



GWINETT MASTER GARDNERS ASSOCIATION COMMITTEE RESPONSIBILITIES AND PROCEDURES

Select Committee: Weed and Feed

Purpose: To assist MG's, either active or inactive, with their yards due to a temporary or permanent disability. Provides a membership service to give back to MG's who have paved the way for our organization.

Responsibilities:

1. Identify members needing assistance.
2. Organize events and recruit volunteers.
3. Provide information to the President and Webmaster for announcements and posting website calendar.
4. Attend General Board Meetings, as requested, and provide Committee Report.
5. At conclusion of current year, transfer information to the incoming Committee Chair and provide guidance as needed.

Procedures:

1. Contact Call MG with need to ask if they would like a weed and feed.
2. Confirm if MG will provide lunch or snack and water for people working 2-3 hours.
3. Ask MG to provide a priority list of things needing to be done and equipment needed.
4. Submit information regarding the event with contact information to Webmaster for posting on Members Only section of the GCMGA website, and submit an email communication to the appropriate person for distribution to membership with contact information
5. Send confirmation email to volunteers.
6. Contact MG receiving assistance a few days in advance notifying them of the number of volunteers and scope of work that will be provided.
7. Arrange for pictures of the event and submit to historian and webmaster.
8. Arrive ¼ hour early to event to confer with MG homeowner.
9. Provide instructions to volunteers.

Follow Up: Send thank you message to volunteers.

Issued: September 1, 2013

Amended: