

POLK COUNTY MASTER GARDENER STEERING COMMITTEE GUIDELINES

STEERING COMMITTEE PURPOSE:

To serve in an advisory capacity regarding PCMG program direction, development, planning, delivery, execution and evaluation.

STEERING COMMITTEE MEMBERS (the Committee):

Officers:

Chair - conducts meetings, selects site and time, prepares agenda, leads meetings, other tasks as assigned by the Steering Committee.

Chair-Elect - assists Chair, meeting timer, serves as member of the Nominating Committee, succeeds to the Chair position the next year, and other duties as assigned.

Secretary - records minutes of meetings.

Treasurer - maintains financial records.

Assistant Treasurer - assists Treasurer.

Representatives from Program Committees:

Bus Trip Committee

Demonstration Garden

Discovery Garden

Enabling Garden

Farmer's Market Committee

Garden Tour

Greenhouse Committee

Nominating Committee

Plant Sale Committee

Program Committee

Adjunct Voting Members:

Immediate Past Chair

Most recent Intern class

Master Gardener for over five years

Extension Office Representative - serves as liaison between the Committee and the Extension Office in an advisory capacity. This person is a non-voting member.

GUIDELINES:

- Committee meetings will be held every other month. Special meetings may be called by the Chair as needed.
- In advance of the regularly scheduled meetings, committee representatives will report the activities of their respective committees. Those reports will be included in the Green Thumb.
- A member of the Committee or a Master Gardener selected by the Committee may represent the Committee and Polk County Master Gardeners on the State Advisory Council.
- In the event a vote is required, a quorum will be a majority of the sum of Program Committees, Officers (not including the Chair), Immediate Past Chair, Most Recent

Intern Class, and Master Gardener for over five years, of the Steering Committee in attendance.

- With current Steering Committee structure, a quorum is nine voting members.
- Each Program Committee will have one vote.
- Except for the Chair, Officers will have one vote. Immediate Past Chair, Most Recent Intern Class, and Master Gardener for over five years will each have one vote.
- If an officer is also a Committee Chair, and the only Committee Chair present, that person will have two votes.
- Voting will be by a count of hands.
- The Chair will only vote in the event of a tie.

Date Approved By Steering Committee: January 17, 2019