

POLICIES AND PROCEDURES

Henderson County Master Gardener Association

November, 2015

TEXAS MASTER GARDENER TITLE DEFINED

The title, Master Gardener, is to be used only by individuals who have been certified after having completed the Texas Master Gardener program of the Texas A&M AgriLife Extension Service (Extension), and after having been recertified each calendar year thereafter. For Henderson County, that process is described in Henderson County Master Gardener Association (HCMGA) Bylaws Article III, Section 1.

Persons who do not fulfil the requirements described in that Article cannot use the title, Master Gardener. Lack of fulfilment of the requirements also means the person becomes an Associate Member as described in HCMGA Bylaws Article III, Section 2. He/she may be later reinstated to Master Gardener status through a process described in HCMGA Bylaws Article III, Section 3.

USE OF THE TEXAS MASTER GARDENER TITLE

Graduates of the Master Gardener Program should not display credentials or give the appearance of being a Texas Master Gardener at a place of business unless that location is designated by the local extension service agent's office as a Master Gardener educational activity location. Texas Master Gardeners must not use the title, Texas Master Gardener, in any form of advertisement. Implying Extension endorsement of any product or place of business is improper. The Master Gardener program is a public service program operated by the Extension to provide unbiased information, and the Texas Master Gardener title is to be used only when doing unpaid volunteer work in this program. When Texas Master Gardeners speak before groups on horticultural subjects, it is permissible for them to accept unsolicited reimbursements or gifts.

MASTER GARDENER PESTICIDE RECOMMENDATIONS

When making recommendations which include the use of pesticides, Texas Master Gardeners must follow the current recommendations found in the various current publications available from the Extension. Use of other pesticide recommendations, chemical or "organic", is not approved. When making pesticide recommendations, if more than one product is listed as satisfactory, each product should be recommended. Cultural problems which are not specifically covered by Extension recommendations may be handled by suggesting non-pesticide treatments which an experienced Master Gardener considers appropriate. Questions concerning commercial production of crops and pest management on such crops are to be referred to the local Extension Service Agent's office.

STATE DIRECTORS

The President may appoint two directors and two alternates, elected by the HCMGA voting membership, to serve on the Texas Master Gardener Association (TMGA) Board of Directors. Their qualifications and duties are described on the TMGA website.

MEMBERSHIP REQUIREMENTS FOR THE HCMGA

Intern Requirements:

- ☑ Trainees successfully complete the 52-hour Master Gardener Course to become an Intern.
- ☑ Interns complete 50 hours, travel time included, in specified service areas within Henderson Co. during December through November following the completion of the Master Gardener course.
- ☑ Exceptions or alternatives to specified service areas may be granted by the HCMGA Executive Board or the Extension Service Agent.
- ☑ Upon completing the above requirements, Interns will be certified as Master Gardeners at the December meeting.
- ☑ HCMGA recognizes ADA requirements. Interns who need an accommodation in any service area should notify the Intern Coordinator.

Master Gardener Recertification Requirements:

Master Gardeners must be recertified each year to retain membership in the association, as described in HCMGA Bylaws Article III, Section 1. Volunteer hours shall be reported monthly.

Specifics:

- Minimum service requirement is 12 (twelve) hours per calendar year, travel time included.
Service hours may include those spent:
 - *attending HCMGA general membership meetings.*
 - *serving in an HCMGA official position.*
 - *participating in HCMGA committee work.*
 - *working on HCMGA projects. Current examples are the Children's Garden and the Dream Garden.*
 - *planning, preparing for, or **working** at HCMGA events. Current examples are the Spring Conference, Spring Plant Sale, Summer Workshops and community booths.*
 - *attending Texas Master Gardener Association (TMGA) state convention activities (excluding CEU presentations).*
 - *performing other services approved by the HCMGA Executive Board or Extension Service Agent.*
 - *writing articles for newsletter or newspaper (submitted to HCMGA newspaper liaison).*
- Minimum Continuing Education Units (CEUs) requirement is 6 (six) hours per calendar year, travel time **not** included.
To obtain CEUs, members must be an attendee in a learning situation. They may:
 - *attend any educational presentation which precedes or follows a general membership meeting.*
 - *attend an educational event sponsored by HCMGA for the purpose of listening to a presentation. Current examples are the Spring Conference and Summer Workshops.*
 - *attend special training courses sponsored by the Texas A&M system. Current examples are courses offered at College Station, Overton or an AgriLife CEU event.*
 - *attend CEU presentations at the TMGA state convention.*
 - *attend other educational events approved by the HCMGA Executive Board or Extension Service Agent.*
 - *complete Texas Master Gardener online courses. (Example: "Earthkind Gardening")*
- Annual dues for certified Master Gardeners are \$20 (twenty dollars); dues for persons joining during the year are to be pro-rated to January.

