

**OMGA  
MASTER GARDENER™ ASSOCIATION**

**POLICIES and PROCEDURES**

**Adopted: September 30, 2016**

**OREGON MASTER GARDENER™ ASSOCIATION**  
**Policies and Procedures**  
**September 30, 2016**

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**HISTORY OF REVISIONS**

1. GENERAL		1. GENERAL	
Number	Last Revision	Number	Last Revision
1.1	11/2/1987; 11/5/2011	1.20.12	tabled until 2013
1.2	8/4/1989	1.20.13	tabled until 2013
1.3	3/8/1997; 11/5/2011	1.20.14	tabled until 2013
1.4	6/6/1992; 11/5/2011	1.20.15	tabled until 2013
1.5	11/1/2010	1.20.16	tabled until 2013
1.6	6/5/1993; 11/5/2011; 6/1/2013	1.20.17	tabled until 2013
1.7	3/8/1997; 11/5/2011; 7/28/2012	1.20.18	tabled until 2013
1.8	8/7/1999; 6/1/2013	1.21	7/28/2012
1.8.1	6/1/2013	1.22	6/2/2012
1.8.2	6/1/2013	1.23	6/2/2012
1.9	5/3/2009; 11/5/2011	1.24	6/1/2013
1.10	5/3/2008	1.25	10/4/2014
1.11	8/6/2003; 11/5/2011	1.25.1	10/4/2014
1.12	6/6/2009; 6/2/2012	1.25.2	10/4/2014
1.12.1	6/2/2012	1.25.3	10/4/2014
1.12.2	6/2/2012	1.26	Originated 10/4/2014
1.12.3	6/2/2012	1.26.1	Originated 10/4/2014
1.13	6/6/2009	1.26.2	Originated 10/4/2014
1.14	6/6/2009; 11/5/2011	1.27	8/10/2013
1.15	3/6/2011	1.27.1	8/10/2013
1.15.1	11/5/2011	1.27.2	8/10/2014
1.15.2	11/5/2011	1.28	4/16/2015
1.15.3		1.28.1	4/16/2015
1.16	2/5/2011; 11/15/2011	1.28.2	4/16/2015
1.17	3/6/2011	1.28.3	4/16/2015
1.18	Voted down 3/6/2011; Approved 11/5/2011	1.28.4	4/16/2015
1.18a	Approved 9/30/2016	1.28.5	4/16/2015
1.19	6/2/2012	1.28.6	4/16/2015
1.20	tabled until 2013	1.28.7	4/16/2015
1.20.1	tabled until 2013	1.29	7/8/2016
1.20.2	tabled until 2013	1.30	7/8/2016
1.20.3	tabled until 2013		
1.20.4	tabled until 2013		
1.20.5	tabled until 2013		
1.20.6	tabled until 2013		
1.20.7	tabled until 2013		
1.20.8	tabled until 2013		
1.20.9	tabled until 2013		
1.20.10	tabled until 2013		

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1.20.11	tabled until 2013			
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2. COMMITTEES			2. COMMITTEES	
Number	Last Revision		Number	Last Revision
2.1				
2.1.1	6/7/2003			
2.1.2	2/5/2011; 7/28/2012			
2.1.3	2/5/2011 Vote 11/3/2012			
2.1.4	6/7/2003; 7/28/2012			
2.2	6/7/2003			
2.2.1	6/7/2003; 7/28/2012; 10/4/2014			
2.2.2	6/7/2003; Vote 11/3/2012			
2.2.3	6/7/2003; Vote 11/3/2012			
2.2.4	6/7/2003; Vote 11/3/2012			
2.2.5	6/7/2003; Vote 11/3/2012			
2.2.6	6/7/2003; Vote 11/3/2012			
2.2.7	6/7/2003; Vote 11/3/2012			
2.2.8	6/7/2003, 11/3/2012, 10/4/2014			

3. APPOINTED POSITIONS			3. APPOINTED POSITIONS	
Number	Last Revision		Number	Last Revision
3.1	11/2/2002; 7/28/2012			
3.2	6/720/03; 7/28/2012; 10/4/2014			
3.3	No original date available			
3.4	Originated 10/4/2014			

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4. FINANCIAL			4. FINANCIAL	
Number	Last Revision		Number	Last Revision
4.1	6/3/2008; 11/5/2011; 3/4/16		4.24	Reviewed 10/2011; 11/5/2011
4.2	11/5/2011		4.25	Reviewed 10/20/2011; 11/5/2011
4.3	Reviewed 10/1/2011		4.26	Reviewed 10/20/2011; 11/5/2011
4.38	3/4/16		4.27	Reviewed 10/20/2011; 11/5/2011
4.4	3/1/2003; 11/5/2011		4.28	Reviewed 11/5/2011
4.5	2/6/2010; 11/5/2011		4.29	Reviewed 10/20/2011; 11/5/2011
4.6	2/6/2010; 11/5/2011		4.30	Reviewed 10/20/2011; 11/5/2011
4.7	6/25/1998		4.31	Reviewed 10/21/2011; 11/5/2011
4.8	11/4/2000		4.32	Reviewed 10/20/2011; 11/5/2011
4.9	11/6/1999; 11/1/2008; 10/11/2011		4.33	Reviewed 10/20/2011; 11/5/2011
4.10	11/1/2008		4.34	Revised 11/5/2011, 6/2/2012
4.11	5/3/2008; 11/5/2011		4.35	Reviewed 10/20/2011; 11/5/2011, 10/4/2014
4.12	11/6/2002; Reviewed 10/2011;		4.36	11/1/2001, 8/6/2003, 11/5/2011, 6/2/2012, 6/1/2013
4.13	5/3/2008; 11/5/2001; 6/2/2012; 10/4/14		4.37	3/2/2005, 3/2/2011, 6/2/2012
4.14	12/27/2003		4.38	Approved 5/6/2016
4.15	5/3/2008; 11/5/2011; 6/2/2012		4.39	Approved 9/30/2016
4.16	5/3/2008			
4.17	10/2/2010; 11/5/2011			
4.18	8/5/2009; 11/5/2011			
4.19	2/6/2010; Reviewed 10/2011			
4.20	10/2/2010; 11/5/2011; 6/2/2012			
4.21	11/1/2010; 11/5/2011			
4.22	Reviewed 10/20/2011; 11/5/2011			
4.23	11/5/2011			

5. MINI-COLLEGE			5. MINI-COLLEGE	
Number	Last Revision		Number	Last Revision
5.1	2/5/2011		5.12	10/4/2014
5.2	10/12/1989			
5.3	2/5/11; 6/2/2012			
5.4	11/1990			
5.5	11/10/1990, 2/5/2011, 6/2/2012			
5.6	2/5/2011; 6/2/2012			
5.7	3/8/1997, 10/2009, 2/5/2011			
5.8	6/6/1999; 6/2/2012			
5.9	8/7/1999; 6/2/2012			
5.10	6/2/2001; 6/2/2012			



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5.11	3/2/2005; 6/2/2012			
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6. APPENDIXES			6. APPENDIXES	
Number	Last Revision		Number	Last Revision
A	2010			
B	2014			
C	2015			
D	2015			
E	2015			
F	2014			
G	2015			
H	2010			
I	2010			
J	2010			
K	2015			
L	2015			
M	2009			
N	2015			
O	2015			
P	2015			

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**1. GENERAL**

- 1.1. Association Bylaws and Policies and Procedures are made available to each County Representative and on the OMGA Website for use by county chapters. (Revised 11/5/11)
- 1.2. OMGA scheduled board meetings shall be held in March, June, July (or August) and November of each calendar year. (8/4/89)
- 1.3. OMGA minutes and agendas are to be sent electronically to chapter representatives, alternate representatives, chapter presidents, OMGA officers, and state program leader. (Revised 11/5/11)
- 1.4. Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. (Revised 11-5-11)
- 1.5. OMGA will actively support efforts by chapter Master Gardener™ Associations in their efforts to attain and retain their Extension Service funding. (11/1/10)
- 1.6. A Service Bar program will be implemented to recognize the dedication and service provided by present OMGA leadership and statewide award winners. Implementation is by approved guidelines. Upon request of a chapter, OMGA will honor Master Gardeners who have served 20 years or more. OMGA will provide a service bar and certificate at the annual Mini College in special recognition. (In the event the recipient is unable to attend Mini College, the president will present the award at a chapter meeting.) Chapter requests should be given to the OMGA president before the second quarterly meeting. ~~(5/5/93)~~ (Revised 11/5/11, 6/1/2013)
- 1.7. New Master Gardener class members shall receive OMGA membership from January to December during their initial class year. (Revised 3/8/97) (Revised 11/5/11) (Revised 7/28/12)
- 1.8. Chapter Reports. The objective of a chapter report is to provide information and share activities and experiences. The audience is other chapters and OSU. Reports shall focus on activities that could be of mutual benefit, new outstanding programs or achievements, and problems or issues that could affect the chapter or OMGA. (Motion 8/7/99, Revised 6/1/2013)

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- 1.8.1. Oral Reports. Oral reports are voluntary. Those representatives who wish to report new activities, special programs, and issues or problems they face shall request time on the agenda from the president. [The president normally requests agenda items about 10 days before a scheduled board meeting.] In most circumstances the president will limit oral reports to two (2) minutes. (Motion 6/1/2013)
- 1.8.2. Written Reports. All chapter representatives shall submit a written report to the OMGA secretary, OMGA President and State Program Leader. The report [see 1.8] will cover the previous quarter and shall be limited to approximately 300 words. The secretary makes arrangements for the reports to be posted on the OMGA website. (Motion 6/1/2013)
- 1.9 Association newsletter has up to 4 editions each year and is made available electronically. (Motion 11/6/99, revised 5/3/09) (Revised 11/5/11)
- 1.10 OMGA and its chapters are organized as a group organization according the IRS guidelines. "A group organization is considered to consist of a central organization (OMGA) together with subordinate organizations (i.e. Chapters) which function semi-autonomously. The central organization and each subordinate must obtain a separate EIN number from the IRS. The central organization must maintain a group exemption for its subordinates. For this purpose, it must submit a report to the IRS by October 1 of each year containing information about all changes in the purposes, character and methods of operation of the subordinates together with any additions or deletions to the group. It is noted that all OMGA chapters, with the unique exception of the Marion County Master Gardener Association, are members of the group. (Motion 3/3/01, Revised 5/3/08)
- 1.11 Membership cards shall be supplied by OMGA to its chapters for all dues paying members and for all first year Master Gardener program participants (new trainees) in counties with active OMGA Chapters. (8/6/03) (Revised 11/5/11)
- 1.12 Each Executive Committee Member is required to read the Whistleblower Policy (6/6/09, Revised 6/2/12).

The Whistleblower Policy of (Oregon Master Gardener Association) (1) encourages Officers, members and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Association: (2) specifies that OMGA will protect the person from retaliation; and (3) identifies where such information can be reported.

- 1.12.1 Encouragement of reporting. The Association encourages complaints, reports or inquiries about illegal practices or serious violations of the Association's policies, including illegal or improper conduct by the Association itself, by its leadership, or by others on its behalf.

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Appropriate subjects to rise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Association's Executive Committee or Board of Directors, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

1.12.2 Protection from Retaliation. The Association prohibits retaliation by or on behalf of the Association against any member of Master Gardeners Association for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

1.12.3 Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the President of the Association or President Elect of the Association; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the First Vice President of the Association. The Association will conduct a prompt, discreet, and objective review or investigation. Members must recognize that the Association may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

1.13 The record Retention Policy is the recognized requirements of OMGA and IRS for various document retention and disposition (see below policy) (6/6/09).

