

## MASTER GARDENERS OF BERGEN COUNTY APPENDIX

This document contains four sections:

1. **Committee guidelines, pages 1-4:** This section lists the committees, subcommittees, and board liaisons of the MG of BC and the responsibilities of each.
2. **New-site application guidelines/de-list procedures, page 5:** This section describes the process to designate a new MG of BC volunteer site and the process to “de-list” an inactive MG of BC volunteer site.
3. **Travel time/volunteer hours, page 6:** This section describes when travel time to and from an approved MG of BC volunteer activity counts as volunteer hours.
4. **Years of Service Award Pin policy, page 7:** This section describes when Master Gardeners are eligible to receive a “Years of Service” Award pin and how the pins will be distributed.

## COMMITTEE GUIDELINES

### Current Class Liaison

- Attends all monthly Executive Board meetings as a non-voting participant and then reports back to the class.
- Reports as the current class representative to the Executive Board regarding class activities, comments, and questions.

### Community Outreach Liaison

- Brings the message and services of Master Gardeners and Rutgers Cooperative Extension into the communities of Bergen County through the following subcommittees: Speakers Bureau, Fall Festival, One-Day Events, Community/School Gardens, and Publicity.
- Represents the Outreach Committee by attending Executive Board meetings, presenting subcommittee plans, and announcing relevant events at general meetings.
- Reports event statistics needed for state report from subcommittee chairs.
- Collects from each subcommittee chair: His/her budget and his/her report containing statistical results from various events.

### Community Outreach Subcommittee duties

- ✓ **Speakers Bureau Chair** provides qualified Master Gardeners to present programs at requested public meetings.
- ✓ **Fall Festival Chair** works with RCE staff to manage the Master Gardeners tent.
- ✓ **One-Day Events Chair** works with RCE staff to set up and manage one-day events where Master Gardeners will have a presence.
- ✓ **Community/School Gardens Chair** advises on matters related to garden questions.
- ✓ **Publicity Chair** informs media outlets of upcoming events in a timely and non-partisan fashion.

### Hospitality Committee

- Coordinates refreshments for the monthly meetings.
- Makes arrangements and coordinates refreshments for the summer picnic, new class breakfast, graduating class luncheon, and holiday party.

### Membership Committee

- Provides, receives, and records annual Membership Renewal forms with dues and any donations, and forwards them to the treasurer for deposit.
- Updates information about MG graduates, members, alumni, and lifetime members in a database.
- Develops the annual Master Gardeners of Bergen County Rutgers Cooperative Extension Directory/Handbook.
- Provides a copy to the webmaster for password-protected website.
- Develops and maintains a members' discount card program.

### **Newspaper Editor Committee**

- Executes the production of *The Potting Shed* newsletter including layout, gathering information, editing, arranging photography, posting, and delivering electronic and paper copies as needed.

### **Program Committee/Trips and Tours Committee**

- Provide opportunities to obtain CEUs through the following subcommittees:

#### **Program Subcommittee**

- ✓ Sets the annual meeting calendar with the Bergen County building plus any additional events that may take place there.
- ✓ Arranges and schedules diverse educational speakers to meet the needs of the membership.
- ✓ Provides program summary and speaker bio to *The Potting Shed* and the MG of BC website one month prior to the presentation.
- ✓ Handles any speaker needs prior to and during presentations.
- ✓ Maintains a comprehensive ledger of speakers/topics.

#### **Trips and Tours Subcommittee**

- ✓ Selects, organizes, plans, and executes trips/tours for MGs.
- ✓ Publicizes plans at the general meeting and informs *The Potting Shed*.

### **RCE Liaison**

- Acts as communicator between RCE and MG of BC.
- Attends monthly Executive Board meetings as a non-voting member.
- Arranges site coordinators' presentations to the new MG class with the Site Coordinator Liaison.
- Distributes information concerning events proposed to the MG of BC.

### **RMGANJ Delegate**

- Attends monthly RMGANJ meetings as a representative of the MG of BC; prepares and reports any MG of BC events.
- Notes any information from Rutgers personnel pertinent to the MG of BC.
- Attends monthly MG of BC meetings to share state RMGANJ meeting information.
- Participates in the annual Rutgers Fall Conference planning and execution; handles RMGANJ conference tasks assigned to the MG of BC.
- Coordinates Award for Excellence recruitment and responsibilities with the state.
- Provides input to the Rutgers MG annual report.

### **Site Coordinator Liaison**

- Keeps the volunteer site list updated with current contact information and meeting dates and times following the board-approved New Volunteer Site Application Guidelines and the De-list Procedure for Inactive Volunteer Sites (see page 5). Informs webmaster of any updates needed on the MG of BC website.
- Contacts site coordinators quarterly by email to request any changes in site information.
- Assists site coordinators in scheduling presentations to the new MG class with the RCE.

