

Committee/Representative Descriptions

Each year, the Board will determine committees that they choose to assign in order to conduct the business of the corporation. Chairs or co-chairs will be appointed to each committee by the President of the Board, and they will be given the power to solicit and accept other volunteers as members of said committee, call meetings, approve expenditures within their budget, and in general do what is necessary to meet their objectives. Chairs or co-chairs shall be members in good standing of the Foundation. For each necessary committee, the chair will create a guideline including the duties and expectations, and will present it to the Board at the next meeting for concurrence.

For ongoing committees, guidelines may need to be updated annually based on experiences from the last year. It will be the responsibility of the Committee chair or representative to review the guideline and present recommendations to the Board at the first meeting after their appointment.

Each committee chair, co-chair or representative will report monthly to the appropriate Board representative prior to the scheduled meeting.

1. Fundraising Committees

All fundraising committees shall report to the Vice President.

a) Activities and Events

In January develop a tentative list of fun and/or educational opportunities for Master Gardeners and Master Recycler Composters to participate in throughout the year. Continuing Education opportunities covered are specifically those which may be fee based. Included in the requirements are determination of meeting places, transportation to and from the activity, and costs associated with the trips. This committee will work in coordination with the Program Manager or designee who may also be scheduling non-fee based opportunities.

The list minimally will be published on the website in the annual calendar by the end of January.

b) Handicrafts

Organize and develop craft ideas to be offered for sale at events such as the Membership Meetings, Plant Sale and outside venues as deemed appropriate.

c) Plant Sale

Plan an event including the sale of potted plants and other items as determined by the committee (i.e. vendors, community organizations, etc.). This event shall be

conducted yearly on the third weekend of May and possibly at other selected times depending on the financial needs of the Foundation.

- Inclusion of educational components with the sale are required.
- Any publicity that is generated must meet the branding requirements of WSU.
- Reasonable volunteer requirements for set-up prior to , during the sale, and clean-up afterward must be kept in mind.

d) Retail Sales

Follow guidelines to make clothing and other retail items as appropriate available to Master Gardeners, Master Recycler Composters and the public at regular intervals.

e) Bloomin' Bingo

Plan an annual event for members and the public utilizing a guest moderator to call Bingo games; garden themed prizes shall be solicited and light refreshments served to keep costs down and the focus on the event.

2. Administrative Committees

a) Membership

At least once yearly in January, a Membership Drive shall be conducted to remind members to renew. Up to date records shall be kept regarding Foundation Membership following the guidelines described in Section VI. Membership and Meeting Policy. This activity is managed by the Member-at-Large.

b) Policy and Procedures

By conducting a yearly review, ensure that the Policy and Procedures Handbook is appropriately updated. Make updates as determined necessary throughout the year. This activity is managed by the President.

c) Scholarship

• State Foundation Scholarships

The State Representative is responsible for coordinating efforts to submit a candidate from Thurston County for the Washington State Master Gardener Foundation Van Bobbit Scholarship. The MGFTC may offer a \$250 scholarship to a candidate submitted by MGFTC who does not win the State scholarship.

- Other Community Scholarships

The Board shall determine whether to establish additional scholarships for students in the community pursuing vocational or higher education coursework or degrees in support of horticulture or recycling related topics.

d) Tribute

As necessary, the Treasurer will track any funds donated in memory of deceased parties. Any monies received will be disbursed as described in Section VII, Tribute Policy.

e) Website

A website shall be maintained using the domain name "mgftc.org." It will minimally contain information on membership, meetings and events sponsored by the MGFTC. This activity is monitored by the Secretary.

f) Publicity

Ensure that content and format of any MGFTC promotional materials are developed with a consistent look; are produced in a timely fashion particularly for fundraising efforts, and that materials are distributed appropriately.