Associate Membership:

The following are Associate Members as described in HCMGA Bylaws Article III, Section 2:

- Trainees and Interns
- Former Certified Master Gardeners who have not met recertification requirements shown above
- Master Gardeners on leave of absence

Termination of Membership:

Removal from the HCMGA membership role at the discretion of the Extension Service Agent may occur if a Master Gardener:

- fails to comply with the objectives and responsibilities of the TMGA.
- fails to comply with the Bylaws of the HCMGA.

DUTIES OF STANDING COMMITTEES

Unless otherwise indicated in this section, the President shall appoint chairpersons as appropriate along with committee members. Where committee makeup is not specified below, chairpersons may enlist additional committee members as needed to carry out the functions of the committee.

A. Audit Committee: Semiannually reviews financial records of HCMGA in the presence of the Treasurer and President; submits a final report to the membership for approval. The procedure for conducting audits is outlined in a separate HCMGA document to be provided to the committee. The committee consists of a chairman and two members, not including:

- Anyone currently serving on the Executive Board.
- Anyone authorized to sign checks.
- The outgoing Treasurer.

B. Communication Committee: VP, Member & Community Education (2nd VP) will serve as Executive Board contact. Committee ensures that information is distributed to members and to the community as appropriate. It consists of the following:

1. Newsletter - Editor

- a. Obtain and edit articles for the newsletter.
- b. Transmit finished newsletter to the Extension Service Agent's office and/or Webmaster to be distributed to subscribers.
- c. Coordinate with President.

2. Website - Web Master

- a. Develop and maintain HCMGA website.
- b. Assist membership in utilization of website.
- c. Assist Publicity Manager in distribution of important information to users of the website about upcoming events for HCMGA.
- d. Coordinate with President.

3. Technology Manager

- a. Have A/V equipment available for speakers.
- b. Maintain and operate A/V equipment.
- c. Ensure that another member is familiar with the use of A/V equipment and where it is stored.
- d. Coordinate with event chairperson.

(Communication Committee Cont'd)

4. Publicity Manager

- a. Maintain a master list of publications to accurately promote HCMG events.
- b. Assist with press releases as required.
- c. Assist in development of flyers to promote HCMG events.
- d. Coordinate with event chairperson.

C. Membership Committee: VP, Programs & Administration (1st VP) will serve as Executive Board contact. Committee maintains all member information and collects data for member recertification; 1st VP receives dues payment information from Treasurer after third general membership meeting. Committee consists of the following:

1. Handbook Editor

- a. Collect information for, compile and provide HCMGA handbook to new members.
- b. Distribute replacement pages throughout the year as necessary.
- c. Coordinate with Historian.

2. Attendance Records Manager

- a. Maintain record of HCMGA member attendance at regular monthly meetings.
- b. Inform 1st VP of members' status on a quarterly basis.
- c. Provide attendance information to President and Extension Service Agent as appropriate.

3. Volunteer Hours Manager

- a. Maintain record of HCMGA member monthly volunteer hours as submitted.
- b. Maintain a record of HCMGA member continuing education hours as submitted.
- c. Inform 1st VP of members' status on a quarterly basis.
- d. Provide hours information to President and Extension Service Agent as appropriate.

D. Nominating Committee: Appointed by the Executive Board, it consists of the following:

- A chairperson and two other HCMGA members not currently on the Executive Board
 - Identify candidates for offices and contact them to confirm willingness to serve.
 - Submit a single slate to President at October meeting, for vote at November meeting.

E. Volunteer Coordination Committee: President will serve as Executive Board contact. Committee's goal is to enhance the volunteer experience of members. It consists of the following:

1. Volunteer Coordinator

- a. Inform membership of weekly and upcoming HCMGA volunteer opportunities.
- b. Coordinate with the person in charge of an event (1st VP, 2nd VP or event chairperson) to ensure adequate number of volunteers for event.

2. Hospitality

- a. Schedule volunteers to bring refreshments to general membership meetings as needed.
- b. Coordinate set-up and take-down of refreshment table at general membership meeting.
- c. Coordinate with 1st VP.

3. Intern Coordinator(s)

- a. Conduct an intern orientation meeting in January.
- b. Serve as a resource for interns.
- c. Meet with new intern class on a regular basis.
- d. Record intern hours on a monthly basis.
- e. Assist interns with the Fall Intern Workshop.
- f. Keep President informed of Intern progress on a monthly basis.