

POLICY FOR COMMITTEES
FINAL DRAFT TO BE APPROVED AT DECEMBER, 2005 MEETING
DECEMBER, 2005

POLICY

The Board has the sole authority and responsibility to manage the affairs of the Foundation but may delegate certain activities of the Foundation to committees.

GUIDELINES

In order to utilize the broad spectrum of skills in the membership, the Master Gardener Foundation (MGF) will encourage service on committees.

To make use of Board expertise, time and commitment at least one Board member will serve as an ex officio member of each standing and special committee.

Standing committee membership will be appointed annually for ongoing major activities of the Board.

For short term activities of the Board, special committees will be established that cease when the activities are completed.

The Board will ensure that a special committee has a specific charge and, if necessary, a set of tasks to address.

Each Board member must understand each committee's responsibilities.

The committees shall bring recommendations to the whole Board for its approval.

The Board may ask each committee to complete other related tasks.

Each committee may report their activities at each monthly Board meeting.

PROCEDURES: GENERAL

SEE: Bylaws Art. 6.1-2 (creation of committees, term of service, communication responsibilities with the Board)

SEE: Bylaws Art. 6.3 (qualifications and authority)

SEE: Bylaws Art. 6.5-7 (quorum, resignation and removal)

SEE: MGF Policy for Creating and Maintaining Foundation Budget Committee budgetary responsibilities.

Standing committees shall meet regularly and post their meeting schedule in the MGF newsletter and on the MGF website.

Special committees shall determine the meeting schedule needed to carry out its responsibilities and post this schedule in the MGF newsletter and on the MGF website.

This policy will be reviewed by the Board and revised, if necessary, every two years.

PROCEDURES: STANDING COMMITTEES

Communications Committee

The MGF newsletter will be published regularly and distributed to all voting and associate members in good standing.

Each newsletter will include a column written by a Board member updating Board activities.

The membership will be encouraged to contribute ideas and columns to the newsletter.

The Committee will determine the time frame needed for the construction, publication and distribution of the newsletter.

Programs Committee

“Programs” include member benefits, social events and foundation-oriented educational opportunities.

The Committee will submit a proposed schedule of programs for the ensuing year to the Board, for its approval, by the second regular Board meeting. (November)

The program schedule for the year shall be emailed to all voting and associate members and published in the next issue of the newsletter and on the MGF website.

Ways and Means Committee

The committee will solicit fundraising ideas from the membership by email and MGF newsletter.

The committee will prepare and submit a proposed plan to the Board for approval by the third regular Board meeting (December).

The committee will plan and implement each fundraising event.

The committee will monitor fundraising events and evaluate each one's cost effectiveness.

Finance Committee

The Board Treasurer shall be the ex-officio member of this committee.

The Finance Committee shall annually develop a budget as per Foundation Policy entitled: CREATING AND MAINTAINING THE FOUNDATION BUDGET.

The Finance Committee shall develop the annual budget report and present it to the Board.

The Finance Committee shall develop any financial reports requested by the Board.

All Board-approved budgets shall be presented to all voting and associate members by email and also published in the next issue of the newsletter.

The committee shall maintain accurate tracking/monitoring/accountability for funds.

The committee may be asked by the Board to assist in the review of major grant

proposals.

Nominating Committee

The Nominating Committee shall call for nominations of candidates to fill vacant Board positions during the year and to establish a slate of candidates for the annual election.

The committee shall begin to seek nominations for an ensuing year in June. For Board vacancies occurring during the year, a time-frame will be set by the Board.

For the annual Board election, the committee shall request each candidate to prepare a brief biography and position statement.

The committee will review individual and general Board membership responsibilities with each candidate.

The committee will present the slate of candidates to the voting members per process in Bylaws, Art. 3.10, Art. 4.4 and Art. 5.1.

The committee chairperson shall notify each candidate of voting results within 24 hours of election.

The Nominating Committee shall notify all members of voting results within one week by email and in the next Foundation newsletter.

Audit Committee

The Audit Committee will consist of at least three voting members of the Foundation, not to include the Board Treasurer.

The Audit Committee shall examine annually the Treasurer's accounts.

The Audit Committee shall begin its examination of the Treasurer's accounts two months prior to the annual membership meeting.

The Audit Committee shall submit a written report of its audit at the annual membership meeting.

The Audit Committee shall submit a written report when requested by the Board.

