



Sandoval County Master Gardener

Job Descriptions



SCMG BOARD of DIRECTORS: (Refer to the current SCMG Bylaws, Article IV- Board of Directors, for the list of Board members and voting requirements at Board meetings.) All Board members are required to attend Board meetings. Board members are encouraged to participate in Board meeting discussions. Board members should follow meeting protocols in obtaining and assigning the meeting floor, bringing a motion forward, debating the motion, bringing the motion to a vote, and participating in the vote. All Board members have the right to either vote or abstain depending on individual circumstances surrounding the business matter or issue. The following constitute the Board of Directors:

Coordinator
Assistant Coordinator
Treasurer
Secretary

Extension Agent
Board Members-At-Large
Immediate Past Coordinator

EXTENSION AGENT

The county horticultural or agricultural agent will serve as a member of the SCMG Board of Directors, and provide the necessary County Extension Service direction to the SCMG organization and will act as the NMSU communication liaison.

COORDINATOR

The SCMG Coordinator shall perform the following duties:

1. Carry out assigned administrative responsibilities
 - Serve as Chair of the Board of Directors of the SCMG, serve as Board member one year following term of office, work with Extension Office and members of SCMG in implementation the direction established by the Board.
 - Assist when appropriate and/or necessary, the SCMG members in conducting their projects and pursuing their goals as Master Gardeners (SCMG).
 - Review and approve new project submittals along with the Board
 - Seek new project chairs for vacant positions at the beginning of the fiscal year and as needed
 - Identify non-active projects and delete from the active Project list
 - Maintain liaison with Extension Office.
 - Approve all notices before distribution by Communications Committee; and/or any other committee or newsletter.
 - Appoint SCMG committee and program Chairs at the beginning of the fiscal year or as needed
 - Appoint member delegate or ad hoc committees as needed to carry out unique business of the current Board.
 - Review, approve/disapprove expenditures and sign reimbursement/payment checks as needed.
 - Sign all contracts for Master Gardener programs.
 - Represent SCMG in coordination with other horticultural groups.
 - Perform other duties as required/needed to maintain coordination of SCMG.
 - Confer with new and returning officers and Board members, committee and program Chairs regarding responsibilities for the year and calendar deadlines.

- Maintain Coordinator’s notebook.
 - Prepare Summary Reports including recommendations for the subsequent year and submit it to the Extension Program Director and Agriculture Agent by September 31 each year.
 - Verify that necessary Web and other electronic media yearly responsibilities are completed, such as registering, updating and paying Domain Host fees. Coordinate these duties with the Web Master, the member responsible for electronic media access (Facebook and Social media) and the Treasurer. Responsible for updating organizational contact emails, Doman Host, and/ or passwords as needed.
2. Assist with SCMG training classes:
- In August review the previous year’s program with the Program Director and Agriculture Agent and Assistant Coordinator; assist in determining the location and speakers; review applications and establish class schedule.
 - Present “What is a Master Gardener” at the first training class including an explanation of the SCMG By-Laws, policies, procedures and the hours required to become a certified Master Gardener.
 - Assist Assistant Coordinator if requested to present SCMG general information, etc.
 - Coordinate with the Assistant Coordinator regarding SCMG committee and program presentations at the final training class.
 - Be available to counsel/help any Interns having difficulty with the Master Gardener training course.
3. Establish Master Gardener status of Members and Interns:
- Review Hotline report(s) with Hotline Chair(s) and the Extension Office staff.
 - Contact any Master Gardeners or Interns who do not appear to be fulfilling their requirements.
 - Review, compile and report hours (along with the Assistant Coordinator and the Volunteer Hour Accounting team) to Extension Office submitted by Master Gardeners in October.
 - Determine status of individual Master Gardeners with Extension Office:
 - 1) Master Gardener
 - 2) Master Gardener on Long Term Leave of Absence (LOA)
 - 3) Master Gardener Associate (short term LOA)
 - 4) Life Member (15 years’ service)
 - 5) Honorary Member
 - 6) Master Gardener Intern
 - Coordinate with Extension Office ordering new Master Gardener name badges and new Board Member badges when needed. .
4. Transfer Coordinator duties to newly elected SCMG Coordinator in October:
- Meet with newly elected Coordinator to document previous year’s activities.
 - Discuss issues with newly elected Coordinator that need attention in the upcoming year
 - Identify membership status updates in coordination with the Treasurer. Transfer the necessary data as needed.
 - Assign priority list for newly elected Coordinator, etc.
 - Pass maintained, updated Coordinator’s notebook, including all annual reports, etc.
 - Direct newly elected Coordinator, Assistant Coordinator, and/ or Treasurer to evaluate all SCMG business/ contact e-mails for changes in passwords or updates in address as determined necessary with change-over in Board and operating functions. These e-mail addresses may include, but are not restricted to the following functions: Web Domain, Domain Host, E-Hotline, and the SCMG Coordinator, the email address used for the Volunteer Hour spreadsheet accounting, and periodic order and charging accounts.