*If the document you create or receive requires an action on your part, then the document should be retained. If the document you create or receive is for informational purposes, then the document need not be retained.*

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	<b>LEGAL REQUIREMENTS</b>	
<b>DESCRIPTION OF RECORD</b>	<b>MANNER OF RECORD KEEPING</b>	<b>DEPOSITION</b>
Articles of Incorporation, Bylaws, Articles of Association and related Policies	Store in organization record book	Permanent
Tax-exempt documents, application for tax exemption, IRS Determination and any related documents, Whistleblower Policy	Store in organization record book	PERMANENT – Federal law requires copies of these documents be held at organization's Headquarter Office. These records must be available for public inspection upon request.
Meeting/Board documents, including agendas, minutes, and related documents	Compile and file records on yearly basis. Store in organization records	PERMANENT Care should be taken to include <u>only</u> necessary information in these documents.
Year end Treasurer's financial report/statement	Store in organization record book	PERMANENT
Treasurer's reports, periodic	Compile and file records on yearly basis	3 YEARS. Store with financial records. Destroy after 7 years.
Bank statements, cancelled checks, investment statements and related documents	Compile and file records on yearly basis	7 YEARS. Store with financial records Destroy after 7 years.
Annual information returns (IRS Forms 990, 990ex, or CT-12	Federal Law requires that the 3 most recent years' returns be kept in the organization's headquarters office and be made available for public inspection upon request.	7 YEARS. Store with financial records. Destroy after 7 years
Scholarship application	Compile and file records on yearly basis	3 YEARS. Store with scholarship records. Destroy after 3 years.
Scholarship recipient information including names addresses and school attending.	Compile and file applications on yearly basis. Add names to list of past recipients. List should include names, addresses, school attending when scholarship received and year in which scholarship received.	PERMANENT. List of past recipients should be kept in organization record book. Additional recipient information including complete application should be filed in a permanent information file.
Selection committee records, including selection criteria used and other documentation regarding the selection process.	Compile and file records on yearly basis.	3 YEARS. Store with scholarship records. Destroy after 3 years.
Contracts	Store in organization record book.	Equipment rental and loan: 2 years after return of equipment then destroy. Food ordering and delivery records: 4 years then destroy. Other contracts: 6 years after expiration then destroy.

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- 1.14 An annual statement will be given to each Executive Committee Member at the first Executive Committee Meeting of the year by the Secretary, stating that they have received, read and understood OMGA conflict of Interest Policy. (6/6/09, Revised 11/5/11).
- 1.15 Action Without A Meeting (3/6/11)
- 1.15.1 Actions by Consent (11/5/11)
- If everyone on the Executive Committee is in agreement about an action, there is no reason to require a meeting. In that case, action can be taken without a meeting if all of the committee members provide consent or consents describing the action taken and these are included in the minutes or filed with OMGA. The action is effective when the last Executive Committee member signs the consent unless the consent specifies an earlier or later effective date. Consequently, the Executive Committee members should date as well as provide the consent. Note that to act by consent without a meeting, all the committee members must agree; a majority is not enough. You must file these consents with your Executive Committee records. (Revised 11/5/11)
- 1.15.2 Voting by Ballot or Telephone or Email
- Oregon law does not authorize the Executive Committee or Board of Directors to vote outside of a meeting by ballot. This means that you cannot conduct a telephone poll by calling each director individually or email and then assuming that a majority vote allows you to act. This method does not give dissenters a chance to influence the majority. However, if you conduct a telephone poll or email and ALL of the Executive Committee are in agreement, you can use the consent procedure described under Actions by Consent. (11/5/11)
- 1.15.3 Electronic Voting
- Electronic voting may be conducted when there is an urgent item as determined by the President that needs Executive Board consideration prior to the next regularly scheduled Executive Board meeting. A two-thirds (2/3) affirmative vote of all eligible voting board members are required to approve the item.
- 1.16 OMGA Policies and Motions will be changed to OMGA Policies and Procedures. (2/5/11, Revised 11/5/11)
- 1.17 OMGA will not advertise our liability insurance policy limits or coverage on the internet. Upon request by the Board members the policy will be e-mailed to them by the Treasurer. (3/6/11)

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- 1.18 The General Liability Policy carried by the Oregon Master Gardeners Association can only cover the liability of the Association and cannot be expected to pick up the liability of any other business that wants to put on a class for the association. (11/5/11)

1.18a All county associations, except Marion County, must include proof of Liability Insurance (Certificate of Liability) with their year-end reports that they send to the OMGA State Treasurer. Year-end reports are due no later than the last working day of January of a given year.

1.19 Vehicle and Travel

Any person driving for the benefit of the Oregon Master Gardener Association should minimize risks by keeping their vehicle in good repair, obeying traffic laws, using known routes, using seatbelts, minimizing distractions, driving unimpaired and using common sense.

Anyone driving on Oregon Master Gardener Association business must have a current, valid driver's license, and liability insurance as required by law. All citations issued to a driver, including but not limited to parking citations, shall be the sole responsibility of the driver. (6/2/12).

1.20 Vulnerable Population Protection

1.20.1 Purpose Statement: The goal of these policies is to create and maintain a safe environment for children and vulnerable adults, which will be referred to as vulnerable populations. Vulnerable adults are defined as adults suffering from mental or physical disabilities. The following policies are also to protect the volunteers who are working with these groups and maintain compliance with Oregon Revised Statute ORS 419B.

1.20.2 Policy

1.20.3 All members working with vulnerable populations will be required to undergo and clear a background history check through Oregon State University before they can begin their volunteer service with vulnerable populations.

1.20.4 Members working with youth through the school district must also submit and clear any additional background checks required.

1.20.5 Members are expected to have another adult present when working with vulnerable populations.

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- 1.20.6 Members will not, under any circumstances, discipline a vulnerable person by use of physical punishment or by failing to provide the necessities of care, such as food, water, or shelter.
- 1.20.7 Members should be alert to the physical and emotional state of all vulnerable populations each time they participate in a program. Signs of injury or suspected abuse should be reported to supervisory personnel at the site of the activity.
- 1.20.8 Members will encourage parents or other responsible adults to visit Master Gardener activities at any time.
- 1.20.9 Members will work with vulnerable populations in reasonably open places where others are welcome to enter (NOT behind closed doors). Be aware that while spending time alone with a vulnerable person can be positive and helpful, it can also be a reason for concern for everyone involved.
- 1.20.10 Members should use the following guidelines related to hugging and touching youth: hugs are okay if they are appropriate and if both people are comfortable with them. Take clues from body language of the child or simply ask, "Is it okay for me to hug you?" Additional considerations include: OMGA Policies and Procedures.
- 1.20.11 It is very important to be aware of personal boundaries and to respect them.
- 1.20.12 Touching should be in response to the need of the vulnerable person and not the need of the Master Gardener.

Touching should avoid breasts, buttocks, and groin.

Touching should be open and not secretive.

Touching or other physical contact should be governed by the age and developmental stage of the vulnerable person.
- 1.20.13 Members need to be aware that topics and conversations that may be okay with an adult audience may NOT be appropriate with a youth audience or vulnerable adults. Inappropriate jokes and conversations need to be avoided.
- 1.20.14 Members may not allow vulnerable populations to use power tools during a Master Gardener activity.



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- 1.20.15 Members must provide instruction for the proper use of hand tools by vulnerable populations to avoid injury to the user and others.
- 1.20.16 Pesticides and herbicides are never to be used by vulnerable populations at a Master Gardener activity.
- 1.20.17 The use of fertilizers by vulnerable populations must be closely supervised and done in accordance with product directions.
- 1.20.18 In the event that a situation arises not specifically covered by this policy, Master Gardeners are expected to use common sense and maintain a safe environment for vulnerable populations.

References:

- ORS 419B <http://www.leg.state.or.us/ors/419b.html>
- 4-H 0258L "For the Well-being of Youth and Adults"  
<http://extension.oregonstate.edu/catalog/4h/4-h0258l.pdf>

**1.21 OMGA Computer Use**

Using OMGA computers shall be used for OMGA business purposes only. Only approved Internet sites may be accessed. Use of other user's passwords is prohibited. OMGA computers for commercial, game playing, religious or political causes, illegal activity or gambling is prohibited.

OMGA computers may not be used to download or transmit material that is offensive, obscene, vulgar, or threatening; material that deals with sexual implications; or transmission that may be considered objectionable by recipient.

Violators of this policy are subject to disciplinary action decided upon by the Executive Committee. (7/28/12)

**1.22 Developing a Chapter Logo and Slogan**

Oregon Master Gardener™ Chapters may create their own chapter logo and slogan if submitted and approved by their county Master Gardener Coordinator and/or the OSU Statewide Master Gardener Program Coordinator. Creating and following chapter guidelines will show consistency with the OSU Master Gardener message; support of the OMGA mission statement and strategic plan; meet OSU published material criteria. (6/2/12)

**1.23 Record Ownership**

Financial, electronic or written records of OMGA are regarded as the property of Oregon Master Gardener Association (OMGA) and must be returned to OMGA when the officer leaves their position. If records are password protected, OMGA must have access to that password. If the records are not returned, then a formal written request for return of records will be issued by the Executive Committee. (6/2/12)

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1.24 Statement of Nondiscrimination

Oregon Master Gardener Association™ offers educational programs, activities, and materials—without regard to race, color, religion, sex, sexual orientation, age, marital status, disability, and disabled veteran or Vietnam-era veteran status—as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Oregon Master Gardener Association is an Equal Opportunity Employer.

1.25 Job Descriptions

All OMGA officers and appointed positions shall have a job description. The job description shall include duties, expected products and services, responsibilities, accountability, and relationship to other positions. The job description shall be of sufficient detail so that it may be used for recruiting and training. (See Appendix A-P)

1.25.1 The job descriptions shall be in writing and posted on the OMGA website. The OMGA secretary shall keep the master copy of each job description.

1.25.2 The current holder of a job and the incoming holder-to-be will review and update the job description as needed. The Executive Committee will approve all proposed changes.

1.25.3 OMGA recommends that each Chapter prepare job descriptions for key personnel in their organization. This should include expectations of representatives (and alternates) to the OMGA board.

1.26 Contracts for the coming fiscal year's budget shall be identified as a line item. Contracts will be typically associated with OMGA events, e.g. Mini College, Leadership Day, etc. Contracts may also be required for products and services that relate directly to the operation of OMGA, e.g. computer support. In the event an unanticipated contract arises during the year, the Board of Directors must approve the contract before negotiation and other actions may begin.

1.26.1 Responsibility and accountability for negotiation, acceptance, review of performance and approval of performance shall reside with a designated officer of the board and may not be delegated. (See Bylaws for duties of elected officers.) Procedures for payment are described in the duties of the treasurer.

1.26.2 As scheduled, reviews and audits of a contract shall occur at the next regularly scheduled board meeting.

1.27 Procedures Origination or Revision

This section shall govern origination or revision(s) of ALL OMGA Bylaws and

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Policies and Procedures of OMGA.

