

## **Committees of the Board**

Standing Committees as stated in the MAMGA By-laws and Ad-Hoc Committees

**Executive Committee.** The president, vice-president, secretary and treasurer and one other director shall compose the Executive Committee. The Board of Directors will elect the other director promptly after the Annual Meeting. When the Board of Directors is not in session, the Executive Committee may have and exercise the powers of the Board. The committee may manage the affairs of the Corporation except to elect officers. The delegation of authority to the Executive Committee shall not operate to relieve the Board of Directors or any individual director of any responsibility imposed upon the Board of Directors or any individual director by law.

**Finance Committee.** The treasurer, one or more directors and other Corporation members who volunteer shall compose the Finance Committee. The Finance Committee is responsible for fiscal operations and for recommending guidelines for fiscal procedures, including bookkeeping, the annual budget of income and expenses and investment strategy, to the Board of Directors. The committee is responsible for any marketing and fundraising undertaken by the Board.

**Community Services Committee.** One or more directors and other Corporation members who volunteer shall compose the Community Services Committee. This committee is responsible for identifying and developing ways in which the Corporation can share its expertise and resources with the community. It is also responsible for recruiting members to execute its projects. The committee conducts a grant solicitation and distribution process to support community garden projects. The grant year coincides with the calendar year. The committee works with the Finance Committee to seek outside funding to support community outreach and garden grant projects.

**Membership Committee.** One or more directors and other Corporation members who volunteer shall compose the Membership Committee. This committee receives and maintains membership records and develops and maintains member benefits. The Membership Committee is responsible for retaining and recruiting members, providing information on membership renewals, distributing annual membership cards, providing and collecting volunteer forms each year. The Committee also contacts businesses and updates membership discounts.

**Program Committee.** One or more directors and other Corporation members who volunteer shall compose the Program Committee. This committee develops opportunities for members' continuing education and fellowship. The Committee is responsible for providing programming and social events throughout the year.

**Communications** One or more directors, other Corporation members who volunteer, the Corporation's web master, the Corporation's newsletter editor, and other members with similar duties shall compose the Communications Committee. This committee manages the Corporation's communications with members and with the general public. Responsible for maintaining and updating MAMGA's web site, Face Book and newsletter. This Committee or secretary is also responsible for responding to email (info@mamgawi.org).

## **MAMGA Ad Hoc Committees**

**Nominating Committee** Responsible for recruiting MAMGA members to serve on Board of Directors and other committees.

**By-Laws** Periodically review and update by-laws, with approval by Board of Directors and membership.

**Annual Meeting** Help plan and organize the Annual Meeting - date, location, menu, guest speaker, silent auction items, registration.

**Master Gardener Graduation** Help plan and organize the graduation event - date, location, menu, guest speaker, door prizes, registration, awards and recognition.

**Merchandize** Maintain inventory of merchandize, consult with Board for new items and reorder as needed, be available to market items, help with merchandize table at events.

**Strategic Plan - Footsteps to our Future** Implement, review and update strategic plan.

**WIMGA Representative** A board member to serve as contact for WIMGA communications. Complete the annual fall report to WIMGA.