ASSISTANT COORDINATOR

The SCMG Assistant Coordinator shall perform the following duties:

1. Serve as SCMG Coordinator when the Coordinator is unavailable.
2. Attend all SCMG Board of Director's meetings.
3. Be responsible for the SCMG Training Classes, including, but not limited to, the following duties:
 - Coordinate with Extension Agent or Program Director regarding location, dates, speakers and advertising.
 - Order supplies in coordination with the Coordinator and the Treasurer.
 - Obtain list of interns and prepare nametags with the assistance of the Extension Adm. Assistant.
 - Determine testing requirements.
 - Make copies of test materials.
 - Grade exams and enter in Grade Spreadsheet.
 - Maintain attendance record.
 - Assist with set-up/clean-up, allowing sufficient time to be prepared for the start of each class.
 - Make announcements regarding upcoming events, classes, etc. at the beginning of each training class.
 - Coordinate the final class in conjunction with the SCMG Coordinator.
 - Turn in attendance and grade records and evaluation forms to the Extension Office.
 - Report to Board on progress of Training Class.
4. Sign checks as needed.
5. Maintain Assistant Coordinator's notebook.
6. Prepare Summary Report including recommendations for the subsequent year and submit it to the SCMG Coordinator and the Extension Program Director and Agriculture Agent by October 1.
7. Meet with the person who will assume this position, to transfer the Assistant Coordinator notebook and pass along pertinent details regarding Assistant Coordinator responsibilities.
8. Perform other duties as requested by the SCMG Coordinator.
9. Oversee the Training Registration Desk Job
 - Assists with the Sandoval County Agent, Coordinator, and Assistant Coordinator with planning for the Intern class.
 - Assigns volunteers for each class to help with duties at the Registration Desk. Communicates with those volunteers on a monthly basis to review the schedule and communicate any new information pertinent to each class.
 - Sets up the registration at least ½ hour before class with items needed for that class. Items to include pens, tissue, reference book, sign up lists for both Interns and Veterans, quizzes, evaluations, volunteer hour log sheets and any additional handouts.
 - Organizes a registration book to be used each year. Information to include a list of all Interns and Veterans, along with contact information, a current list of Mentors and Mentors and their assigned Interns, scrap paper.
 - Collects all evaluations and gives them to the Sandoval County Agent.
 - Collects all quizzes and assists with correcting and then redistributing the quizzes that day.
 - Stays for the length of the class to help with answering any questions.
 - At the first class the Registration desk is responsible for distributing and collecting signed Photo Release forms and The Standards of Behavior form. All forms are filed and maintained in the office.

SECRETARY

The SCMG Secretary shall perform the following duties:

1. Attend all Board of Director meetings of the SCMG and record the minutes of the meetings (in the event that the Secretary will not be able to attend a Board meeting, the Secretary will arrange in advance for the minutes to be taken by another Board member).
2. Distribute copies of the Board minutes electronically, via mail or in person, prior to the commencement of the next scheduled Board meeting, to the following:
 - All SCMG officers
 - All SCMG Board Members-at-Large.
 - The Sandoval County Extension Program Director.
 - The Sandoval County Extension Agriculture Agent.
 - The Sandoval County Extension Service Administrative Assistant.
 - Any other SCMGs attending the meeting from which the minutes were recorded.
 - Any other SCMGs who request copies of the minutes.
3. Maintain a complete master file of the Board minutes to be delivered to the Sandoval County Extension Office at the end of the Secretary's term of office.
 - The master file may include electronic media.
 - The master file should be in hardcopy form for Extension Civil Rights files.
4. Meet periodically with the Extension Administrative Assistant to maintain that SCMG office files are up to date and those Civil Rights files are in order. Aid in filing as needed, i.e., general information and attendance record sheets.
5. Meet with incoming Secretary to pass on pertinent information regarding the position.

TREASURER

The SCMG Treasurer shall perform the following duties:

1. Attend all Board meetings of the SCMG.
2. Responsible for Updating and Maintaining Yearly Membership Roster in coordination with the Membership Committee, the Coordinator, and Agent.
3. Write checks for approved budget expenditures following the current Policy regarding the checking account.
4. Update signature card at bank at beginning of the operational year and take to the bank.
 - (a) Letter from new SCMG Coordinator requesting signature changes.
 - (b) Copy of minutes from SCMG Annual Meeting stating names of new officers.
5. Maintain an accurate accounting of all SCMG funds.
6. Reconcile the bank statement monthly
7. Deliver monthly financial statements to SCMG Board members.
8. Deposit fees (checks, money orders and cash) for SCMG Training Program and Southwest Homeowners Gardening and HomeScape Solutions Class, and any other program that collects fees or generates revenue. Obtain receipts or other accounting reports from the program or class directors as needed.
9. Issue receipt for all cash transactions.
10. Sign checks for reimbursements and payments.
11. Leave SCMG checkbook with the Coordinator, Assistant Coordinator, or Secretary when out of town for a period of one week or longer.
12. Assist Southwest Homeowners Class Chair with Petty Cash Fund allocation, cash receipt book, and updated Membership Roster.
13. Prepare reports as required or as requested by SCMG Coordinator, the Agriculture Agent or the SCMG Board of Directors.
14. Prepared year-end statement, with supporting documents, to the Audit Committee by October 15.
15. Provide year-end statement to SCMG Board of Directors.

16. Prepare preliminary draft budget for the new operational year in conjunction with SCMG Coordinator (September)
17. Provide reports on the budget throughout the year to the Board, Committee, and Project Leaders (i.e. Budget vs. Actual reporting) as needed.
18. File Treasurer's records in Extension Office upon approval of audit. Arrange with Agriculture Agent and Administrative Assistant.
19. Maintain Treasurer's notebook.
20. Meet with the person who will assume this position, to transfer the Treasurer's notebook and pass along pertinent details regarding the Treasurer responsibilities.
21. The Treasurer may register and maintain an electronic account for payment of Membership fees, revolving business account fees, and class fees with the approval of the Board. Registration and electronic account information should be shared with the Coordinator for purposes of continuity.

AT-LARGE BOARD MEMBERS

The at-large members of the SCMG Board shall perform the following duties:

1. Serve as representatives to the SCMG Membership
2. Attend all Board meeting of the SCMG and participate in Board discussion and decisions.
3. Chair committees at the request of the Board
4. Perform other duties on behalf of the Board as requested by the Coordinator

IMMEDIATE PAST COORDINATOR

The Past Coordinator Board member is the previous Coordinator. The SCMG Past Coordinator shall perform the following duties:

1. Attend all Board meetings of the SCMG.
2. Provide continuity on the Board.
3. Advise Coordinator on past procedures.
4. Participate in Board decisions.
5. Assist Coordinator as requested.

SCMG COMMITTEES AND CHAIRS:

Committee members are SCMG volunteers that serve critical communication and support functions for the organization. Committee chairs are encouraged to attend Board meetings as needed and provide periodic reports to the Board of Directors (BOD). Committee Chairs are not members of the Board and therefore do not vote at Board meetings. Committee chairs and members interface with the SCMG Board of Directors to help run the organization.

SCMG Committees:

- **Annual Meeting**
- **Audit**
- **Communication**
 - **Membership Mailing/ Telephoning**
 - **Newsletter Editor**
 - **Social Media Editor**
 - **Web Master**
- **Education**
- **Fund Raising**
- **Governance**
- **Historian**

- **Library**
- **Membership**
- **Nominating**
- **Publicity**
- **Refreshment**
- **Safety**

ANNUAL MEETING COMMITTEE

The SCMG Annual Meeting Committee shall consist of the Chair and interested SCMG volunteers who will work with the Coordinator and Assistant Coordinator to plan and facilitate necessary activities of the Annual Membership Meeting and other Membership Meetings as required through the fiscal year. Meetings with the volunteers will be held at the discretion of the Chair prior to the Annual Meeting or other Membership meeting called during the year.