- 1.27.1 Any member of the OMGA Board of Directors may initiate a new document or revision and direct it to the **Immediate Past President** for processing. The Immediate Past President shall review, prepare and present this document to the Executive Committee for approval. If it is a Policy or Procedure, the Board of Directors will be informed of changes. If it is a bylaw the Board will vote as required. The Immediate Past President will then update the Policies and Procedures master copy or Bylaw master copy as directed.
- 1.27.2 The approved documents completed shall be forwarded to the OMGA Secretary to file in the OMGA Secretary binder, and an electronic copy shall be forwarded to the Webmaster for Website update.
- 1.28 This section shall govern revision(s) of ALL OMGA documents which shall include but not limited to the following OMGA documents: OMGA Bylaws, OMGA Policies and Procedures, Job Descriptions of Elected Officers, Job Descriptions of Appointed Positions; in addition to various committees such as the Finance Committee, Budget Committee, etc.
  - 1.28.1 This section additionally covers writing any new OMGA documents.
  - 1.28.2 The final possessor of all approved documents shall be the OMGA Secretary who shall forward an electronic copy to the Webmaster for Website update, file a second copy as an electronic copy, and file a third copy in the OMGA Secretary binder.
  - 1.28.3 A Table of Contents within the OMGA Secretary Binder shall consist of Procedure Name, Final Approved Date, and the name of the person who completed the document revision.
  - 1.28.4 Any member of the OMGA Board of Directors may initiate a *document revision*. That Board of Directors member will obtain a copy of the *Last Approved Document* from the OMGA Secretary. The Secretary shall record the *Pending Revision* intended for the document in the Table of Contents with date and name of the member initiating the revision.
  - 1.28.5 The member making the revision shall make it clear to ALL members of the OMGA Board of Directors by attaching a cover page to the document with the following information upon presentation for approval.

“DRAFT”

Title of Document (to be revised)

Board Member's Name

Date Presented for Approval

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- 1.28.6 If the revision is canceled, the Draft shall be returned to the Secretary, noting in brief why revision was canceled. The OMGA Secretary shall attach denied revision to the procedure and make appropriate notations to the Table of Contents.
- 1.28.7 If the revision is approved, the document shall be forwarded to the OMGA Secretary along with OMGA Board of Directors signatures, replacing the old procedure. The OMGA Secretary will forward an electronic copy to the Webmaster for Website update, file a second copy as an electronic copy and file a third copy in the OMGA Secretary binder. The Table of Contents shall reflect the revision date.
- 1.29 Any grant, scholarship or award such as the Extension Educator Grant, Karl Carlson Memorial fund, Marje Luce Search for Excellence, International Search for Excellence, Send-A-Friend Scholarship etc., funded in full or in part by OMGA must include the words “funded by Oregon Master Gardener Association in collaboration with Oregon State University” on letters, certificates, posters, signs etc. that are related to the grant, award or scholarship. (7/8/2016)
- 1.30 Recognition of the OMGA trademark must be included on all OMGA documents. (7/8/2016)

## **2. COMMITTEES**

- 2.1 Standing committees and their functions include the following:
  - 2.1.1 Executive Committee: Conducts business that requires action prior to the next board meeting chaired by the President. These meetings are typically held on the morning prior to the Board of Directors Meeting. The President may call Emergency Meetings of the Executive Committee as necessary. (6/7/03, 5/25/15)
  - 2.1.2 Finance Committee: Submits proposed budgets, monitors investments, and maintains fiscal affairs of the association. This committee is comprised of the President Elect, Past President and at least 2 members in good standing with OMGA. Appointed by the President and chaired by the Treasurer. (2/5/11, 11/3/12)

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**CURRENT POLICY**

- 2.1.3 Audit Committee: Performs quarterly review of the fiscal reports submitted by the finance committee. This committee is comprised of 3 members in good standing who are not integral to the financial mechanics of the OMGA, members of the Finance Committee or Executive Committee. Chair is appointed by the President. (2/20/11, 11/3/12).
- 2.1.4 Marje Luce Search for Excellence: Evaluates chapter projects and honors these at Mini-College each year. Chaired by 3<sup>rd</sup> Vice President (6/7/03, 11/3/12)
- 2.2 Ad hoc committees and their functions include the following (6/7/03):
  - 2.2.1 Ray McNeilan Scholarship: Awards scholarships to OSU students in the field of Horticulture. Chair is appointed by the President. Candidates' names are provided by an OSU Horticulture Financial Advisor. The Ray McNeilan Scholarship Chairperson and the OMGA treasurer review the awards prior to distribution. (6/7/03, 7/28/12, 10/4/14
  - 2.2.2 Mini-College: Plans and coordinates annual state educational event. It is co-chaired by 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents. (6/7/03, 11/3/12)
  - 2.2.3 Extension Educator Grant: Assists in funding projects or programs by OSU Urban Horticulture Extension Agents. The Scholarship Committee reviews the awards prior to distribution. Chair is appointed by the President. (6/7/03, 11/3/12)
  - 2.2.4 Karl Carlson Memorial Fund: Reviews grant requests for chapter start-up, improvements or projects. The Scholarship Committee reviews the awards prior to distribution. Chaired by President Elect. (6/7/03, 11/3/12)
  - 2.2.5 Leadership Forum: Coordinates training opportunities for state Master Gardeners™. Chaired by President Elect and Immediate Past President. (6/7/03, 11/3/12)
  - 2.2.6 Nominating Committee: Presents slate of nominees for Executive Committee. The committee is comprised of at least 1 member from each regional area and in good standing with OMGA. Chaired by President Elect. (6/703, 11/3/12)
  - 2.2.7 Send-a-Friend: Coordinates and publicizes program for awarding Mini-College scholarships. Chair is appointed by 1<sup>st</sup> Vice President. (6/7/03,

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11/3/12, 10/4/14)

- 2.2.8 Awards for 'State Master Gardener of the Year' and 'Behind the Scenes Gardener of the Year'. Committee consists of the State Program Leader, the OMGA President Elect and recipients of the 'State Master Gardener of the Year' award for the preceding 3 years. (6/7/03, 11/3/12, 10/4/14) The President and Treasurer need to be notified of the above awards winners' names two (2) weeks prior to Mini College in order to provide certificates and swing bars.

### **3. APPOINTED POSITIONS**

- 3.1 The editor of the OMGA newsletter, "Gardener's Pen", shall be appointed by the President (11/2/02).
- 3.2 The Database Manager shall be appointed by the President. The database manager maintains a list of the OMGA Executive Committee, OMGA Committees and each chapter's elected officers. Individual chapters are solely responsible for maintaining their own membership database. (11/2/02) (6/7/03) (11/3/12, 10/4/14)
- 3.3 An OMGA historian shall be appointed by a vote of the Executive Committee.
- 3.4 The Webmaster shall be approved by a vote of the Executive Committee. The Webmaster maintains the OMGA website.

### **4. FINANCIAL**

- 4.1 Reimbursement to OMGA elected officers, historian, past president and any OMGA Committee chair whose attendance is required shall be as follows for expenses in attending meetings or conducting OMGA business: Travel – 30 cents per mile, Food and Lodging - \$100 per day for those trips over 200 miles one way that require overnight stays. Food and lodging expense shall be allowed for the day prior to the meeting as well as the day(s) of the meeting. (8/24/88, revised 11/14/92, 3/8/97, 8/16/00, 11/3/01, 3/3/07, 6/7/08, 11/5/11, 2/15/15, 3/4/16)
- 4.2 IRS Requires that all chapters must establish a fiscal year that runs from January 1 to December 31. Federal/State financial reporting shall be accomplished through OMGA. Annual chapter financial reports shall be prepared following a format provided by the State Treasurer and shall be submitted within 75 days of the end of the year. (Revised 11/5/11)
- 4.3 Expenditures within approved budgets for Association activities, Mini-College and committee activities can be paid by the treasurer without further approvals. (Reviewed 10/1/11)

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- 4.4 An Executive Committee spending cap shall be limited to \$250, unless changed by the Board of Directors. No single expenditure may exceed \$250 without Board of Directors approval. (11/12/92, revised 8/13/94, 3/1/03, 11/5/11)
- 4.5 A fund designated as the Karl Carlson Fund shall be established. The purpose and criteria are described in the approved application form. (2/6/10, Revised 11/5/11)
- 4.6 Cash Reserves Policy: The IRS suggests that the association will keep on hand a six month cash reserve either in its Savings Accounts, Certificates of Deposits, Money Market Fund or E-Trade Investment account or any combination of these accounts for the OMGA. (Revised 11/5/11).

This figure is derived by averaging the past 3-year's end-of-year expenses, dividing by 12 for a monthly figure and multiplying by 6 to arrive at the six month's cash reserves. This annual calculation will be done on December 31 of a given year. (2/6/10, Reviewed 10/1/11)

- 4.7 OMGA books will be audited quarterly. (Bylaws change, 6/25/98).
- 4.8 Deadline for chapter OMGA dues is April 1. (Bylaws change, 8/1/98, revised 11/4/00)
- 4.9 OMGA dues beginning in 2010 will be raised to \$7 (Motion 11/6/99, revised 11/1/08, Reviewed 10/11/11)
- 4.10 Officer travel for President and President-elect to attend Regional and International Master Gardener Conferences to be determined by the Executive Committee each year based on cost of travel, registration fees, etc. (Motion 11/6/99) A policy for advancement of funds established and form approved (see below policy). (2/2/08, Rewording 5/3/08)
  - 4.10.1 Request for advancement of funds to attend an International Master Gardener Conference will be handled as follows: The OMGA member will submit an Advanced Funds Form for International Master Gardener Conference to the OMGA Treasurer. The Treasurer will make the request known to the Executive Committee.
  - 4.10.2 Within 30 days after the IMGC a settling of the expenses will occur. All receipts will be turned in to the Treasurer. If you are owed money, the Treasurer will reimburse you. If you owe additional money, the Treasurer will send you an invoice and payment will be due in 30 days.
  - 4.10.3 If some unforeseen event takes place that the OMGA member is not able to attend the conference for which advanced funds have been received, the

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refundable funds or unused monies must be returned to the Treasurer within 30 days or given to a replacement person. If this timeline is not possible, a repayment plan is to be set up in writing and presented to the President and the Executive Committee. (Revised 11/5/11)

- 4.10.4 If at any time the repayment plan is not followed, the following actions will take place: 1) Written notice will be sent by mail from the Treasurer to all Executive Committee members. 2) At the next Executive Committee meeting the default of payment will be discussed and a recommendation formulated. 3) Reporting of the default of payment and the Executive Committee's recommendation will be presented to the Board of Directors at the next meeting.
- 4.10.5 Nonrefundable expenses will be resolved by the Executive Committee. (11/5/11)
- 4.11 The OMGA Treasurer shall be responsible for annual submission of information returns to the IRS (form 990) and the Oregon Department of Justice (Form CT-12) by May 15 of each year for OMGA and its subordinates. The OMGA Treasurer shall be responsible for preparation of these returns. The OMGA Audit Committee shall check to verify that returns have been submitted. (Revised 11/5/11)
  - 4.11.1 Separate Form 990 returns are to be filed with the IRS by OMGA for OMGA (the central organization) and its group of subordinates (the chapters). All subordinates with gross revenues of \$50,000 or more must be included in the group return. Each subordinate included in the group return must authorize OMGA to include it. A simple Form 990-N (e-Postcard) must be filed for each subordinate not included in the group return. (Revised 11/5/11, 10/4/14)
  - 4.11.2 Marion County, because of its unique organizational situation, is required to file separately with both the IRS and the state. (Motion 3/3/01, Revised 5/3/08, 11/5/11)
  - 4.11.3 OMGA is exempt from Federal and State income taxes under Section 501 (c) (3) of the Internal Revenue Code as amended. Accordingly, no provisions for income taxes shall be reflected in the financial statements. (6/2/12)
- 4.12 The OMGA President and the OMGA Treasurer are empowered to conduct investment business with the brokerage firm, E-Trade. (Motion 3/3/2001, name of investment firm changed in April, 2002, revised 12/27/2003)
- 4.13 The Jan McNeilan Quarterly Meeting Grant of the amount in the Board approved budget is available, upon request to the OMGA Treasurer, for chapters who have



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volunteered to host those meetings. Items needed by the State Treasurer in order to reimburse Chapters are as follows: a formal letter requesting the Grant from the Chapter hosting the meeting and copies of receipts for up to the amount in the Board approved budget. (8/1/07, Revised 5/3/08, 11/5/11, 6/2/12)

