

REPRESENTATIVE HANDBOOK

TABLE OF CONTENTS

Your OMGA™ Handbook Table of Contents should minimally contain the areas listed below:

Introduction:

- Introductory Information
- Quarterly Report Guidelines
- Meeting Schedule

Tabs:

- I. Guideline and Expectations
- II. Roster for Board of Directors – updated quarterly by Database
- III. Bylaws – amended and revised by Board as required
- IV. Policies – amended and revised by Board as required
- V. Budget – provided annually by Treasurer
- VI. Agenda – provided by President prior to meeting
- VII. Minutes – provided by Secretary
- VIII. Program Summaries:
 - Leadership Forum
 - Gardeners' Mini-College
 - Karl Carlson Fund
 - Send-a-friend Scholarship
 - Ray McNeilan Scholarship
 - Search for Excellence
- IX. Other Programs currently under consideration

The OMGA website at www.omga.org is the source for finding the most current information. Please visit it often.