The SCMG Annual Meeting Committee shall:

1. Secure date of the membership meeting place, time and date. The Annual Meeting is typically set up for the third Saturday in September. The venue should be secured at least six months or more prior to this date.
2. Inventory supplies left over from the current year and plan for the following year with the Coordinator and Assistant Coordinator
3. Work with the Coordinator and Treasurer to set up a yearly budget in September for the following fiscal year.
4. The committee should meet at least 3 months prior to the Annual Meeting to plan for the event.
5. Check with refreshment committee to confirm that they will organize food requests and oversee the serving of the food and refreshments at the Annual Meeting. Ask if they will need any supplies to come out of the Annual meeting budget.
6. Verify, help select and make purchases needed for the Annual Meeting such as gifts and certificates for the Interns to be certified as Master Gardeners, Master Gardener member awards (i.e. Life Member trophies and certificates) and a thank you gift for the Executive Assistant. The Chair will meet with the Coordinator and Assistant Coordinator to verify the purchases and order them to allow for adequate delivery prior to the Annual Meeting date.
7. Purchase and/ or seek donated gift items for Annual Meeting door prizes and give-a-ways. Use a SCMG formal donation request letter to seek donation gifts from local nurseries and other businesses, and then follow-up with a SCMG thank you card (and donation form if requested) upon receipt of a gift.
8. Work with the Coordinator and Assistant Coordinator to seek meeting content, and help with the design and printing of the annual meeting program brochure. Acknowledge donors and thank volunteers on the brochure.
9. Help set-up and organize the meeting rooms with consultation from the Coordinator, Assistant Coordinator, Treasurer (collection of annual dues), Historian (photography), Nominating Committee (Election Balloting needs) and Refreshment Committee.

AUDIT COMMITTEE

The SCMG Audit Committee shall perform the following duties:

1. Solicit year-end statement, bank statements, and supporting documents from the Treasurer by October 15.
2. Review the documents and present report to the SCMG Board in December.
3. Make recommendations to SCMG Board Officers and Members for Fiscal Policy Improvements

COMMUNICATION COMMITTEE

The Communication Committee Functions shall perform the following duties:

1. Receive approved notices from Agriculture Agent or SCMG Coordinator of events, programs, training classes, hotline, and opportunities for volunteer hours, field trips, service opportunities, educational programs, etc.
2. Deliver notice(s) via SCMG Newsletter, SCMG Web Site, Local Publications, Social Media, Email, Telephone or Postal mail as necessary and expedient.
3. Maintain Communications Committee notebook including updated list of contacts and any applicable forms.
4. Meet with the person(s) who will assume committee duties, to transfer the committee notebook and pass along pertinent details regarding Communications Committee Functions responsibilities.

The following are the Functional Chairs of the Communication Committee:

MEMBERSHIP MAILING/ TELEPHONING:

The Mail/Telephone Chair shall perform the following duties

1. Provide the necessary phone or postal mail communications to members that do not have an email address.
2. Review with Coordinator and Treasurer Non-email list at the beginning of the fiscal year to verify actual need.
3. Purchase Postage, Envelopes and Paper in bulk to obtain the best value in price.
4. Provide a yearly budget to the Treasurer for review.
5. Mail Ballots to the non-email members for the Yearly Election and other elections as needed.

NEWSLETTER EDITOR:

The Newsletter Editor shall perform the following duties:

1. Attend SCMB Board meeting to gather relevant news that would be passed on to members in the newsletter.
2. Gather other information from the various committees, officers and members with pertinent news.
3. Compile all information and format the newsletter.
4. Obtain Extension Agriculture Agent “Blurb” and the Coordinator’s Corner by the 20th of each month.
5. Submit draft to the SCMG Coordinator, Agriculture Agent and Extension Administrative Assistant for review and approval.
6. Make copies of the approved document, if necessary.
7. Post SCMG Newsletter on the NMSU Sandoval Extension SCMG Website.
8. Prepare Summary Report, including recommendations for the subsequent year, and submit to SCMG Coordinator and Extension Program Director and Agriculture Agent by October 1.
9. Maintain a hard copy of the Newsletter and any applicable forms by month in binder located at Extension Office for Civil Rights.
10. Meet with the person who will assume the position of Newsletter Editor, to transfer the Newsletter notebook and pass along pertinent details regarding the SCMG Newsletter.

SOCIAL MEDIA EDITOR:

The Social Media Editor is responsible for managing and receiving information, photos and blogs for the SCMG Facebook page. (Twitter, Instagram and other Social Media sites as applicable) The Social Media Editor shall track and report to the Board and Membership on usage of the site to increase its public use.