- 4.14 To be reimbursed for expenses incurred on behalf of OMGA by Executive Committee members, Board of Directors or Committee chairs, an Expense Form must accompany receipts for all expenses. The Expense Form and receipts must be submitted to the Treasurer within 30 days of the occurrence of the expense and/or event and no later than December 15<sup>th</sup> of the fiscal year in which the expense occurred. (Motion 2/2/08 Reworded 5/3/08, Reviewed 10/1/11)
- 4.15 Checks issued by OMGA are to be cashed or reissued, unless the value of the check is less than the cost of reissuance, no later than 90 days from the date of issuance. If the check is less than cost of reissuance that written notice would be sent to payee that a stop payment will be issued and cost of stop payment will be submitted to the payee. No reissuance. (10/2/10, Revised 11/5/11)
- 4.16 If OMGA received two NSF checks from any individual, then OMGA will no longer accept a personal check from this individual. Only cash or money order will be accepted. (8/5/09, Revised 11/5/11)
- 4.17 The OMGA's Budget Policy - The Oregon Master Gardener Association's yearly budget is to be balanced. In anticipation of a possible budget shortfall, the yearly budget is to be balanced with no more than a \$2500 deficit. (2/6/10, Reviewed 10/11)
- 4.18 Inventory of equipment and other purchases should be done on items anticipated for long term use. A list of fixed assets, no matter their cost, should be kept. Examples are: equipment, tools and machinery. Once these items are discarded or sold they should be removed from inventory. If items are sold, the money should be returned to general operating expenses. This list should not include items or inventory that is sold later for money making ventures or general supplies. An annual inventory will take place by the OMGA Secretary and a copy of the inventory will be on hand with the Secretary and Treasurer. Photos, model numbers, and serial numbers are part of all inventoried items where available. (10/2/10, Revised 11/5/11, 6/2/12)
- 4.19 Lobbying expenditures should be authorized only in very special cases that clearly coincide with the mission of OMGA such as supporting initiatives to form tax districts for funding Extension Service. No political activity should ever be undertaken (in keeping with OMGA policy #1.4 and with the federal law governing nonprofits).\*\* (Revised 11/5/11)

4.19.1 IRS Form 5768 should be filed by OMGA or by a subsidiary chapter any

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time OMGA or a subsidiary chapter plans to engage in lobbying. IRS Form 5768 should be refiled to revoke the election in the year immediately after the lobbying expenditures are completed. This should discourage future unauthorized lobbying. (Revised 11/5/11)

- 4.19.2 Any chapter filing Form 5768 must provide the OMGA Treasurer with a copy to provide official notification of the intent to lobby or to revoke the election to lobby. (Revised 11/5/11)
- 4.19.3 The OMGA Treasurer must complete IRS Form 990 Schedule A to comply with reporting requirements on lobbying activities. For this purpose, the OMGA Treasurer must provide any subsidiary Treasurer engaging in lobbying with directions for reporting on Lobbying activities. The subsidiary Treasurer must provide the requested data so that the OMGA Treasurer can complete IRS Form 990 Schedule A for the subsidiary. (11/1/10, Revised 11/5/11)
- 4.19.4 Counties who choose to take part in lobbying and file with the IRS form #5768 will be responsible for reimbursing OMGA for Excise Taxes assessed by IRS. (11/5/11).

*\*\* “Lobbying expenditures”, according to the IRS definition are expenditures paid or incurred for the purpose of attempting to influence legislation either (1) through communication with any member or employee of a legislative body or with any government official or employee who may participate in the formulation of the legislation, or (2) by attempting to influence the opinions of the general public.*

- 4.20 Multiple Memberships: Any member in good standing can belong to, and pay dues in, more than one county. The member is only required to pay OMGA dues once. The treasurer of, and the member with, multiple memberships are to determine which county is the member's primary county to which OMGA dues are paid. This determination by the member and treasurers is to be shared with all counties concerned. (Reviewed 10/11)
- 4.21 State Fair Plant Clinic Funds for this annual event is to be awarded no later than 30 days from occurrence. Request for funding is to be accompanied by receipts totaling no more than \$250.00. (Revised 11/5/11)
- 4.22 OMGA Executive Committee will approve the opening and closing of Bank Accounts, Issuing and cashing of CD's, Stocks and Bonds. (Reviewed 10/11)
- 4.23 Reasonable steps are to be taken by the Executive Committee to make OMGA whole when fraud is perpetrated. (Reviewed 10/11)
- 4.24 NO debit or credit cards will be issued on any OMGA Financial Accounts. (Reviewed 10/11)

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- 4.25 Treasurer will deposit funds in OMGA's financial institution within 3 days of receipt of the funds. (Reviewed 10/11)
- 4.26 Checks received by the Treasurer will be copied and copies kept on hand in a secure location until reconciled. They will then be destroyed. (Revised 11/5/11)
- 4.27 All disbursements are by check and accompanied by substantiating documentation. (Reviewed 10/11)
- 4.28 All voided checks must be defaced and retained with the cancelled checks. (Reviewed 10/11)
- 4.29 No checks are written to "cash" or "bearer" (Reviewed 10/11)
- 4.30 Blank checks are stored in a secure location. (Reviewed 10/11)
- 4.31 OMGA Liability Insurance will be reviewed every two years in order that coverage is adequate. (Reviewed 10/11)
- 4.32 Dedicated funds are to be approved by the Executive Committee. The Executive Committee is to ensure there are written acceptance indicating restrictions. Funds are monitored by the Executive Committee to ensure the intended purpose is met over time. (Revised 11/5/11)
- 4.33 Data from the Treasurer and the Database Manager is to be backed up on the first of each month or more as deemed necessary by both these positions. (Reviewed 10/11 )
- 4.34 The Signature Policy designates the proper signatory authority for the purpose of conducting business and/or financial transactions for OMGA. The proper signature will be executed on all OMGA checks requiring a signature for processing.

OMGA job titles named are authorized and accountable to negotiate and execute on behalf of OMGA, grants and contracts for educational purposes. Submission of claims for reimbursements and other financial reports will be conducted as required.

The power to sign checks is given to: President, 1<sup>st</sup> Vice President and Treasurer.

Signature cards will be amended at the beginning of each calendar year, preferably during the month of January. (6/2/12)

- 4.35 Signature Limits for Writing Checks. For checks up to \$1,000, OMGA policy requires only a single signature. For checks \$1,000 and over, OMGA Policy

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requires a second signature. The second signature shall be the President, the President-elect, or First Vice President. (10/4/14).

- 4.36 A cash amount in the Board approved budget will be granted to a chapter selected to participate in the Search for Excellence program. In the event a chapter is selected to present at the International Master Gardener Conference Search for Excellence, OMGA will award a scholarship that matches the chapter's contribution. The scholarship will apply to the cost of transportation, registration and lodging for the conference, not to exceed the budgeted amount. OMGA will require proof that the winner attended the conference and that the chapter also paid toward the expenses. (Revised 11/30/01, 8/6/03, 11/15/11, 6/2/12, 6/1/2013).

Funds for the Send-a-Friend grant are secured through donations, a fundraising event at Mini College, previous years funding and a line item donation in the OMGA budget. (3/2/11, 3/2/05, 6/2/12).

- 4.37 In the event that \$1,000 or more must be transferred from any savings instrument of OMGA to a checking account to pay OMGA bills, the OMGA Treasurer must notify the OMGA President and President-elect (or Past President if there is no President-elect) via email to receive approval. The approved documents (email replies) are to accompany the transfer forms in the financial record. (Approved 05/06/2016)
- 4.38 Bi-annually, the OMGA Treasurer will renew the Oregon ASSUMED BUSINESS NAME REGISTRATION form for all Oregon Master Gardener chapters except the Marion County Master Gardener Association Chapter. The registration fee for each Oregon chapter will be paid by OMGA. Copies of the paperwork will be forwarded to each chapter and the originals will be files with the OMGA Treasurer. (Approved 09/30/2016)

## **5. MINI-COLLEGE**

- 5.1 Full registration fees will be waived for the Directors of Mini College. Class fees, noon-time lunches, and parking fees will be waived for the Registrar, Conference Treasurer, Housing Director, and the Silent Auction Chairs. (8/88, 3/3/07, 2/5/2011).
- 5.2 Notification of speaker/instructor - cost/entitlements will be provided to the treasurer and the Registrar of Mini-College for budgeting and accounting. (10/12/89)
- 5.3 Preference for obtaining speakers will be given to those regionally located within Oregon, Northern California and Washington. Speakers will be given mileage and noon-time meals, and waiver of class and parking fees for one day only. Other considerations will be negotiable, depending upon the number and timing of the classes taught. The speaker coordinator will provide a list of class instructors and

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- nature of fees to be provided (refunded) if the speakers are not registered. (11/10/90, 3/8/97, 2/5/2011, 6/2/12)
- 5.4 A budget item will be included to pay for a special speaker(s) as required. Consideration will be given for honorarium and transportation cost. (11/90)
- 5.5 Refund of registration fees will be made in emergency situations, upon written request and approval by the 1<sup>st</sup> and/or 2<sup>nd</sup> Vice President. (11/10/90, 2/5/2011, 6/2/12)
- 5.6 The Mini-College “books” will be closed 60 days after the Mini-College. No bills, refunds, etc. will be accepted after this date. Closing books will permit preparation of a final report by the November meeting. (Revised 3/8/97)
- 5.7 Review and authorization of payment of all expenses involved with Mini College shall be the joint responsibility of the 1<sup>st</sup> Vice President and the 2<sup>nd</sup> Vice President. (Oct/09, Rev 2/5/2011)
- 5.8 Establish a Mini College rotation schedule with a 1-2 year projection of annual Mini College events maintained by the 1<sup>st</sup> and 2<sup>nd</sup> Vice President. Flexibility will be provided to the Executive Committee to revise the schedule as necessary with considerations of cost. (8/7/99, Revised 6/2/12)
- 5.9 The financial goal for Mini College shall be \$2,500 to support the deposit on the following year’s conference venue. (2/6/10, Revised 6/2/12)
- 5.10 The Treasurer is to contact OMGA’s liability insurance company with the change of address or new location of Mini College each year. The Treasurer is to request that the liability insurance company send a Certificate of Insurance to the new location of Mini College. (6/2/12)
- 5.11 Chairpersons of any event taking place outside of the seminar facilities during Mini College must require the participating group to provide their liability insurance coverage to their proposed activity, with the understanding that OMGA liability is only to cover the liability of the Association. Questions regarding liability must be presented to the OMGA treasurer for consultation with the Association’s insurance agent. The Executive Committee and the Board of Directors shall be notified by the Treasurer. (6/2/12).
- 5.12 Silent Auction: Solicits donation of items, creates display of items and accounts for auction sales is overseen by the 1<sup>st</sup> Vice President. (6/7/03, 11/3/12, 10/4/14)

**6. Appendixes A through P**

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**OMGA JOB DESCRIPTION**  
**President**

**Appendix A**

**DESCRIPTION:** The President supports the organizations mission of education, leads and facilitates board meetings, guides the work of the board to secure funds, overseas efforts to build and maintain a strong board, and helps the board develop policies and procedures.

**IMPLEMENTATION**

- Leadership and Facilitation
  - a. Maintain an open relationship with the OSU Horticulture Department, Extension Agents, and the Statewide MG Program staff
  - b. Be aware of all legal obligations of OMGA
  - c. Refer to bylaws and policies for guidance in all practices. Ensure a record retention system is followed for all identified policies and procedures
  - d. Chair quarterly business meetings; develop and follow agendas; assign action items to accountable parties
  - e. Use Roberts Rule of Order whenever applicable.
- Secure Funding
  - a. OMGA's strategic plan is to maintain solvency
  - b. Assist with articulation of a 5 year strategic plan developed by the Executive Board
  - c. Fiscal budgets reflect the strategic plans activities and timelines
- Board Membership
  - a. Follow through with OMGA Chapter Reps for the distribution of information to Chapters
  - b. Support the development and management of Board succession plans
- Policy, Procedures and Guidelines
  - a. Ensure that clear work instructions are documented.

