



## GWINETT MASTER GARDNERS ASSOCIATION COMMITTEE RESPONSIBILITIES AND PROCEDURES

### Select Committee: **Education**

**Purpose:** The Education Committee is a membership service to expand Master Gardeners' knowledge, provide educational opportunities, and add to the interest and enjoyment of gardening and related activities.

#### **Responsibilities:**

1. Identify and organize opportunities for GCMGA members to meet, share information, education and expertise with others who have similar horticultural interests.
2. Provide proposed budget for approval by the Board.
3. Publicize educational opportunities to members.
4. Provide information to the President and Webmaster for announcements and posting website calendar.
5. Attend General Board Meetings and provide Committee Report.
6. At conclusion of current year, transfer information to incoming Committee Chair and provide guidance as needed.

#### **Procedures:**

1. Identify learning interests of membership.
2. Present programs suggestions to Executive Committee and Board for approval.
3. Locate instructors and workshop leaders from within the organization and from outside sources.
4. Determine date, time, and cost of event and coordinate with leadership.
5. Negotiate locations.
6. Provide event information to the webmaster for Members Only section of the GCMGA website.
7. Collect applicable fees for the event, including guest fee for non-members and submit monies to Treasurer.
8. Submit expense or check request to Treasurer for reimbursement to event host or payment of event fees.
9. Arrange for pictures at the event.
10. Submit an article to the Webmaster for the GCMGA website following the event, or recruit participant to write an article.
11. Send thank you message to instructor and/or hosts for events.

**Follow-Up:** Assess and monitor the ongoing effectiveness of all educational activities and provide information to GCMGA leadership.

Issued: September 1, 2013

Amended: