



# COUNTY 76 VOLUNTEER MANUAL



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## **County 76**

### **County 76 Mission Statement**

Active Master Gardener members from across Arkansas working together to strengthen and support the statewide and local Arkansas Master Gardener Programs.

### **What is County 76?**

County 76 is the statewide advisory group for the Arkansas Master Gardener program. It is open to all active Master Gardeners in Arkansas. County 76 members help set policy, and provide guidance to county programs. Programs offered statewide will be County 76 "projects".

The structure of the group is based on our county programs, and since there are 75 counties in Arkansas, this group is now the "76" county. The "County Agent" is the State MG Coordinator and the officers will be elected from the membership of County 76. The projects will focus on organizational, leadership and general management issues. County 76 members will decide which projects will be created, and each member will decide on which project he/she wants to work.

### **Who can join County 76?**

County 76 is open to all Master Gardeners who have completed the training and are in good standing in their local county programs.

In addition to their county commitment, each County 76 member must accrue 10 additional hours on County 76 sanctioned projects. Membership term is unlimited for those who recertify both in their local county and at the state level. County Agents who have an active Master Gardener program in their county may also participate.



**COUNTY 76  
LEADERSHIP TEAM**

**2019 OFFICERS**

<u>OFFICE</u>	<u>OFFICER</u>	<u>COUNTY</u>	<u>EMAIL</u>
President	Patsy Louk	Washington	<a href="mailto:pjlouk@gmail.com">pjlouk@gmail.com</a>
Vice President	Susan Colles	Pope	<a href="mailto:scolles53@yahoo.com">scolles53@yahoo.com</a>
Secretary	Barbie Luther	Union	<a href="mailto:barbieluther@suddenlink.net">barbieluther@suddenlink.net</a>
Treasurer	Ouida Wright	Faulkner	<a href="mailto:ouida.wright@gmail.com">ouida.wright@gmail.com</a>
Asst. Treasurer	Debbie Atchison	Garland	<a href="mailto:atchisons@yahoo.com">atchisons@yahoo.com</a>
Past President	Linda Soffer	Jefferson	<a href="mailto:lsoffer@gmail.com">lsoffer@gmail.com</a>

**2019 PROJECT CHAIRS**

<u>PROJECT</u>	<u>CHAIR</u>	<u>COUNTY</u>	<u>EMAIL</u>
Advanced Training	Marty Lynch	Garland	<a href="mailto:wmlynch@cablelynx.com">wmlynch@cablelynx.com</a>
Communications	Mike Wilbanks	Craighead	<a href="mailto:mwilbanks3@gmail.com">mwilbanks3@gmail.com</a>
Fundraising-Co Chair	Glenda Bell	Faulkner	<a href="mailto:gkbell08@att.net">gkbell08@att.net</a>
-Co Chair	Janice Dickerson	Faulkner	<a href="mailto:1031jd@sbcglobal.net">1031jd@sbcglobal.net</a>
PNG Leadership	Debora Carpenter	Prairie	<a href="mailto:dwcarpn2@icloud.com">dwcarpn2@icloud.com</a>
Recruitment, Retention & Recognition	Debbie Howell	Faulkner	<a href="mailto:debbiehar51@hotmail.com">debbiehar51@hotmail.com</a>

**STATE ADVISORS**

Berni Kurz	MG Coordinator	LRSO	<a href="mailto:bkurz@uaex.edu">bkurz@uaex.edu</a>
Julie Treat	Asst. Coordinator	LRSO	<a href="mailto:jtreat@uaex.edu">jtreat@uaex.edu</a>



## **County 76 Master Gardeners' Bylaws**

### **ARTICLE I – Name**

This organization shall be known as the County 76 Master Gardeners.

### **ARTICLE II – Purpose**

The County 76 Master Gardeners are volunteers of the University of Arkansas Cooperative Extension Service operating as volunteers at the state level. The goals of this organization shall be to strengthen and support the Arkansas Master Gardener program statewide and to establish policies and guidelines for consistency in the state Master Gardener program. County 76 will follow all University of Arkansas Master Gardener program and financial management guidelines.

