



GWINETT MASTER GARDNERS ASSOCIATION COMMITTEE RESPONSIBILITIES AND PROCEDURES

Select Committee: **Plant and Seed Exchange**

Purpose: The Plant and Seed Exchange Committee is a membership service to propagate plants for plant sales and personal gardens.

Responsibilities:

1. Organize plant exchange at annual membership picnic or other selected function(s).
2. Organize and implement process for seed change.
3. Communicate the seed exchange program to members.
4. Provide information to the President and Webmaster for announcements and posting website calendar.
5. Attend General Board Meetings, as requested, and provide Committee Report.
6. At conclusion of current year, transfer information to incoming Committee Chair and provide guidance as needed.

Procedures:

1. At plant exchange function, ensure plants are organized and displayed in a safe and efficient manner, oversee exchange process, and ensure all plants are removed from facility.
2. Announce seed exchange program dates to members at general meetings.
3. Provide article and/or announcement to webmaster for the website Members Only section.
4. Provide instructions to members regarding seed collection:
 - a. Collect seeds as they dry on the plant.
 - b. Place on towel for a day or so in case there is still moisture on them. (The plant will not germinate if sealed with any mold.)
 - c. Store seeds in paper envelope with label.
 - d. Pack seeds for seed exchange with at least 10+ seeds per packet.
 - e. Identify on each pack of seeds – botanical and common name(s), sun or shade plant, color, and year seeds were collected.
5. Collect seeds at October general meeting.
6. Prepare list of seeds available and provide list to webmaster for posting on GCMGA website Members Only section with contact information for submitting seed requests.
7. Fulfill seed requests at November meeting.
8. Provide updated seed availability information to webmaster for posting on website.
9. Make remaining seed packets available to members at future meetings as appropriate.

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Amended: