

Iowa State University Extension & Outreach

Master Gardener Advisory Committee Guidelines

I. Mission Statement:

The mission of the Iowa State University Master Gardener Advisory Committee is to unify, strengthen and support the Iowa Master Gardener program.

II. Purpose:

The purposes of the Iowa State University Extension & Outreach Master Gardener Advisory Committee are as follows:

- (1) Serve as advisory council to state level Master Gardener administration/staff.
- (2) Encourage equitable distribution of state Master Gardener resources.
- (3) Strengthen state Master Gardener education and training.
- (4) Increase awareness of Iowa State University Master Gardener programs.
- (5) Recommend policies and guidelines for Iowa State University Master Gardener programs while recognizing local needs.

III. Meetings:

Meetings of the Iowa State University Master Gardener Advisory Committee are held from 10 a.m. until 2 p.m. at least semi-annually (November and April). Meeting dates, times and locations may be modified at the committee's discretion.

IV. Membership:

The Iowa State University Advisory Committee will consist of the following:

One (1) active Iowa State University Master Gardener in good standing from each of five (5) Iowa State University Extension and Outreach Master Gardener areas. If no active Master Gardener applicants are available from a given area, a Master Gardener Intern may represent that area.

One (1) ISU Extension and Outreach staff member from each of the five (5) University Extension and Outreach Master Gardener areas.

The state Master Gardener Coordinator and assistant coordinator

Ex-officio members may include:

One (1) representative from Iowa State University Extension and Outreach campus-based staff with responsibilities related to the Master Gardener program.

One (1) representative from Iowa State University Extension and Outreach administration.

These ex-officio members of the committee may be chosen by the state Master Gardener Coordinator or at the discretion of Extension and Outreach administration. Guest Master Gardeners and Iowa State University Extension and Outreach staff are welcome to attend State Advisory Committee meetings as non-voting observers.

V. Selection Process:

Recruitment of Master Gardeners for the State Advisory Committee will be through the state

Master Gardener newsletter, county Extension and Outreach staff members and active Master Gardeners. Master Gardeners interested in becoming State Master Gardener Advisory Committee members shall submit a standardized application to the state Master Gardener office. Final decision of membership rests with the state Master Gardener staff with input from county staff and other certified Master Gardeners.

Recruitment of staff members for the State Advisory Committee will be done through the State Master Gardener office with recommendations from regional extension directors.

VI. Terms of Assignment:

The committee year (as applied to membership and officers) is from January 1 to December 31.

Members of the State Advisory Committee will serve a term of three (3) years, not to exceed a maximum of two (2) consecutive terms unless modified at the Committee's discretion. After an absence of one (1) year, former members may apply for another term. One-third (1/3) of the members on the committee will be replaced each year, thus maintaining balanced continuity for conducting business.

Should a member be unable to fulfill his/her term on the committee, a replacement from the same area will be recruited. The replacement member(s) for Master Gardener positions shall submit an application to the State Master Gardener office to fill out the remaining term. Replacements for staff positions will be coordinated through regional directors.

The state Master Gardener coordinator and assistant coordinator are permanent appointees to the committee. Replacement of the state staff member will be at the discretion of the state coordinator.

VII. Dismissal:

Any committee member with unexcused absences from two (2) consecutive committee meetings shall be subject to dismissal from the committee. The committee shall consider extenuating circumstances before recommending dismissal.

VIII. Committee Leadership:

Officers of the Iowa State University Extension Master Gardener Advisory Committee shall consist of two (2) co-chairs and a Secretary. These officers are elected for a term of one (1) year, not to exceed two (2) consecutive terms unless modified at the committee's discretion. Election of officers for the following year shall take place at the November meeting each year. If at all possible, at least one (1) officer shall be a Master Gardener and one (1) officer shall be an Extension and Outreach staff member.

The duties and responsibilities of the officers of the Iowa State University Master Gardener Advisory Committee are as follows:

Co-Chairs

- (1) To announce to all committee members the time, date and location of all scheduled and/or special meetings
- (2) Preside at all scheduled/special meetings of the Iowa State University Master Gardener Advisory Committee.
- (3) Start and stop all meetings on time.
- (4) Be a contact spokesperson for the Iowa Master Gardener program and the State

Master Gardener Advisory Committee.

- (5) Assign sub-committee/teams as necessary and maintain committee functions and responsibilities.
- (6) Prepare and follow scheduled order of business at all meetings.
- (7) Relay to the appropriate sub-committee/teams related and pertinent information as received through the State Master Gardener office.

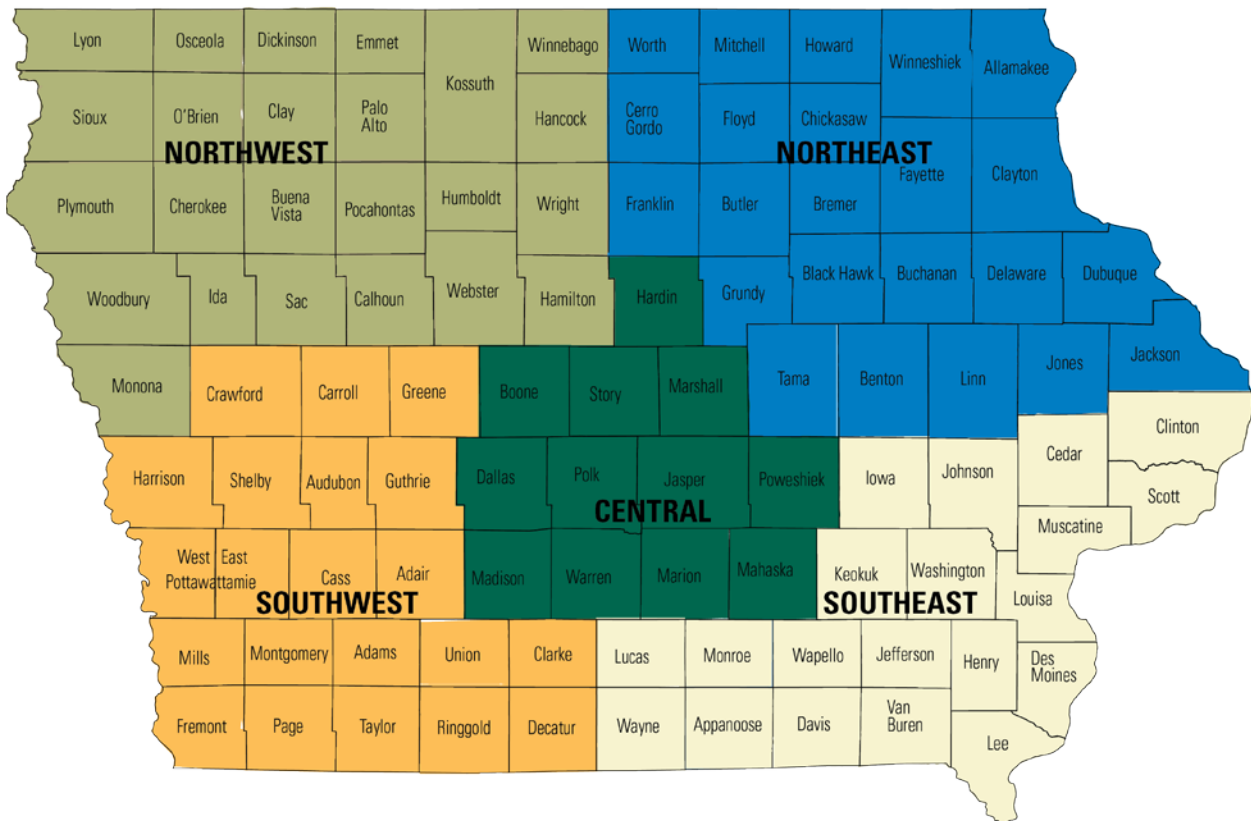
Secretary

- (1) Record all activities at the scheduled/special meetings of the Iowa State University Master Gardener Advisory Committee.
- (2) Assure that copies of the minutes of each scheduled/special meeting are distributed to each Advisory Committee member within thirty (30) days following the meeting.
- (3) Other duties/responsibilities as deemed necessary and appropriate by the committee.

IX. Operation of the Committee:

A simple majority of members of the Iowa State University Extension Master Gardener Advisory Committee shall be a quorum. Voting will be verbal. However, a vote by show of hands or by secret ballot may be requested by any committee member. Approval of motions brought before the committee requires a simple majority of the voting members present.

Iowa Master Gardener Advisory Committee Areas



Addendum: Map of the five Iowa State University Extension Master Gardener regions for representation on the advisory committee.