**OTHER POSSIBLE DUTIES**

Act as liaison between Executive Committee and Board members at large and keep members informed. Ensure board members are correctly representing the organization. Be responsible for representing the Master Gardener Program on all levels: local, state, regional, and international. Serve as ex-officio member of Extension Educator Grant Committee. Other duties as described in OMGA By-laws.

Last Revised 2010

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**OMGA JOB DESCRIPTION**  
**President-Elect**

**Appendix B**

**DESCRIPTION:** The President-Elect chairs the Karl Carlson Fund Committee, a fund established to help struggling new Master Gardener chapters become better established and to help Master Gardener chapters throughout Oregon to implement new programs or projects. The committee, which shall include at least three OMGA members, reviews chapter applications and makes award determinations.

**IMPLEMENTATION**

- **Nominations**  
The President-Elect is responsible for establishing a slate of nominees for state officer positions to be voted upon at OMGA's last meeting of the year OMGA Meetings
  - a. The President-Elect presides at OMGA meetings in the absence of the President
  - b. May serve as the Parliamentarian at the discretion of the President
  - c. Assumes the office of President in the event that the President cannot fulfill the duties of office
  - d. Schedules Chapters to be hosts for quarterly Board meetings to be held during the year of holding office of the President of OMGA. Complete this activity in December 2 years in advance
- The President-Elect assumes the office of President at the expiration of the current President's term
- The President is also a member of the Audit Committee which reviews selected financial records each quarter.
- **Leadership Day**
  - a. Leadership Day is typically held the day prior to the annual Mini-College event. It is sponsored by OMGA and is the responsibility of the President-Elect and the recent Past President.
- **Mini College**
  - a. The President-Elect is a participant on the Awards Committee. This committee independently reviews and ranks applications for the Behind the Scenes and Statewide MG of the year awards. The committee can collaboratively review calls for awards and application forms in order to improve the process.

Familiarity with Roberts Rule of Order is a useful skill for this position.

Last Revised 2014

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**OMGA JOB DESCRIPTION**  
**Immediate Past President**

**Appendix C**

**DESCRIPTION:** The Past President supports the organization's mission of education and attends all Board and Executive Committee Meetings; provides advice to President and Board as needed; assists the President-Elect in planning and conducting Leadership Forum.

**IMPLEMENTATION:**

- Chairs the Bylaws Committee, if modification, interpretation or clarification becomes necessary or desirable
- Maintains OMGA Board Member Handbook and insures distribution to all Board members as well as the Executive Committee
- Mini College responsibilities include:
  - a. Assist President-Elect with the planning of Leadership Forum
  - b. Keep an inventory of signs for Mini College and work with committee placing directional signs
  - c. Work with 2nd Vice President on printing up speaker handouts and making Mini College photocopies as needed
  - d. Oversee the ordering of supplies for Mini College which might include programs, ribbons, award certificates, etc.
  - e. Work closely with Mini College co-chairs to coordinate efforts
- A member of the Audit Committee
- A member of the Budget Committee

Last Revised 2015



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**OMGA JOB DESCRIPTION**  
**1<sup>st</sup> Vice President**

**Appendix D**

**DESCRIPTION:** The 1st Vice President supports the Oregon Master Gardener Association's mission of education and co-chairs the arrangements of Mini College with the 2<sup>nd</sup> Vice President.\*

Purpose of Mini College is to provide an outstanding educational venue for Master Gardeners **and the general public.** (See Mini College Notebook for specific details)

**IMPLEMENTATION**

1. Arrange for facilities which include:
  - i. Classrooms
  - ii. AV
  - iii. Housing
  - iv. Main Meeting Room
  - v. Sufficient area for Registration and all other activities which may take place.
    1. (These may include Silent Auction, Displays, Message Boards, and Tours, Send a Friend, Awards Posters, Historian Displays, or other activities as decided.)
  - vi. Lunch during Sessions
  - vii. Awards Banquet
  - viii. Ensure that safety standards are met in all areas.
2. Recruit and appoint chairpersons for committees and positions\*. These may include but are not limited to:
  - i. Banquet (Food, Décor, Program)
  - ii. Tours
  - iii. General Sessions
  - iv. Photographer
  - v. AV support
  - vi. Volunteer Coordinator
  - vii. Sponsorships
  - viii. Awards
  - ix. Send-A-Friend Scholarship
  - x. Silent Auction\*
3. Provide directions and guidance to all committee chairpersons. Prepare an overall schedule that will provide a framework for more detailed schedules to be prepared by each chairperson.
4. Coordinate with the President Elect for items that relate to the Leadership Forum
5. Negotiate and sign (approve) contracts. (May delegate initial negotiations to designated chairperson, but must approve all contracts). Ensures copies of the signed contracts are forwarded to the treasurer.\*\*

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6. Work closely with 2<sup>nd</sup> Vice President to select a theme and coordinate efforts to present an outstanding educational venue for Master Gardeners and the general public
7. Work with 2<sup>nd</sup> Vice-President to prepare conference budget and help determine conference prices (see Mini College under Financial in Policies and Procedures and MC notebook. Itemized budget for Mini College will be submitted to Treasurer upon completion.\*\*
8. Work with 2<sup>nd</sup> Vice-President to prepare conference budget and help determine conference prices (see Mini College under Financial in Policies and Procedures and MC notebook. Itemized budget for Mini College will be submitted to Treasurer upon completion.\*\*
9. Consult with OSU Statewide Master Gardener Program Coordinator for advertising that mentions OSU and OSU policy that may apply.
10. Prepare a script for Mini College that includes welcome addresses to conference attendees, that provides timely information about activities, banquet awards, and details timing and sequences of events
11. Co-host an evening soiree to thank those involved in coordinating the various activities
12. Solicit information from Mini College chairs and coordinate distribution of this information to chapters as needed, i.e. about silent auction needs, volunteers needed, registration info, etc.
13. Work with Registrar and Webmaster on Registration Form for Gardener's Pen; Articles for Gardener's Pen; Oversee the creation of the Banquet Program; Oversee the Awards and Ribbons committee; Budgets and schedules; Quarterly reports to the Board of Directors.
14. Ensure Awards Committee coordinates with Program Coordinator for OSU Statewide Awards and Educator Extension Grants.
15. Approves all invoices for payment. Works with the treasurer to ensure timely payment and compliance with IRS regulations.\*\*
16. Collects critiques and "lessons learned" about the event from attendees, instructors, and chairpersons. Updates Mini College Coordinator's Handbook and passes that on to the next 1<sup>st</sup> Vice President.
17. Committees\*\*\*  
Silent Auction: Solicits donation of items, creates display of items and accounts for auction sales. Chaired by 1<sup>st</sup> Vice President. (6/7/03, 11/3/12)

Ray McNeilan Scholarship: Awards scholarships to OSU students in the field of Horticulture. Chair is appointed by the 1st Vice President. The Scholarship Committee reviews the awards prior to distribution. (6/7/03, 7/28/12)

**18. MINI-COLLEGE**

Full registration fees will be waived for the Directors of Mini College. Class fees, noon-time lunches, and parking fees will be waived for the Registrar, Conference Treasurer, Housing Director, and the Silent Auction Chairs. (8/88, 3/3/07, 2/5/2011).

Notification of speaker/instructor - cost/entitlements will be provided to the treasurer

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and the Registrar of Mini-College for budgeting and accounting. (10/12/89)  
Preference for obtaining speakers will be given to those regionally located within Oregon, Northern California and Washington. Speakers will be given mileage and noon-time meals, and waiver of class and parking fees for one day only. Other considerations will be negotiable, depending upon the number and timing of the classes taught. The speaker coordinator will provide a list of class instructors and nature of fees to be provided (refunded) if the speakers are not registered. (11/10/90, 3/8/97, 2/5/2011, 6/2/12)

A budget item will be included to pay for a special speaker(s) as required. Consideration will be given for honorarium and transportation cost. (11/90)

The 20% profit realized from the sale of books at the Mini-College bookstore will be divided equally between the Master Gardener purchaser and OMGA. (6/6/92)

Refund of registration fees will be made in emergency situations, upon written request and approval by the 1st and/or 2nd Vice President. (11/10/90, 2/5/2011, 6/2/12)

The Mini-College "books" will be closed 60 days after the Mini-College. No bills, refunds, etc. will be accepted after this date. Closing books will permit preparation of a final report by the November meeting. (Revised 3/8/97)

Review and authorization of payment of all expenses involved with Mini College shall be the joint responsibility of the 1st Vice President and the 2nd Vice President. (Oct/09, Rev 2/5/2011)

Establish a Mini College rotation schedule with a 1-2 year projection of annual Mini College events maintained by the 1st and 2nd Vice President. Flexibility will be provided to the Executive Committee to revise the schedule as necessary with considerations of cost and periodic return to the OSU campus in Corvallis. (8/7/99, Revised 6/2/12)

The financial goal for Mini College shall be enough profit to support the deposit on the following year's conference venue. (2/6/10, Revised 6/2/12)

Funds for the Send-a-Friend scholarship are secured through donations, a fundraising event at Mini College, previous years funding and a line item donation in the OMGA budget. (3/2/11, 3/2/05, 6/2/12)

The Treasurer is to contact OMGA's liability insurance company with the change of address or new location of Mini College each year. The Treasurer is to request that the liability insurance company send a Certificate of Insurance to the new location of Mini College. (6/2/12)

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Chairpersons of any event taking place outside of the seminar facilities during Mini College must require the participating group to provide their liability insurance coverage to their proposed activity, with the understanding that OMGA liability is only to cover the liability of the Association. Questions regarding liability must be presented to the OMGA treasurer for consultation with the Association's insurance agent. The Executive Committee and the Board of Directors shall be notified by the Treasurer. (6/2/12).

Last Revised 2015

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**OMGA JOB DESCRIPTION**  
**1<sup>st</sup> Vice President**

**NOTE: THE POSTED JOB DESCRIPTION FOR 1<sup>ST</sup> VICE PRESIDENT IS SUSPENDED FOR THE YEAR 2017. The reason for this is because there will be no Mini-College in 2017, therefore the posted duties for 1<sup>st</sup> VP is null and void for 2017. The following Description and Implementation for 2017 will be as follows:**

**DESCRIPTION:** The 1<sup>st</sup> Vice President supports the Oregon Master Gardener Association's mission of education and attends all Board and Executive Committee Meetings: and will be a working member of the Ad Hoc Study group to conduct a study to re-evaluate, restructure, or remarket mini-college.

**RESPONSIBILITIES INCLUDE:**

- a. Gather information from all chapters as to interest, format, and contributions toward future mini-colleges.
- b. Contact all chapters with similar educational conferences to compare procedures and successes.
- c. Determine who our target audience is and whether that is the best market choice. Determine other marketing opportunities and procedures.
- d. Consider all options regarding OMGA and Mini-College going forward.
- e. Work directly with the Executive Committee regarding recommendations and consulting.
- f. Provide quarterly written reports of progress for the Executive Committee meetings to prepare for the Board of Directors meetings.
- g. If a restructured mini-college is recommended, provide a logistical report of procedures for such an event.

**INSTRUCTIONS TO THE COMMITTEE:**

What is the purpose of Mini-College? Education, recertification, giving teachers an audience, building a cadre of expertise, sharing experiences, learning best practices, promoting OSU's science-based horticulture program, offering additional ways to Extend OSU, etc. **Write a purpose statement.**

What are the needs of the audience and do the one-day seminars meet these? Is there a "problem" with the way we are doing Mini-College? **Write a description of the problem or non-problem. Next, write a requirements/needs statement.** (This is kind of a chicken-egg situation, so would probably require several iterations to capture all of it.) **Follow up this with a schedule of events for the study**, identifying specific write-ups, reviews, and possible roadblocks to the study. We will also need a good description of what is the expected outcome of this study, what is the committee producing?