### **ARTICLE III – Membership**

- A. Membership is open to all Master Gardeners who are active members in good standing in their counties.
- B. To retain membership in County 76, Master Gardeners must:
  - 1) Remain in good standing in their home county.
  - 2) Complete at least 10 hours per fiscal year in the County 76 program. These hours cannot be applied to the county programs.
- C. Membership entitles the individual to attend meetings, participate as a voting member, hold office and participate in projects or other County 76 activities.
- D. County agents that have an active Master Gardener program in their county may join County 76 as ad hoc members with no requirement for project work hours.
- E. County 76 Master Gardeners, whose fiscal year shall be from January 1 through December 31, will hold at least four meetings per year. Meetings cancelled due to inclement weather or other reasons will be rescheduled at the discretion of the Executive Board. All financial and reporting statistics shall be based on the fiscal year.

## **ARTICLE IV – Executive Board**

The Executive Board shall act as the governing body of County 76 Master Gardeners and transact its necessary business. The Board shall consist of the officers of County 76 Master Gardeners, the County 76 Agent and the County 76 Assistant Agent. The County 76 Agent, who provides leadership and counsel to the Master Gardener program, shall serve as Advisor to and Administrator of County 76 Master Gardeners. As the UA Cooperative Extension Service representative, the County 76 Agent is the final authority on its projects and programs. The County 76 Assistant Agent shall serve as liaison to the Executive Board at the discretion of the County 76 Agent. A simple majority of the members of the Executive Board present shall constitute a quorum. The President shall schedule meetings of the Executive Board prior to quarterly meetings.

## **ARTICLE V – Officers**

- A. The officers of County 76 Master Gardeners shall be: President, Vice President, Secretary, Treasurer, Assistant Treasurer, and Past President. Elections for the President and Vice President shall be held at the last meeting of even numbered years. Elections for the Secretary, Treasurer and Assistant Treasurer shall be held at the last meeting of odd numbered years. Officers will serve for a term of two years and shall assume office January 1<sup>st</sup> following election. No person may hold more than one office at the same time or hold an office for more than two successive terms.
- B. Vacant offices and committee chairs shall be filled by appointment by the President, with the approval of the Executive Board, for the remainder of the unexpired term. However, if the office of either the President or the Vice President becomes vacant, it shall be filled by a special election of the general membership. If an officer has served more than half a term, the individual is considered to have served a full term in that office. Officers leaving their term of office for any reason shall transfer all records and property of their office to their successor.

## **ARTICLE VI – Duties of Officers**

- A. The President shall:
  - 1) Preside at all meetings at which he or she is present.
  - 2) Schedule Executive Board meetings at least quarterly
  - 3) Prepare agenda for meetings and send to Secretary for distribution.
  - 4) Exercise general supervision over the affairs and activities of County 76 Master Gardeners.
  - 5) Be responsible for the formation and dissolution of committees.
  - 6) Assure that the committees are functioning and appoint members to committees as required.
  - 7) Appoint by November 1<sup>st</sup> of each year an Audit Committee who is to report its findings to the membership no later than February 15th.

- 8) Appoint a Nominating Committee prior to the last meeting each year and appoint other ad hoc committees, as needed.
- 9) Be a signee on the County 76 bank account(s).

B. The Vice President shall:

- 1) Perform the duties of the President whenever the President is absent.
- 2) Provide guidance to Project Chairs to assure project work remains within the organizational guidelines.
- 3) Oversee County 76 Sanctioned Projects and maintain appropriate records.
- 4) Monitor the bylaws and advise the Executive Committee of needed revisions.
- 5) Coordinate update of volunteer manual.
- 6) Coordinate all general membership meeting activities under the direction of the President.
- 7) Coordinate County 76 activities at the state meeting with County 76 Agent and County 76 Assistant Agent.

C. The Secretary shall:

- 1) Maintain written records of all meetings of County 76 Master Gardeners and of meetings of the Executive Board.
- 2) Conduct the correspondence of the County 76 Master Gardeners at the direction of the President.
- 3) Distribute the agenda, minutes and Treasurer's report to the membership, one week prior to quarterly meetings.
- 4) Serve as Online Manager for County 76 hours reporting.
- 5) Provide an updated list of current members and project hours to the Executive Board by the first meeting of each fiscal year.

