



MASTER GARDENER FOUNDATION OF KITSAP COUNTY COMMITTEES POLICY

BYLAWS OF MASTER GARDENER FOUNDATION OF KITSAP COUNTY ARTICLE 3.7 STANDING or TEMPORARY COMMITTEES

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 within the Master Gardener Foundation (MGFKC) the Board will encourage service on committees.

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

Standing committee chairs 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 Director 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.

PROCEDURES: GENERAL

Refer to Bylaws; Articles 3.17 through 3.20. All committees shall determine the meeting schedule needed to carry out its responsibilities.

PROCEDURES: STANDING COMMITTEES

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 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 Board per process in Bylaws, Articles 2.3, 2.4 and 2.5.

Audit Committee

The Audit Committee will consist of at least three Master Gardeners including one MGFKC Board Director, not to include the Board Treasurer.

The Audit Committee shall annually examine the Treasurer’s accounts for the previous calendar year.

The Audit Committee shall begin its examination of the Treasurer’s accounts early in the year, before the MGFKC’s income tax reports have been filed.

The Audit Committee shall submit a written report of its audit to the Board for approval.