

Guidelines and Expectations

State Representative and Alternate Representative

Description: It is the hope of the Oregon Master Gardener Association that each chapter will select a representative to attend the scheduled OMGA Board of Directors (BOD) meetings and represent their chapter by participating in discussions and voting on issues brought to the floor at such meetings. You, as your chapter's representative or alternate representative, are the critical link in conveying relevant information between OMGA, your chapter and other chapters.

Each chapter representative will bring their existing notebook to the Annual Officer and State Representative Orientation usually held in November prior to the fourth quarterly meeting. The notebook will contain basic OMGA information to help answer questions, display current OMGA budget, Bylaws and Policies and Procedures. Your Executive Committee hopes this notebook will be update throughout the year and passed along to the next chapter representative. We encourage each chapter to have their representative attend the Annual Orientation.

Suggested Guidelines from OMGA

- Present a written quarterly report and request time for an oral report at each BOD meeting. (See Quarterly Report Guidelines for OMGA Representatives)
- Be willing and available to work on OMGA committees.
- Report to your chapter board and general membership all information that is important to the chapter. The exact method of reporting information is dictated by each individual chapter.

Quarterly Report Guidelines for OMGA Representatives:

Your quarterly report allows members of the OMGA a chance to read and hear what is happening in the Master Gardener™ Program in your chapter and around the state of Oregon. Please share your stories of successful events as well as challenges and potential solutions that your chapter has experienced.

These reports come in two (2) formats: oral and written. They are due at or just prior to the Board meeting held in March, June, Mini-College, and November. Please follow these guidelines.

ORAL REPORT

1. It should be informative but concise; you will have two (2) minutes and you will be timed so please practice your delivery ahead of time.
2. The following are appropriate topics to share in your oral report.
 - a. An innovative project started during the past quarter
 - b. An outstanding success or failure that might be beneficial for other chapters to know
 - c. Education programs and events
 - d. Fund-raising projects
 - e. Is your membership increasing or decreasing and why
 - f. Questions your chapter would like to ask the OMGA Executive Committee

3. Leave these items out of your oral report
 - a. Names of new officers
 - b. Reports of chapter or officer meetings
 - c. Description of certification or recertification program unless it is unique
 - d. Number of new trainees or veterans

WRITTEN REPORT

1. This report can be the same as your oral report or you can add more information that you would like to share but do not have time for in your oral report. The written reports will be published as an additional document to the minutes of that Board meeting.
2. Please use a Microsoft Word document or a Word compatible application and send it as an attachment. If you are unable to send as an attachment, please send it in the body of your email.
3. Written reports should be emailed prior to the Saturday the Board meeting takes place. Please email a copy to the OMGA secretary, OMGA President and to the Statewide Program Coordinator, Gail Langellotto at gail.langellotto@oregonstate.edu.

MINI-COLLEGE REPORT

1. You should highlight the two (2) most important accomplishments of the year to that point since it may only be a little more than a month since your last report in June.
2. It will be the usual two (2) minutes.
3. The written report can be the same as your oral report or it can contain additional information that will be shared with all of the chapter when reports are emailed with the minutes.

COMMENTS

1. Please walk to the front of the room and use the microphone for your report. Even if you feel your voice is strong, please follow this request.
2. You may want to use props or show event posters but make certain everyone can see them from a distance.
3. Please inform your chapter as soon as possible about events, policy updates that affect your chapter and important items that will be placed on the OMGA website.
4. Have fun and meet other county representatives from around the state of Oregon.