

**POLICIES AND PROCEDURES
OF
THE MASTER GARDENER FOUNDATION OF WASHINGTON STATE
Section A**

Revised February 16, 2022

MGFWS Standing Committees and Their Respective Responsibilities

This section of the Policy & Procedures Manual identifies the committee structure and the activities and responsibilities associated with each committee. Committee appointments are determined in accord with Article VI, Section 3 of the Bylaws.

A. Financial Review Committee

The Financial Review Committee is responsible for an annual review of the Foundation's financials. The Financial Review Committee is responsible for:

1. Initiating the review within one month of the end of the fiscal year.
2. Conducting the review using applicable professional reviewing standards as guidelines.
3. Testing Foundation financial records for accuracy and appropriate fiduciary management.
4. Providing a report stating the findings for President for distribution to the balance of the Foundation members.
5. The Treasurer shall not serve on this committee.

B. Awards Committee – Chairperson: Awards Director

The Awards Committee is composed of the chairs of the sub-committees that select recipients of the Master Gardener of the Year Award, the Ed La Crosse Distinguished Service Award, the Media Award, and any other such awards as may be designated by the Board. It is responsible for:

1. Reviewing the processes employed by the subcommittees in the conduct of their responsibilities.
2. Recommending to the Board modification of award criteria and processes as necessary.
3. Soliciting award nominations.
4. Organizing the review and selection of awardees using non-bias practices.
5. Submitting to the Executive Committee awardees.

C. Communications Committee – Chairperson: Communications Director

Members of the committee shall be the MGFWS & AEC webmasters, the social media account administrators, and the editor/publisher of the MGFWS newsletter. All members will be presidential appointees.

The Communications Committee is responsible for ensuring that all forms of MGFWS communications (both internal and external), provide appropriate and accurate information to the audiences targeted by the message to be sent. Communications activities include:

1. Maintaining a consistent face across all platforms.
2. Developing and publishing the Foundation's newsletter.
3. Maintaining current information of the Foundation's websites and social media accounts.

4. Maintaining current information on the Foundation's List Serv.
5. Developing and releasing press releases, as necessary.

D. Finance Committee – Chairperson: Treasurer

This committee is responsible for providing assistance and guidance to the Treasurer and for participating in financial decision making for acquisitions and expenditures as follows:

1. Assisting, as necessary, in preparation and filing of all required government reports.
2. Developing, in conjunction with the Treasurer, a draft budget for the following fiscal year in the last quarter of each fiscal year.
3. Exploring and developing sources of external funding in conjunction with the Fundraising Committee.
4. Assisting the Treasurer in performing the duties of the position (bookkeeping, budget development, record keeping, reporting, filings, investments, etc.) as delegated by the Treasurer.

E. Nominating Committee – Chairperson: Membership Director

This committee is responsible for securing a slate of Board Officers to administer the business of the Foundation. Responsibilities include:

1. Identifying future vacant Board officer positions and advising current Board members about those vacancies
2. Surveying the Board members to determine the level of interest in serving in various officers' positions.
3. Recruiting qualified candidates in cases where interest is not apparent for a vacant position.
4. Providing a slate of recommended candidates to the Board for consideration.

F. Search for Success

This committee is responsible for organizing and managing the Search for Success program in preparation for each annual advanced education conference. Responsibilities include:

1. Contacting the various county representatives with details of the program three months in advance of the conference.
2. Responding to county questions about the program.
3. Ensuring that the appropriate space is provided at the conference.
4. Ensuring that the counties involved receive a note of appreciation for their effort at the conclusion of the conference.

G. Fundraising Committee - Chairperson: Development Director

This committee oversees MGFWA'S fundraising initiatives for in support of the statewide WSU MG program, including acting as liaison to and cooperating with the WSU Foundation, and any other foundation approved by the Board, in joint fundraising efforts when appropriate. Its responsibilities include:

1. Planning, organizing, and managing major fundraising campaigns in conjunction with the WSU Foundation and any other foundation approved by the Board.
2. The Fundraising committee shall support the AEC Team Leads in planning, organizing, and managing the silent auction, raffle, marketplace, and other fundraising activities.
3. With the approval of the board and under the direction of the Development Director, the fundraising committee may purchase sponsorships at the AEC, etc., and plan, organize, staff, and manage booths, displays, promotion, etc. These efforts must be aligned with the MGFWS overall fundraising programs & strategies.

H. Advanced Education Conference Site-Selection Committee

This committee is responsible for organizing and managing the selection of sites for WSU/ MGFWS Advanced Education Conferences. Its responsibilities include:

1. Prepare a formal Request for Proposal for hotel and/or convention center properties to bid to become the for the conference events and lodging and manage the venue selection process.