D. The Treasurer shall:

- 1) Assure compliance and adherence to all County 76 and University of Arkansas Master Gardener financial guidelines.
- 2) Update bank account signatories, as needed, at the beginning of each fiscal year.
- 3) Validate all expense and authorize/verify payment of invoices in accordance with County 76 and University of Arkansas Master Gardeners' financial guidelines as necessary to fulfill the business of County 76 Master Gardeners.
- 4) Present a current financial statement at each meeting of the general membership.
- 5) Prepare an annual budget in consultation with the Executive Board for presentation to the membership by December 15<sup>th</sup> of each year and for vote at the first meeting of the fiscal year.
- 6) Work with the Audit Committee to facilitate the annual audit of the books.
- 7) Provide an annual report at the end of the year.
- 8) Be a signee on the County 76 bank account(s).

E. The Assistant Treasurer shall:

- 1) Assist the Treasurer in assuring compliance and adherence to all County 76 and University of Arkansas Master Gardener financial guidelines.
- 2) Assume the duties and responsibilities of the Treasurer in his or her absence.
- 3) Assist Treasurer with completion of financial reports for meetings, development of an annual budget and preparation of annual year-end report.

F. The Past President shall:

- 1) Serve as Chair of the Nominating Committee with members appointed by the President.
- 2) Serve as Chair of the Janet B. Carson Scholarship Committee with members appointed by the President.
- 3) Serve as Quarterly meeting lunch coordinator.

### **ARTICLE VII – Projects/Committees**

County 76 sanctioned projects will focus on organizational, leadership, and general management issues. County 76 members decide which projects will be created and each member decides which project he/she wants to work. Project Chairs shall serve for one fiscal year with two successive years maximum. All chairs of the County 76 Master Gardeners' projects and committees may attend Executive Board meetings as non-voting members. The President shall create committees as needed and shall appoint committee chairs.

### **ARTICLE VIII – Budget**

- A. A proposed budget of anticipated revenues and expenditures as prepared by the Treasurer shall be submitted to the Executive Board no later than November 30<sup>th</sup>. The Executive Board shall present the proposed budget for review by the membership no later than December 15<sup>th</sup>. A vote for approval of the budget by the general membership shall be held at the first meeting of the following year.
- B. The Executive Board shall authorize fundraising activities for County 76 Master Gardeners when the purpose of such activities is in agreement with the objectives of the group and not in conflict with the nature of County 76 Master Gardeners.

### **ARTICLE IX – Amendments**

The bylaws may be amended at any regular or called meeting of County 76 Master Gardeners by a simple majority vote of the eligible members present, provided that written notice of the proposed changes has been sent to the membership at least 15 days before the time of the meeting.





## County 76 2019 Sanctioned Project Synopses

**Advanced Training Project** –The Advanced Training Project was developed as a retention strategy to keep members in the program who wish to obtain more in-depth knowledge about specific topics and get advanced levels of certification. As members are in the program for three years, they become eligible for advanced courses. The project will focus on planning and developing Advanced Trainings around the state with various host counties. This will provide more opportunities for further learning.

Project Chair: Marty Lynch

**Communications Project** – Publicizes County 76. Develops guidelines for website, social media, signage and connections with county contacts. Creates a survey to determine current areas of interest and possible locations for County 76 events and activities. Updates and maintains PowerPoint presentations for use at seminars, training and county meetings.

Current resource tools include the MG Calendar, the *Garden Voice*, the County Contact and Meeting Time List and the Speakers' Bureau.

Project Chair: Mike Wilbanks

**Fundraising Project** – Raises money to fund programs by selling ProHoes, gloves and other garden-related items at various events around the state; develops holding sites around the state for ease of distribution; maintains inventory spreadsheets.

The Silent Auction Committee is a part of the Fundraising Project. Funds raised help support the annual PNG Leadership Conference and the Janet B. Carson Scholarship Funds.