How do we give out awards and recognition if we don't have Mini-College? (Mini-College is a culture that helps us identify with a common purpose, exchange info, etc.) Silent auction funds our scholarships, awards, and grants. How do we generate funds or are the dues sufficient? **Write an implementation/logistic plan.**

What do we do about those who don't live near current one-day seminars? Is a "traveling" Mini-College feasible or desirable? And, would those who hold one-day seminars view this refocus as a 'threat' to their success? Include reports on reactions of chapter leaders to this study and its possible outcome.

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The information below is suspended for the year 2017 but may be reinstated for year 2018.

DESCRIPTION: The 1st Vice President supports the Oregon Master Gardener Association's mission of education and co-chairs the arrangements of Mini College with the 2<sup>nd</sup> Vice President.

**IMPLEMENTATION**

- Mini College (see Mini College Notebook for specific details)
  - a. Arrange for facilities which includes:
    - Classrooms
    - Housing
    - Main Meeting Room
    - Sufficient area for Chapter Displays, Chapter Sales, Historian Displays, Demonstration Garden Display, registration, and possibly book sales
    - AV equipment, "smart" technology, and announcement boards
    - Layout of tables and chairs, aisles, and that meets safety standards
    - Meals
- Recruit and appoint chairpersons for the following committees and positions:

Banquet Food	Banquet Decorations
Chapter Displays	Chapter Sales
Door Prizes	Evening Garden Tour
Housing	Cafeteria Meals (if needed)
Kick-Off Dinner	Master of Ceremonies
Photographer/AV support	Ray McNeilan Scholarship
Classroom Hosts	Maps and Signs
Sponsorships	Book Sales
Advertising	Greeters and announcement boards
Awards and Ribbons	Helpers-at-Large
Send-A-Friend Scholarship	
Silent Auction*	
- Provide directions and guidance to all committee chairpersons. Prepare an overall schedule that will provide a framework for more detailed schedules to be prepared by each chairperson.
- Coordinate with the President Elect for items that relate to the Leadership Forum
- Negotiate and sign (approve) contracts. (May delegate initial negotiations to designated chairperson, but must approve all contracts). Ensures copies of the signed contracts are forwarded to the treasurer.
- Work closely with 2<sup>nd</sup> Vice President to select a theme and coordinate efforts to present an outstanding educational venue for Master Gardeners and the general public
- Work with 2<sup>nd</sup> Vice President to prepare conference budget and help determine conference prices (see Mini College under Financial in Policies and Procedures and MC notebook).
- Work with OSU Statewide Master Gardener Program Coordinator to select classes that qualify as 'Advanced Training' credits (recertification)

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- Consult with OSU Statewide Master Gardener Program Coordinator for advertising that mentions OSU and OSU policy that may apply
- Prepare a script for Mini College that includes welcome addresses to conference attendees, that provides timely information about activities, banquet awards, and details timing and sequences of events
- Co-host an evening soiree to thank those involved in coordinating the various activities
- Solicit copy information from chairpersons and coordinate distribution to chapters
- Computer work: Work with Registrar and Webmaster on Registration Form for Gardener's Pen; Articles for Gardener's Pen; Master of Ceremonies script; Oversee the creation of the Banquet Program; Oversee the Awards and Ribbons committee; Budgets and schedules; Quarterly reports to the Board of Directors.
- Ensure Awards Committee coordinates with Program Coordinator for OSU Statewide Awards and Educator Extension Grants.
- Approves all invoices for payment. Works with the treasurer to ensure timely payment and compliance with IRS regulations.
- Collects critiques and "lessons learned" about the event from attendees, instructors, and chairpersons. Updates Mini College Coordinator's Handbook and passes that on to the next 1<sup>st</sup> Vice President.

\*Silent Auction, while normally held in conjunction with Mini College, is a separate event. The Chairperson for this event coordinates with the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents for schedules, budgets, facilities, staff, and other resources. The Bylaws do not mention silent auction or chairing it. Because the Board of Directors may appoint chair positions as needed, we can assume that the Silent Auction Chairperson is a Board appointed position. See Article V, section 4.

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**OMGA JOB DESCRIPTION**  
**2<sup>nd</sup> Vice President**

**Appendix E**

Description: The 2<sup>ND</sup> Vice President supports the organization's mission of education and attends all Board and Executive Committee Meetings; co-chairs the arrangements of Mini College with the 1<sup>ST</sup> Vice President.

**IMPLEMENTATION**

- Co-chairs Mini College.
- Works with 1<sup>ST</sup> VP to establish a theme for Mini College and ensures appropriate notices are forwarded to volunteers in charge of publicizing the event.
- Works with the 1<sup>ST</sup> Vice President to prepare conference budget and helps determine conference prices and schedules. Helps track progress of volunteers in accomplishing tasks and requests for status reports.
- Works with the official Registrar and the 1<sup>ST</sup> VP on the content of the registration posting online.
- Establishes and chairs the committee for selection of classes and speakers.
- Coordinate with OSU Statewide Master Gardener Program Coordinator to ensure the majority of Mini College classes meet Master Gardener recertification requirements and the speaker choices agree with the Mini College theme, if any.
- Communicates regularly with speakers during the months preceding Mini College, answering questions and providing essential information.
- Creates speaker room assignments and class schedules. Helps 1<sup>ST</sup> VP determine facility requirements (tables, chairs, technology, etc.).
- Provides list of speaker AV needs for Mini College and coordinates these needs with the AV personnel.
- Requests handouts from speakers and reproduces them for attendees.
- Solicits and schedules volunteers to assist each speaker.
- Sets up and oversees a "speakers' room" at Mini College to support the speakers.
- If required, oversees special Saturday classes and AV equipment if needed.
- Decides on and purchases thank-you gifts for speakers, staying within the budget.
- Thanks speakers and provides feedback to them after Mini College.
- Assists 1<sup>ST</sup> VP in creating a post-conference evaluation instrument for attendees.
- Prepares a final report for inclusion in "Lessons Learned" for the Mini-College. Submits suggested changes and updates for inclusion in the Mini College Notebook. Ensures that 2<sup>ND</sup> VP notebook stays current.

**Front Desk Coordinator**

Ensure set up of tables and functions agree with plans. Ensure personnel are at their stations. Recruit additional help if needed. Troubleshoot potential problem areas. Work with chairs for Greeters, Helpers at Large, Registrar, On-Site Registration, and others to ensure warm, friendly, and quickly paced check-in occurs for each attendee. Review signs and directions. Plan and conduct a mock check-in to ensure traffic flow and procedures are efficient. Stay within budget and adhere to schedules. Prepare summary (lessons learned) within 30 days after Mini College for improvements to next year's Mini College. Last Revised 2015



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**OMGA JOB DESCRIPTION**  
**2<sup>nd</sup> Vice President**

**NOTE: THE POSTED JOB DESCRIPTION FOR 2<sup>ND</sup> VICE PRESIDENT SUSPENDED FOR THE YEAR 2017. The reason for this is because there will be no Mini-College in 2017, therefore the posted duties for 2<sup>nd</sup> VP is null and void for 2017. The following Description and Implementation for 2017 will be as follows:**

Description: The 2<sup>nd</sup> Vice President supports the organization's mission of education and attends all Board and Executive Committee Meetings. The 2<sup>nd</sup> Vice President will also compile a summary of the shared mentorship guidelines for distribution to all chapters.

**IMPLEMENTATION**

- Works with the President to compile a summary of the Mentorship guidelines that have already been provided by several Associations, for the benefit of all Associations to use. A sub-committee may also be involved to assist.
- Works directly with the President-Elect to obtain notes, evaluations, and material presented from Leadership Forums.
- Works with a sub-committee to develop the process for documenting future leadership forums.

The information below is suspended for the year 2017 but may be reinstated for year 2018.

Description: The 2<sup>ND</sup> Vice President supports the organization's mission of education and attends all Board and Executive Committee Meetings; co-chairs the arrangements of Mini College with the 1<sup>ST</sup> Vice President.

**IMPLEMENTATION**

- Co-chairs Mini College.
- Works with 1<sup>st</sup> VP to establish a theme for Mini College and ensures appropriate notices are forwarded to volunteers in charge of publicizing the event.
- Works with the 1<sup>st</sup> Vice President to prepare conference budget and helps determine conference prices and schedules. Helps track progress of volunteers in accomplishing tasks and requests for status reports.
- Recruits volunteers to help with registration and acts as chair of the Registration Committee which includes the set-up and division of responsibility for on-site registration.
- Responsible for coordinating the preparation of the Registration Packet for the attendees including:
  - a. Maps
  - b. Information Sheet

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- c. Advertising materials inserted (pencils, pads, etc)
  - d. Should this also include ribbons and speaker badges? Who is responsible to obtain lanyards, holders, inserting meal and event chits, etc.?
- Works with the official Registrar on the content of the registration posting online. Establishes and chairs the committee for selection of classes (coordinate with OSU Statewide Master Gardener Program Coordinator to ensure agreement with the theme) and speakers.)
- Creates speaker room assignments and class schedules. Helps 1<sup>st</sup> VP determine facility requirements (tables, chairs, “smart rooms”, etc.).
- Provides list of speaker AV needs for Mini College and coordinates these needs with the AV personnel.
- Ensures that copies of handouts for speaker’s class are requested from speakers and reproduced for attendees.
- If required; oversees special Saturday classes and/or tours and AV equipment if needed
- Prepare a final report for inclusion in “Lessons Learned” for the Mini-College. Submit suggested changes and updates for inclusion in the Mini College Notebook.
- **Front Desk Coordinator**  
Ensure set up of tables and functions agree with plans. Ensure personnel are at their stations. Recruit additional help if needed. Troubleshoot potential problem areas. Work with chairs for Greeters, Helpers at Large, Registrar, On-Site Registration, and others to ensure warm, friendly, and quickly paced check-in occurs for each attendee. Review signs and directions. Plan and conduct a mock check-in to ensure traffic flow and procedures are efficient. Stay within budget and adhere to schedules. Prepare summary (lessons learned) within 30 days after Mini College for improvements to next year’s Mini College.

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**OMGA Job Description**  
**Secretary**

**Appendix F**

**DESCRIPTION:** The OMGA Secretary serves as a voting member of the Board of Directors and a voting member of the Executive Committee as defined by Article VI, Section 7 of the By Laws. The Secretary shall serve a one year term beginning November 1 and may be re-elected. The Secretary shall keep the minutes of the meeting, assist the President in conducting necessary correspondence, and perform related duties as requested by the President.

**IMPLEMENTATION:**

**Minutes:**

- Take the minutes of all Board and Executive Committee meetings; prepare the minutes and action items for reproduction and mail electronically or by postal to all Executive Committee members, all Chapter Presidents, Representatives and Alternate Representatives, and the State Program Leader.
- Have a basic understanding of Microsoft Word and Excel in order to prepare and read all Master Gardener Correspondence.

**Distribute information as follows:**

- Agendas of upcoming meetings, minutes of the Executive Committee and Board meetings, Chapter Reports, basic OMGA documents, and any other information given to the secretary by an Executive Committee or Board member that needs to be dispersed.
- 2 – 3 weeks before a Board meeting send out the Agenda, the chapter reports requirements document and the minutes from the previous Board meeting. Ask the Board members to review them and bring up any questions they may have at the meeting even though the minutes and Chapter Reports have already been mailed to all Board members.
- If needed send a reminder to the Chapter Presidents, Reps and Alternate Reps to submit the Chapter Quarterly Reports.
- Send a summary of the minutes to the Newsletter Editor.

