

Guidelines and Expectations

State Representative and Alternate Representative

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

Each chapter representative should bring their existing notebook to the Quarterly Meetings. The notebook will contain basic OMGA information to help answer questions, display current OMGA budget, Bylaws and Policies and Procedures. During the year you will need to add the meeting minutes and financial reports from each quarterly meeting. Your Executive Committee hopes this notebook will be up to date and passed along to the next chapter representative.

Suggested Guidelines from OMGA

- Present a written quarterly report and request time for an oral report at each BOD meeting. (See Quarterly Report Guidelines for OMGA Representatives)
- Be willing and available to work on OMGA committees.
- Report to your chapter board and general membership all information that is important to the chapter. The exact method of reporting information is dictated by each individual chapter.
- Please inform your chapter as soon as possible about events, policy updates that affect your chapter and important items that will be placed on the OMGA website.
- Have fun and meet other county representatives from around the state of Oregon.