the facilitating county for food event for new MG training programs.
 6. Reports to members as needed
 7. Updates committee notebook.
 - B. Committee Members
 1. Bring entree, side item, dessert or other items they have volunteered to bring or as suggested by the social chair.
 2. Assist the chair as needed.
 3. Assist in cleaning up as area after an event.
 - C. Office Personnel or Extension Agent
 1. Purchases beverages, coffee and paper goods for the MG training food events.

- I. NAME OF COMMITTEE: Speakers Bureau
- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/charokee.
- III. GOALS/PURPOSE: Provide community with speakers for organizations such as churches, garden clubs, senior center, etc.
- IV. GUIDELINES/PROCEDURES:
 - A. Chair
 1. Submits a budget to finance committee when requested and tracks expenditures.
 2. Communicates directly with party requesting speaker to determine parameters of talk, i.e. date/time/topic/location, etc.
 - a. Requests come through the extension office.
 - b. Topics other than themed presentations may be delivered if approved.
 - c. Chair is responsible for fulfilling the request for a speaker.
 3. Reports to membership as needed.
 4. Updates committee notebook and keeps a log of activities.
 - B. Committee Members
 1. Sign up for the committee on the Recommitment Form in December or at the beginning of the year.
 2. Attend committee meetings.
 3. Become familiar with recommended presentations.
 4. Assist chair as often as possible whenever there is a request for a speaker.
 - C. Extension Office Personnel
 1. Suggests the theme for the year, i.e. water wise gardening, etc
 2. Acquires or develops programs that can be delivered to groups and places them on our website.
 3. Accepts request for a speaker and relays request to the committee chair.
 4. Familiarizes members with appropriate machines and resources.
 5. Keeps track of equipment.

CHEROKEE COUNTY MASTER GARDENERS
COMMITTEE DESCRIPTIONS

- I. NAME OF COMMITTEE:

- II. COMMITTEE MEMBERS: See the Master Gardener Committees on the extension website at www.ugaextension.com/chokeee.

- III. GOALS/PURPOSE:

- IV. GUIDELINES/PROCEDURES:
 - A. Chair:
 - 1. Submits budget to finance committee when requested and tracks expenditures.
 - 2. Communicates clearly any step-by-step processes, including time line, if appropriate.
 - 3. Coordinates work efforts of committee members.
 - 4. Reports to members as needed.
 - 5. Updates committee notebook.

 - B. Committee Members
 - 1. Attend committee meetings.
 - 2. Work to fulfill committee goal(s)

 - C. Other