

Roles and Responsibilities of Outreach Committee in relation to Advisory Council

1. Outreach Committee Primary (Classic) Responsibilities
 - Oversee Help Line - both email and phone
 - Oversee Home Visits
 - Oversee Garden Information Tables (Events and Policies over Grower Market Projects)
 - Oversee and assist with Gardening With the Masters Online and assist with GWM Live
 - Provide SEMG Information and Promotional Materials (i.e. brochures and business cards)
 - Receive New Project Submittals and provide first round of review
2. SEMG Advisory Committee and Officer Responsibility
 - Other Projects (Demo, Therapy, Food Bank & vegetable Gardens, Garden Tour Volunteer Participation, School Projects, Restoration projects, Church Projects, Landscape project, Plant Sales, Community projects etc.)
 - Final Review and Approval of New Project Submittals
 - Budget Submissions Review and Approval. Treasurer receives budget submissions and reviews with Finance Committee (Chair, Vice Chair, and Treasurer) before passing on to the Advisory Council for Review and Approval
 - Request Quarterly Reporting from the Administrative email account
 - Produce Quarterly Report for NMSU by Chair