WEB MASTER:

The Web Master shall perform the following duties:

1. Support and update the SCMG Web Page Content in coordination with the SCMG Board Officers, Committees and Project Chairs.
2. Enforce SCMG Web Site content standards set by the Web Master and the Board Officers. Track and report to the Board the following:
 - Domain account information (sandovalmastergardeners.org domain) and hosting service contact information,
 - NMSU web site account information for all content providers of the SCMG Web Site,
 - NMSU contact information (support and account administration) and the web site training guide,
 - Email account information related to this function.
3. Provide support and guidance for other SCMG Web Site content providers

EDUCATION COMMITTEE

The SCMG Education Committee Chair and volunteers will work in cooperation with the Coordinator, Assistant Coordinator and Agent to schedule SCMG continuing education classes, workshops, demonstrations, and tours. In addition to contacting and securing the presenters and scheduling the educational event, the SCMG Education Committee will help secure the class venue and work with the Extension Office, BOD and other Committees with the promotion and management of the continuing education events.

The SCMG Education Committee shall:

1. Collaborate with the Board Members and the Agent for areas of interest and provide summary reports as required.
2. Schedule continuing education classes, workshops, demonstrations and tours for SCMG and interested public as allowed.
3. Provide a yearly calendar of continuing education events for SCMG and the public as needed.
4. Provide for the promotion and advertising of the scheduled events as needed.
5. Decide on fees, if any, for an event to cover costs, or a voluntary donation from the participants.
6. Assign an event coordinator who will:
 - Secure the speaker(s) or presenter(s) with appropriate expertise.
 - Reserve the appropriate venue, date and time for the event.
 - Oversee advertising and promotion of the event.
 - Obtain volunteers for set up, testing, running A/V equipment, and safe return of the equipment.
 - Obtain volunteers for class room or event space set-up and take-down.
 - Obtain volunteers for manning the welcome/ sign-in table, taking fees and/ or accepting donations as needed.
 - Make copies and/ or distribute class hand-outs and SCMG promotional material as needed.
 - Provide for introduction to the speaker(s) or presenter(s).
 - Provide a follow-up report on the event, the number of attendees and the demographics on participants to the Committee.
 - Perform other tasks that may be necessary to facilitate an event

FUND RAISING COMMITTEE

The SCMG Fund Raising committee shall consist of a Chair and interested volunteers of the SCMG organization. Meetings will be held at the discretion of the Chair and its members.

Specific fund raising projects and budgets planned, and the beneficiaries of the funds raised by this Committee will be reviewed and approved by the SCMG Board of Directors (BOD).

Funds raised by this Committee will be dispersed to support SCMG Training, SCMG Continuing and Public Education programs and projects not limited to include scholarships for Interns in the Training Class, Master

Gardeners for applicable advanced education, and county residents for fee based horticultural training and education (i.e. Southwest Homeowners Series, students of Horticulture, etc.)

Budget requests and forms for reimbursement and funding will be accepted and reviewed by the Committee and the SCMG Treasurer.

GOVERNANCE COMMITTEE

This committee shall maintain and bring up to date the By-Laws, Policies, Job Descriptions, and other governing documents of the SCMG, as directed by the Board.

The Chair of the committee shall perform the following duties:

1. Coordinate the activities of the Governance Committee, including the following:
 - Attend Board meetings and respond to questions raised concerning Bylaws or policies arising at those meetings; draft any changes to SCMG Bylaws or Policies directed by the Board and submit changes to the Board for review and action.
 - Present any ballot concerning changes in SCMG Bylaws for approval by SCMG members.
 - Solicit updates in job descriptions from committee chairs and the Board at the first Board meeting of the calendar year; coordinate necessary revisions to job descriptions based on these updates and present them to the Board for comment and approval by July.
 - Prepare final wording of job descriptions by September for dissemination to the SCMG annual meeting.
 - Maintain Governance Committee notebook.
 - Meet with the person who will assume the position of Chair to transfer the committee notebook and pass along pertinent details regarding committee responsibilities.
 - Act as parliamentarian unless responsibility is reassigned by the Coordinator
2. Distribution of Materials:
 - By-Laws and Policies:
 - 1) SCMG Board
 - 2) SCMG and SCMG Interns in attendance at the last training class; additional copies will be available at the Extension Office for anyone who has not received a copy
 - 3) Extension Program Director and Agriculture Agent
 - 4) SCMG Manual in Hotline Room

HISTORIAN COMMITTEE

The Historian shall perform the following duties:

1. Take photographs at events and SCMG programs.
2. Compile and maintain photo/scrapbook of SCMG activities.
3. Make scrapbook available at meetings of membership.
4. Turn in scrapbook to SCMG Coordinator for filing at end of operational year.
5. Note: Scrapbooks are considered to be the Historian's Summary Report and notebook.