**Permanent files:**

- Maintain a permanent file of approved copies of all minutes.
- Keep the Secretary's file in order and up to date.
- Work with the State Historian to determine what information should be archived according to the Document Retention Requirements

**Other Duties:**

- Arrive an hour before each Board meeting to set up the County Sign-in Sheet and set out the county place cards if it is a table and chair arrangement. Be sure to collect them after the meeting.

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- At the Board meetings, ask if there are any more corrections or additions to the previous Board minutes. If so, make the corrections. If not, the President will ask for approval. The minutes for the Executive Committee meetings will be sent electronically only to the Executive Committee members and the State Program Chairperson. The Board of Directors minutes should be sent electronically to everyone listed in the first bullet under Minutes.
- Update the By Laws and Policy and Procedures documents and mail electronically to all persons mentioned in the Distribution of Information.
- Check to make sure they are posted on the Master Gardener website.
- Attend all Executive Committee and Board meetings. Be prepared to travel and possibly stay overnight. Check with the Treasurer for reimbursement of funds.
- At the beginning of the year, electronically provide all Representatives and Alternate Representatives with the Quarterly Report Guidelines for OMGA Representatives.
- Update the Suggested Procedures for OMGA Quarterly Meeting Preparation with the current year's meeting dates and locations and provide each Chapter's host for the next meeting with this document. The document should be sent to the host Chapter President, Representative and Alternate Representative 5 to 6 weeks prior to the meeting date.
- Thirty days prior to Mini-College notify Chapter Presidents (to insure the recipients are present), the Banquet Master of Ceremonies and the OMGA Treasurer (so the checks can be prepared) the names of the people receiving the awards together with the timing and location of the banquet.
- Distribute and collect the CONFLICT OF INTEREST forms from the Executive Committee members. Maintain the permanent file of these signed and dated forms for three years.
- Maintain a copy of the inventory.

Last Revised 2014, 2013, 2012, 2011, 2015

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**OMGA Treasurer**  
**JOB DESCRIPTION**

**Appendix G**

- Receive and disburse funds.
- Maintain records for Checking, Savings, and Investment accounts.
- Maintain membership records corroborating Chapter and Individual enrollment showing amount of dues paid.
- Distribute a financial Quarterly Report intended for quarterly Board & Executive Board meetings.
- Document and give an account on income disbursements for Mini- College and other activities.
- Participate in quarterly audits.
- For the quarterly audits, respond to all questions and instruct as to how an audit takes place.
- Pay the Federal and State registration fees.
- Act in accordance with Federal and State tax requirements.
- Monitor Newsletter printing accounts with the bank, post office, and Pac-mail as required.
- Examine Bylaws and Policies with regular update maintenance with respect to the Treasurers and financial position.
- Possess a working knowledge of accounting software “Quicken”/ “Quick Books”.
- Perform 10-15 hours per week keying entries into Quicken.
- Capable to answer questions presented on Quicken. *(Perhaps need to travel to accomplish this).*
- Be prepared to answer all questions for IRS concerns.

To receive and distribute the information on OMGA Endowment Fund reports. State Wide Master Gardener Program Coordinator will send copies of the reports to the OMGA treasurer.

**OMGA Treasurer**  
**Job Implementation**

- Open and maintain checking account with the President, President Elect, or 1<sup>st</sup> Vice President as second signature on checks in the amount of \$1,000 or more.
- Pay expenses making deposits within 3 days.
- Reconcile checking, savings, and investments accounts.
- Pay expenses on a monthly basis.
- Advise Audit Committee chair of current status of these accounts.
- Secure and distribute membership cards signed by the President and report membership statistics.
- Secure as needed then distribute service bars to Executive Committee officers.
- Compile and distribute forms and instructions to chapter Treasurers (Handbook).

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- Make available all financial records for quarterly audits to be held prior to each Quarterly OMGA meeting.
  - Comprise all financial reports including tax records for review at any Executive, Board or private meeting.
  - Be active with Standing Committees in addition to other committees to receive and disburse funds and subsequently report on these activities.
  - Chair the Budget Committee along with preparing and distributing the budget.
  - Prepare as well as file Federal and State Tax Reports.
  - Compile responses from County Presidents on Annual IRS Information Return.
  - Act in accordance with Policy & Procedure 4.11 plus file all IRS requests; i.e. annual IRS Subordinate Unit Information Form, 990-N, 990 Ez & 990, CT-12s, annual IRS Information Form.
  - Be prepared to assist any county with OMGA Treasurer-related questions which may perhaps include instruction for Quicken along with traveling to accomplish training.
  - Provide training at Leadership classes, Mini College or to County's on such subjects as Treasurers job, Auditing, Budgeting.
  - Preserve Laptop generated information through storage backup files.
  - On a Monthly basis, backup financial information. One copy kept in a safe place distant from the computer hard drive i.e.; external hard drive, thumb drive.
  - Regularly update software and virus protection.
  - Oversee the Associations Liability Insurance every other year.
  - Uphold IRS requirements, and changes relating to 501 C (3).
  - Report or implement as necessary.
  - Establishing new practices on financial material.
  - Responsible for reading Bylaws & Policies & Procedures
- Update & Maintain OMGA's Website Calendar.

**OMGA Treasurer's  
Accountability by Activity Date**

**January:**

- 1 ~ Ordering of swing bars for new Ex-Board members and MG of the Year & Behind the Scenes.
- 1 ~ Complete Oregon Corporation Division form #139 (change of officers)
- 1 ~ Complete Oregon Corporation Division form #131 if there is an Agent Change to OMGA
- 1 ~ Order & Print new OMGA membership cards. (Send to Chapters based on Last Year's #'s of paid members and trainees).
- 15 ~ Bulk Mailing Permit fee due.\*
- 30 ~ All Chapter Financial Reports due to OMGA Treasurer.

**February:**

- 15 ~ Compiles Group Tax information for IRS reporting. (Excel report).

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**March:**

- 1 ~ Negotiate contract and order PNW handbooks for Extension Offices.
- 15 ~ Compile and Turn in all Tax reporting information on OMGA and Group Reporting to Tax Preparer.

**April:**

- 1 ~ All Chapter dues are due to State Treasurer.
- 1 ~ Mini College work on various items (Various forms and reporting).
- 15 ~ Due to IRS, annual report of 990-N (E-postcard) of Subordinate Counties.

**May:**

- 15 ~ 990 form for OMGA due to IRS.
- 15 ~ CT-12 for OMGA due to Oregon Department of Justice.
- 15 ~ 990 for OMGA "group" due.
- 15 ~ CT-12 due for "Group" to Oregon Department of Justice.

**June:**

- 6 ~ Payment of Corporation fee \$50.00.

**July:**

- 1 ~ Annual IRS Subordinate Unit Information Forms due to IRS (County, Extension, Treasurer Information reported).

**August:**

- 1 ~ Mini College work on various items (Various forms and reporting).
- 1 ~ Box rent due to Pac mail \*
- 1 ~ Send out "Annual IRS Information Return" to County Presidents (4 questions--address changes, Bylaw changes, etc. due date 9/1)

**September:**

- 1 ~ Annual IRS Information Return due to Treasurer from County Presidents
- 15 ~ Compile and Send Annual IRS Subordinate Unit Information forms to IRS (County Address & Tax #)
- 1 ~ Prepare Annual Budget (request from Committee Chairs budgets for coming year, compile and send to Budget committee for review).\*
- 15 ~ Budget committee suggestions due.
- 30 ~ Compile all information into budget proposal to present to Ex-Committee Oct Meeting.

**October:**

- 5 ~ Present budget proposal to Ex Board Members.

**November:**

- 1 ~ Budget proposal presented to Board Members for approval at quarterly Meeting. \*
- 15 ~ Review, Prepare, and send to each County Treasurer either Blue or Red notebooks

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(Include: financial reports, bylaws & Policies of OMGA, etc)

**December:**

- 15 ~ Contact all Committee chairs and Executive Board members, to send in any bills not yet paid.
- 31 ~ Prepare Year End Reports.
- 31 ~ Prepare Cash reserve compellation for New Year.
- 31 ~ Setup new budget in Quicken.

Last Revised 2015



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**OMGA BUDGET COMMITTEE**  
**JOB DESCRIPTION**

**Appendix H**

**POSITION** Budget Committee

Budget committee members consist of the OMGA Past President, President Elect, and one additional veteran OMGA member.

**JOB DESCRIPTION:**

In September, each committee chair is required to recommend to the State Treasurer their budget for the following year.

The treasurer then presents the entire budget proposal figures to The Budget committee. Who in turn reviews the proposed budget figures for each committee and may increase or decrease those figures based on their financial knowledge.

The budget committee then presents the proposed budget to the finance committee. The finance committee presents the budget to OMGA Executive Committee, and then to the OMGA Board of Directors.

**OTHER POSSIBLE DUTIES:**

Throughout the year, there may be new projects that require budget preparation or review. The budget committee would be required to present these proposals.

Last Revised 2010

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**OMGA JOB DESCRIPTION**  
**Extension Educator Grant Chairperson**

**Appendix I**

**DESCRIPTION:** The chairperson for this position oversees the selection and distribution of grants to help OSU Extension Community Horticulture Agents, Program Assistants, or designated OSU Extension Staff, who are responsible for County Master Gardener programs, enhance their ability to educate the public in home horticulture.

**IMPLEMENTATION:** The OMGA President shall appoint the Extension Grant committee. It shall consist of five OMGA members, including two OMGA board members, plus the OMGA President as an ex-officio member.

The Extension Education Grant Committee oversees submission of grants from OSU Extension Administrations. The selection process shall include educational programs in home horticulture; its value to the community; its written or spoken recognition to the Master Gardener program.

- Applications are accepted until September 1 of each year
- The OMGA Treasurer oversees the actual transfer of funds to the recipients.

The following are OMGA's criteria for grant selection:

1. All grants shall be made in accordance with the purpose for which the fund was established
2. Grants shall not exceed the amount of \$500.00 for any chapter, in any one (1) fiscal year
3. The total of all grants shall not exceed four (4) grants, with a maximum of \$2,000.00 to be awarded
4. All grants shall be submitted on the form provided, with at least two (2) quotes, bids, estimates, or a material list with projected costs. Choose those that apply. Submit a concise description of your project, with details such as maintenance plans and other sources of funding
5. The OSU Extension Community Horticulture Agent, Program Assistant, or designated OSU Extension Staff member must sign grant requests
6. In event of dissolution or disbanding of a local chapter, the equipment or materials purchased with this grant shall be reverted to OMGA to be held in trust
7. Local funds should be used to fulfill the needs of the Community Horticulture Agent Program Assistant, or designated OSU Extension Staff member, before applying to OMGA
8. Grants may include the purchase of equipment and materials: e.g. books, office equipment, software, signs, program promotion, etc.

**OTHER POTENTIAL DUTIES:** The Chairperson for this job will also attend OMGA meetings pertaining to Gardener's Mini-College if necessary. He/she will announce the grant recipient(s) name and general information at an OMGA meeting and at the banquet held at Mini College.

