

SEMG Advisory Council Structure

Parent Organization

- New Mexico State University is the governing body with veto power and ownership of the relationship with Master Gardeners through the volunteer agreement, code of conduct and by laws
- Dean of Agriculture and Dean of Extension Services
- Extension Agent

SEMG Advisory Council

- Chair
- Vice Chair
- Note Taker – *For the time being, can be recorded on Zoom and transcribed by Zoom or staff*
- Treasurer
- Standing Committees – Committee chairs and co-chairs will be members of the Advisory Council representing their committees. The committee recommends a chair or co-chairs to the Chair of the Advisory Council. The Chair of the Advisory Council presents the recommendation to the Council for their approval.
 - Outreach
 - Education
 - Communication
 - Membership
 - Finance

Responsibilities

- Chair –
 - Call and preside over meetings of the Advisory Council
 - Prepare and distribute agendas developed with the Advisory Council
 - Serves as the second signature on the bank account
 - Sends communications to members regarding SEMG business with the help of the Communication Standing Committee
- Vice Chair –
 - In the absence of Chair shall assume the duties of Chair
 - Edits the Zoom transcription to contain action items and decisions made. Presents to the Advisory Council and ensures it is on the website for membership access.
 - Serve as chair of an ad-hoc Nomination Committee in the late summer/early fall to recruit new members to stand for election.
- Note Taker – *For the time being, can be recorded on Zoom and transcribed by Zoom or staff. The transcription will be approved by the Vice Chair.*
- Treasurer –
 - Has fiduciary responsibility
 - Prepares the chapter annual budgets
 - Ensures bank account is reconciled on a monthly basis

- Outreach Committee (Co-Chairs Gilbert Galvin and Sam Thompson) –
 - Survey Sandoval County residents to determine highest need from Master Gardeners
 - Review and recommend new project submittals and present to the Advisory Council
 - Determine which projects and outreach efforts have the most value
 - Review hotline reports to determine which items could go on the website or should be included in hotline training
- Education Committee (Co-Chairs Suzanne Bollenbach and John Thompson) –
 - Organize and orchestrate Intern training
 - Coordinate classes given to the public including obtaining speakers and publishing a schedule with the webmaster
 - Consider additional training options for current Master Gardeners
- Communication Committee (Scott Lake and Kate Shadock) –
 - Maintenance and development of the SEMG website and Facebook page, including current information about scheduled events and other topics of interest
 - Provide approved communication to the members and general public
 - Ensure website meets all security and confidentiality guidelines
 - Receive approved notices from Extension Agent or member coordinator of events, programs, training classes, hotline, and opportunities for volunteer hours, field trips, service opportunities, educational programs, etc.
 - Deliver notices via SEMG newsletter, website, local publications, social media, email
 - May have subcommittees for all of these functions
- Membership Committee (Chair Mo Casey) –
 - Maintain spreadsheet and distribution lists with members' names, addresses, phone numbers, email addresses and paid status.
 - Collect and receive dues from members
 - Determine status of members
 - Collect volunteer hours on an annual basis
 - Send and collect ballots for yearly election
 - Survey membership to determine interests and talents
- Finance Committee (Chair Treasurer) –
 - NMSU holds fiduciary responsibility
 - Responsible for income, expenses and bank account
 - Prepare an annual budget including project budgets in accordance with nonprofit accounting rules
 - Perform reconciliation of bank account on a monthly basis
 - Report financial information to the Advisory Council at each Advisory Council meeting in accordance with nonprofit accounting rules