LIBRARY COMMITTEE

The Library Committee shall be responsible for the organization and upkeep of the Casita Library reference books, NMSU horticultural circulars, and any other horticultural and/or environmental periodicals maintained for Sandoval County Master Gardener usage.

MEMBERSHIP COMMITTEE

The Membership Committee shall perform the following duties:

1. Coordinate with the Treasurer that all MG's dues are paid in full and contact information is current.

2. Assist the Treasurer in collecting dues at the Annual Meeting and updating contact information.
3. Help to contact delinquent MG members who have not paid dues.
4. Recommend improvements to Membership management and communication improvements to the Board.
5. May conduct membership surveys if requested by the Board

The Committee Chair will provide at least a yearly report to the Board as needed.

NOMINATING COMMITTEE

The committee, appointed by the SCMG Board no later than May, shall perform the following duties under the directions of a Chair:

1. Draft slate of officers for future review by Board.
2. Solicit nominees for at-large positions on Board from membership.
3. Contact all nominees to receive their agreement to serve if elected.
4. Present final slate of nominees to Board in July.
5. Prepare ballot, including proxy statement, to be sent to members prior to annual meeting with assistance from the Extension Office Agriculture Agent and Administrative Assistant.
6. Ballots must be emailed/mailed at least thirty (30) days prior to Annual SCMG Board meeting.
7. Maintain Nominating Committee notebook including sample ballots, proxy statements, etc.
8. Meet with the person(s) who will assume Nominating Committee duties, to transfer the committee notebook and pass along pertinent details regarding Nominating Committee responsibilities.

PUBLICITY COMMITTEE

The Publicity Committee Chair shall perform the following duties:

1. Provide all committee chairs (if applicable) and program planners with updated list of all publications used to publicize SCMG events including deadlines of said publications.
2. Receive notices of activities – type of event, date, time, locations – from all other committee Chairs prior to publishing deadlines.
3. Draft and submit news releases to Extension Office Agriculture Agent and Administrative Assistant for approval; upon approval, Extension Office will submit news releases to publications prior to publication deadlines.
4. Keep Extension Office informed about upcoming events/programs to flyers/handouts can be prepared with ample lead-time as dictated by Extension Office schedule.
5. Distribute flyers for local bulletin Boards, newsletters, mailings, etc.
6. Keep information on publications current (names of publications, contact names, telephone numbers, fax numbers, etc.) in notebook along with relevant information.
7. Maintain and periodically update binder of all publications printed from media sources and through Extension Office. Binder to remain at Extension Office for Civil Rights.
8. Prepare Summary Report, and recommendations for the subsequent year, and submit it to SCMG Coordinator and Extension Program Director and Agriculture Agent by October 1.
9. Maintain Publicity Committee notebook including any applicable forms and the information specified in number 6 above.
10. Meet with the person who will assume the position of Chair, to transfer the Publicity Committee notebook and pass along pertinent details regarding Publicity Committee responsibilities.

REFRESHMENT COMMITTEE

The Refreshment Committee shall perform the following duties.

1. Provide light refreshments at each SCMG training class.
2. Provide budget estimate for yearly refreshments by August to the Treasurer for consideration and approval into the new fiscal year budget.

3. Coordinate training class graduation party. Submit plan to the Coordinator, Assistant Coordinator and Agent two weeks prior to the training date.
4. Coordinate food preparation for the SCMG annual meeting.
5. Coordinate refreshments at other SCMG functions as requested by the SCMG Coordinator.
6. Maintain supplies and equipment.
7. Summarize costs and submit receipts to the SCMG Treasurer by October 1.
8. Maintain Refreshment Committee notebook.

Meet with the person(s) who will assume committee duties, to transfer the committee notebook and pass along pertinent details regarding committee responsibilities.

SAFETY COMMITTEE

1. Develop and maintain SCMG safety policies consistent with NMSU safety policies
2. Conduct appropriate basic safety training for interns and veteran MGs.
3. Stay current with safety developments regarding gardening practices.
4. Communicate safety information with the MG community through newsletter articles, email and other means as appropriate