Project Co-Chair: Glenda Bell & Janice Dickerson

Silent Auction Chair: Glenda Bell

**PNG Leadership Project** – Plans, coordinates, and executes all aspects of the annual PNG Leadership Conference to include evaluation following the conference.

Project Chair: Debora Carpenter

**Recruitment, Retention and Recognition Project** – Recruitment, Retention, and Recognition of our members is key to the success of the Arkansas Master Gardener program. In 2016, the RRR project developed the "Annuals to Perennials" program which was designed to further integrate new members into our MG family and to acknowledge their mentors. To recognize outstanding MG's, the project oversees the state MG awards that are presented at the state MG conference. We continue to generate creative and useful information for the local MG programs to use as they recruit, retain and recognize their members.

Project Chair: Debbie Howell



## CRITERIA FOR COUNTY 76 PROJECTS

- To promote and support the Master Gardener program on a statewide basis.
- To strengthen both the state and county Master Gardener programs.
- To offer educational opportunities through specialized training programs.
- To open new areas of participation for Master Gardener volunteers.
- Be submitted on Project Proposal form.

New projects may be proposed for sanction by County 76 by:

1. Completing the County 76 Project Proposal form and
2. Sending it to the Vice President who will then
3. Present it to the Executive Committee for discussion and recommendation and will then
4. Offer the proposed project to the members of County 76 for approval.

All proposals shall be kept by the Vice President, with copies on file with the Secretary.



## COUNTY 76 PROJECT PROPOSAL

Project Name \_\_\_\_\_

Purpose and Description of Project \_\_\_\_\_

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Starting Date \_\_\_\_\_

Projected Expenses (amount and description) \_\_\_\_\_

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Other particulars or details \_\_\_\_\_

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Proposed by \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

Executive Committee \_\_\_\_\_ Date \_\_\_\_\_

County 76 Approval \_\_\_\_ Yes \_\_\_\_ No      Date \_\_\_\_\_



## COUNTY 76 ONLINE REPORTING INSTRUCTIONS

To help you get started reporting your County 76 hours, here are a few instructions:

Go to the [www.uaex.edu](http://www.uaex.edu) site, select Yard & Garden, then Master Gardeners.

Scroll to the bottom of the page and click on the online reporting link.

**YOU WILL BE PROVIDED YOUR USER NAME AND TEMPORARY PASSWORD BY THE COUNTY 76 ONLINE REPORTING MANAGER.**

Sample:      User name: 76CarsonJa or 76TreatJu  
                 Password: Snowbird (case sensitive)

After entering your temporary password, you will be asked to enter a new password, select whatever you would like. (The system asks for it to be entered twice.) Then you will need to log back into the system using your new password to access your account.

This is the same process you used when you set up your county account.

Once you are in the system and have recorded your hours, remember to select "Update" or your information will not be saved.

If you have questions or need assistance, please contact County 76 Online Reporting Manager Barbie Luther, [barbieluther@suddenlink.net](mailto:barbieluther@suddenlink.net).



## COUNTY 76 MEMBERSHIP ROSTER

The C76 Membership Roster is updated after each C76 quarterly meeting. It is then distributed to the C76 membership via email by the secretary along with the minutes from the quarterly C76 meeting.



## COUNTY 76 WEBSITE INFORMATION

Direct link to the University of Arkansas Cooperative Extension Service Master Gardener Program website:

<http://uaex.edu/yard-garden/master-gardeners/default.aspx>

MG Only section:

User name: mgonly (all lowercase)

Password: Compost2 (Capital 'C')

*In the Garden with Arkansas Extension Horticulture* blog

<https://uofacesmg.wordpress.com/>

Newsletter: The most current newsletter along with previous newsletters is located at:

<https://www.uaex.edu/yard-garden/master-gardeners/county-76/newsletters.aspx>

Facebook: Arkansas Master Gardener Program



## County 76 Policies & Procedures

### **DEATH OF A COUNTY 76 MEMBER**

In the event of the death of a County 76 member:

- a) a contribution of \$25.00 will be made from the treasury to the Janet B. Carson Scholarship Fund
- b) a card will be sent, to the family, by the County 76 secretary
- c) an email will be sent, to the membership, by the County 76 secretary, notifying them of the passing of a fellow member