### **Volunteer Records/Compliance Committee**

- Maintains and refines reporting methods and notifies membership and students.
- Transfers individual members' reports into the Master Volunteer and Education Activity Report for the RCE office.
- Reviews hours at approved volunteer sites and special projects annually and presents recommendations to the Executive Board.
- Instructs new MG class on volunteer reporting.
- Works with the Membership Committee to reconcile volunteer reporting and recommends status changes to the Executive Board.
- Contacts past Master Gardeners who have not submitted volunteer and education activity reports to confirm status and membership.
- Identifies Certified Master Gardeners who are eligible for anniversary pins and notifies members through *The Potting Shed* newsletter of the distribution of pins.
- Ensures that there are enough pins available.

### **Webmaster Committee**

- Refines and maintains current web pages.
- Maintains member database and information, including adding/deleting members.
- Maintains updated forms and documents.
- Aligns MG of BC website with the standards of the Rutgers Agricultural Experiment Station while supporting our individual identity as the Master Gardeners of Bergen County, a non-profit organization.
- Promotes other horticultural, environmental, and educational organizations that align with our mission statement. Maintains cross-promotion through hyperlinks.
- Maintains current social media videos and links.
- Promotes current events to members and the public.
- Maintains an online reporting and correspondence portal for members.

## **NEW VOLUNTEER SITE APPLICATION GUIDELINES (Approved April 23, 2019)**

Any active MG can propose a new site for consideration.

### **Criteria:**

1. The location must be in Bergen County.
2. It is open to the public.
3. It is accessible to people of all ages.
4. It offers educational opportunities, i.e., presentations, dissemination of environmentally related events, and/or gardening knowledge.
5. A volunteer MG site coordinator is available.
6. Volunteer MGs are already working there or are interested in working there.
7. The proposed site is either new or has been de-listed in the past.

### **Site visit:**

A committee consisting of the MG of BC president, liaison site coordinator, and/or volunteer records coordinator or designees will visit the proposed site to determine if the above criteria have been met.

### **Trial acceptance:**

If the proposed site meets the criteria via the site visit, it will be presented to the Board for a majority vote of acceptance. Following Board approval, a two-year trial period will ensue at which time the site will maintain a coordinator and active volunteers who meet MG of BC requirements.

### **Formal acceptance:**

Following the two-year trial period, if all criteria have been met, the proposed site will be presented to the Board for a majority vote for final acceptance.

## **DE-LIST PROCEDURE FOR INACTIVE VOLUNTEER SITES (Approved Feb. 26, 2019)**

1. No volunteer hours reported for two years.
2. Site coordinator liaison will check with the site to see if there is an active site coordinator and if help is needed.
3. Determines from membership if a volunteer is available to coordinate and if members and students are available to volunteer.
4. Presents information to MG board for discussion and vote.

The de-listing procedure is to take place after Feb. 15 when all volunteer hours for the prior year have been tabulated.

## **TRAVEL TIME/VOLUNTEER HOURS (Approved Oct. 19, 2021)**

Each year, travel time of up to one hour to and from each MG of BC-approved volunteer activity may be counted as volunteer hours if both of the following criteria are met:

- You have completed the 25 volunteer hours required for annual certification; and
- You have spent a minimum of two hours at each volunteer activity.

**Example:** After the completion of 25 volunteer hours required for annual certification in any calendar year, you continue to volunteer. Your drive to and from Garretson Forge & Farm takes 20 minutes in each direction. You work at Garretson for four hours. Your total volunteer time for that day is four hours and 40 minutes.

The following week you volunteer at the Butterfly and Native Garden for two hours. Your round-trip drive takes 30 minutes. Your total volunteer time for that day is two hours and 30 minutes.

You may continue to count your travel time as volunteer hours for the remainder of the calendar year if you spend a minimum of two hours at each MG of BC-approved volunteer activity.

**Note:** For the New Jersey Botanical Garden (NJBG) only, the above criteria do not need to be met. All travel time to and from NJBG may be counted as volunteer time.

## **YEARS OF SERVICE AWARD PIN POLICY (Approved Oct. 19, 2021)**

Master Gardeners will be eligible for their “Years of Service” Award pin in five-year increments. The five-year period begins the first year after graduation. Pins will be awarded to all eligible members in the spring following completion of the fifth year.

**Example:** An MG graduates in 2005. 2006 counts as the first year of service. MG is eligible for a 10-year pin in 2015. Pin is awarded in the spring of 2016.

**Note:** Since volunteer/continuing education (CE) hours are unavailable prior to 2010, the volunteer/CE hours requirements for 2009 and prior years will be considered fulfilled. After 2009, all MGs who fulfill the Rutgers required minimum of 25 volunteer/10 CE hours each year will remain certified and be eligible to receive a “Years of Service” Award pin.

### **Distribution of pins**

- Rutgers minimum of 25 volunteer/10 CE hours certification requirements will be verified for eligibility prior to the distribution of pins.
- MGs eligible for pins will be notified through the Potting Shed newsletter in late spring after volunteer/CE hours have been submitted from the prior year. Pins will be mailed or distributed at a meeting.