Last Revised 2010

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**OMGA JOB DESCRIPTION**  
**Historian**

**Appendix J**

**DESCRIPTION:** As a member of the Oregon Master Gardener's Association secure valuable evidence of OMGA history and accomplishments. Determine what records and information will be kept for future reference. (Refer to OMGA Retention Policy for additional information)

**IMPLEMENTATION**

- Establish and maintain an OMGA history to be retained indefinitely for use by a succeeding OMGA Historian.
  - a. The historic information should document special projects and events. Selected photographs and/or newspaper articles pertaining to the association activities may be included
  - b. Documents should be original or the best quality possible, and be displayed in an attractive manner
  - c. Officers and members can assist in collecting these documents but the OMGA Historian makes the final determination of what is retained
  - d. Take photos of events and projects or assign a member to do so
  - e. Retain and maintain any OMGA scrapbooks as a record of events, accomplishments and activities. Display them at OMGA Mini-College
  - f. Have a concern about the association's history, current events and projects by OMGA members and their chapters
  - g. Have the ability to review documents and determine their value
- Establish and maintain a retention schedule of association records.
  - a. Specify the type of documents to be retained by whom, for how long, and what items may be destroyed. This retention schedule should have the full approval of the selected board of officers
- Chapter Records
  - a. The OMGA Historian should provide assistance and general guidelines to individual chapters in the use of the OMGA record retention policy.
  - b. Historical records should reflect the individuality of each OMGA chapter. Each OMGA chapter, board and historian is unique with responsibilities to their OSU Extension personnel, OMGA and its members
- At the close of the fiscal year:
  - a. Assist in reviewing documents and records accumulated through the year by outgoing officers and committee chairs so that written information passed from one board to the next is worthwhile, concise, and provides continuity of important information
  - b. Incorporate electronic method to preserve historical data.

Serve as a member of the Executive Board.

Last Revised 2010, 2008, 1997

[www.oregonmastergardeners.org](http://www.oregonmastergardeners.org)

OMGA\_Policies and Procedures.doc 6/2/2012, 7/28/2012, 11/3/2012, 6/1/2013, 11/5/2013, 11/1/2014, 6/5/2015, 9/30/2016

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**OMGA JOB DESCRIPTIONS**  
**Newsletter Editor**

**Appendix K**

**DESCRIPTION:** Oversees information gathering, editing and production of OMGA's newsletter Gardener's Pen Newsletter

**IMPLEMENTATION:** Send email notifying OMGA Chapters before quarterly deadline (15th of month prior to issue date) to send information about chapter happenings, events and other pertinent information.

Tools needed to facilitate position:

- Compiling informative chapter information
- Editing capability
- Desktop publishing of photos and graphics into a pleasing, easy-to-read format. We currently use Microsoft Desktop Publisher.
- Send electronic copy of the newsletter to Statewide Program Coordinator, Gail Langellotto, for peer review
- After final review, email Gardener's Pen Newsletter to webmaster, for posting to the website. The webmaster will notify recipients of the posting
- Create PDF copy and forward it to webmaster for posting

Issue dates are: The first week in April, August or September & December

Additional duties might include:

- Review Gardener's Pen Newsletter budget
- Technology trouble-shooting (assist Master Gardeners with e-mailing articles, photos, etc.)
- Updating Editor's job description

**NOTE:** As of March, 2011, the Gardener's Pen newsletter is being sent electronically and additional electronic copies are sent to all extension offices to be accessible or distributed to those chapter members not having email access.

Additional guidelines:

- Do not publish information that originated as an e-mail, without contacting the author of the e-mail. This helps insure that private communications are not publicly dispersed without the author's permission
- Before copying and redistributing articles, recipes, or other published materials, obtain permission from the copyright holder. This will help guard against copyright infringement
- Make certain that photo permission was obtained prior to publication of photos in newsletter

Last Revised 2015

[www.oregonmastergardeners.org](http://www.oregonmastergardeners.org)

OMGA\_Policies and Procedures.doc 6/2/2012, 7/28/2012, 11/3/2012, 6/1/2013, 11/5/2013, 11/1/2014, 6/5/2015, 9/30/2016

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**OMGA JOB DESCRIPTION**  
**Send-A-Friend Chair (SAF)**

**Appendix L**

**DESCRIPTION:** This position is appointed by the Mini-College Chair(s) on a yearly basis. The chair of SAF chooses his/her committee to review the applications. Two of the members are required to be on the OMGA Board of Directors (OMGA Rep or Alt or from the Executive committee (per Bylaws). Read references at end.

**IMPLEMENTATION**

**January - March**

1. Contact OMGA Treasurer to find out how much funding is available
2. Determine how much can be dispersed to each Chapter. Typically, it has been \$200/Chapter
3. Form the SAF committee. See below for requirements
4. Revise application packet forms and prepare to send out via hard copy/email to each Chapter President. These forms are time sensitive and need to be revised each year. The packet is sent out/distributed at/by the March quarterly meeting
5. Remind Chapter Presidents/OMGA Reps and Alternates to *Publicize* the Send-A-Friend Scholarship program in their respective Chapters at the meeting. This is very important!

**April**

1. Start thinking about a theme for the Raffle Item(s). It should springboard off of the Mini-College theme
2. Start to gather items for the Raffle. Ideally, these items can be donations from individuals, retail establishments, MG Chapters, etc. There is limited funding to purchase items, too. Total value of Raffle should be approximately \$250 or more and should follow the chosen Theme. Don't forget a ticket depository container
3. Send out email mid- month reminding Chapter Presidents that deadline is approaching
4. Make sure a line is added to Registration Packet allowing for Send-A-Friend donation while registering for conference.

**May**

1. Send out email reminding Chapter Presidents that deadline is approaching
2. Review the received applications with committee and make the determination of which Chapters are to receive scholarship funding. Due date is usually 3rd week of May
3. Decide what type of tickets you will be using for the Raffle and either make or purchase them. Need approximately 550+ tickets

Decide who will help you man the display at Mini-College. In the past, SAF Scholarship recipients have been asked to do this. Or you can ask other MG"s. Be sure it is covered during all hours of active Mini-College events except at banquets.

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June –July

1. Make announcement of the Chapters who will receive scholarship funding at the June quarterly meeting along with the chosen Theme
2. Send out award letters to recipient Chapters with specific instructions. See typical application packet forms
3. Finish gathering item(s) needed for the Raffle and think about how to display at Mini-College. Don't forget Ticket container/depository. It can be one of the raffle items
4. Ask OMGA Treasurer to prepare a cash box with start-up change (usually \$50 or so) for Mini-College. He/she will give you at Mini-College
5. Drawing is held during final banquet. Be sure to make sure it is in the Master of Ceremonies script
6. Also, make sure master of ceremonies has it in his script to make announcements every day for the SAF Raffle so MGs know when and where to buy tickets.

At Mini-College

1. Set up display at Registration Desk by the OMGA Treasurer (more eyes on the cash box). That way as MGs check in, they can see right away the Raffle Display
2. Co-ordinate your volunteers so that all hours of active Mini-College time (not banquets) are covered
3. Take cash box with you when not selling tickets
4. End of Raffle is Friday at 1:00 PM. Count all cash and give to OMGA Treasurer
5. Drawing is held at Friday Banquet. Be sure to make sure it is in the Master of Ceremonies script. Announce how much money was made that year
6. You are now done for the year!

OTHER POSSIBLE DUTIES

- Update information to be included in the registration packet – See previous year sample
- Most people only give a dollar or two to this fund. If they ask for a receipt then the treasurer will give them a letter of donation. For larger sums of money the treasurer sends them a letter indicating it was a donation, how much and our tax number which serves as their receipt for tax purposes. The treasurer has to report all of this stuff to IRS with names of people and the amount
- Set a deadline date for the application to be received
- Award scholarships early so they can come in with the ~~recipient~~recipient's registration if possible
- The check will be sent directly to the chapter. The person receiving the „scholarship" must pay the entire registration fee following the criteria for early registration discount even if they have not received the scholarship check at the time of registration
- Recruit additional committee members as needed
- If raffle is used to secure additional funds for Send-A-Friend, they must not be sold in the classrooms because it is disruptive to the speaker.

Last Revised 2015

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**SILENT AUCTION**  
**Job Description**

**Appendix M**

The Silent Auction is one of the largest revenue generators associated with the Annual Gardeners Mini-College. It is not the intention to turn a profit on The Gardeners Mini College, however, a successful silent auction will allow us to offset the substantial costs associated with staging this event, and may result in an additional registration reduction in the following year. Thus, it is important that the leadership behind silent auction be organized, ambitious and effective.

The chairperson of this committee will be responsible for:

- Selecting a co-chair and recruiting committee members who will support the chairperson in all aspects of the Silent Auction
- Create a task schedule
- Create a list of supplies that are needed
- Update existing templates or create new ones for:
  - Solicitation letters
  - Bid sheets
  - Winning bidder list
  - Thank you letters, etc.
- Soliciting items from local businesses and Master Gardeners that will be placed out for bids at Mini-College
- Keeping a database of all items received, from whom they were received, and the address of the donors (for thank you notes and tax letters)
- Determining minimum bids and bid increments for all items
- Printing and placing bid sheets, as well as the items, on Wednesday of Mini College
- Retrieving bid sheets at the close of the auction (a time that will be decided upon by you and the Mini College Chairperson) on Friday of Mini College
- Determining the winning bid, and posting a list of winners as soon as possible
- Coordinating efforts with the chairpersons of the door prize and sponsorship committees, to ensure that committee members are not soliciting multiple donations from a single potential donor
- Receiving funds at the conclusion of Silent Auction, tallying funds received, and making sure that these funds are delivered to the OMGA treasurer.
- Follow budget criteria carefully
- Prepare summary report within 30 days of the end of Mini College and send to Mini College Chairperson (OMGA 1<sup>st</sup> Vice President).

According to the OMGA Policies and Procedures, the chair(s) of the Silent Auction committee will receive a full waiver of registration fees for Mini-College, in recognition of the service provided in this capacity.

Last Revised 2009

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**OMGA MG Webmaster**

**Appendix N**

**Advisor:** Various

**Directly Responsible To:** OMGA Executive Board as contracted

**Purpose:** To inform OMGA Members of upcoming events, news, etc. as well as Providing details of the organizational operations such as ByLaws and Policies.

**Major Duties**

- Maintain OMGA website. Enter only information provided by the Executive Board in a timely manner.
- Attach photos received from the Historian. Crop, resize for best web presence.
- Link events to our site in time for press releases as provided by Executive Board.

**Skills Needed**

- Computer skills – Use Microsoft Word, Adobe .pdf file converter, Microsoft Excel, Word Press and PowerPoint to create web pages.
- Super Organizational skills and attention to detail
- Understanding of web design
- Communication – telephone, person-to-person, email

**Term:** As contracted

**Time Involved:** 5 hours per month while maintaining site or as contract states

Last Revised 2015



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**OMGA Job Description**  
**Database Manager**

**Appendix O**

**DESCRIPTION:** The database manager shall maintain the OMGA Board membership list, with Microsoft Excel program. Obtain current chapter OMGA Representative, OMGA Alternate Representative, President MG Program Office Specialist information and combine the information with names of the OMGA Officers; Chairs of Standing Committee; Ad Hoc Committees and OSU Program Leaders. This roster is provided quarterly to all Chapters for the quarterly Board of Directors meetings. Maintain a current roster of all OMGA officers by updating roster per each chapter's update for changes of addresses, phone numbers and e-mail addresses.

**IMPLEMENTATION:**

1. Maintain membership data roster: Starting in November each year, request a list of incoming officers with a deadline of December 15<sup>th</sup>. In January, send out reminder that officers' list is past due. In July or August, contact Douglas and Central Oregon for their new officers' roster as they hold elections in the summer.
2. OMGA Executive Committee Meetings and Board of Directors Meetings: Executive Committee Meetings are held prior to the schedule Board of Directors Meetings. Provide a database report for each quarter, either in person or send to Secretary.

**OTHER DUTIES AND RESPONSIBILITIES:**

It is the express intent of the OMGA to maintain an accurate database, on a quarterly basis, of its officers and program chairs and appropriate OSU extension staff.

Each chapter in accordance with IRS regulations is required to maintain their own membership database.

Last Revised 2015

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**Appendix P**

Appendix P deleted 3/4/16