

SEMG Advisory Council Structure

Parent Organization

- New Mexico State University is the governing body with veto power and ownership of the relationship with Extension Master Gardeners through the volunteer agreement, code of conduct and bylaws
- Dean of Agriculture and Dean of Extension Services
- Sandoval County Extension Agent
 - Monitors SEMG activities, including, but not limited to:
 - Program performance
 - Regular program review / evaluation
 - Prepares monthly reports
 - Approves Budget and Projects
 - Attends State EMG Advisory Council meetings and SEMG Council meetings

SEMG Advisory Council Responsibilities

1. Receives, reviews, approves new project proposals.
2. Convenes Committee Chairs to collaborate and discuss SEMG ongoing projects, intern training, public classes, etc
3. Reviews and passes annual SEMG budget
4. Plans and runs Annual Meeting
5. Advises, supports, and works with Extension Agent

SEMG Advisory Council Roles

1. **Chair**
 - a. Calls and presides over meetings of the Advisory Council.
 - b. Prepare and distribute agendas developed with the Advisory Council.
 - c. Serves a one-year term, beginning at the end of the annual meeting and running through the following year's annual meeting.
 - d. Serves as the second signature on the bank account
 - e. Sends communications to members regarding SEMG business, education and volunteer opportunities with the help of the Communication Standing Committee.
 - f. Reconciles bank and PayPal accounts on a monthly basis

2. Vice Chair

- a. In the absence of Chair, due to sickness, vacation, etc, shall assume the duties of Chair for a regularly scheduled meeting.
- b. Takes minutes of the monthly Advisory Council Meetings, ensures minutes are posted to website in a timely manner.
- c. Stands for election as Chair after serving one-year term as Vice Chair,

3. Treasurer

- a. Has fiduciary responsibility to NMSU
- b. Collect and receive dues from members
- c. Treasurer receives budget submissions from SEMG Projects and reviews with Finance Committee
- d. Prepares the chapter annual budgets with the help/guidance of Extension Agent, Chair, Vice Chair, and select others.
- e. Ensures bank account is reconciled on a monthly basis in conjunction with the Chair

4. Chairs and co-chairs of Standing Committees: each 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. Standing Committees include:

i. Outreach Committee

- 1. Survey Sandoval County residents to determine highest need from Master Gardeners
- 2. Receive new project submittals and provides first round of review.
- 3. Determine which new project proposals fall under Outreach, and pass along other proposals to appropriate committees.
- 4. Make recommendations to the Advisory Council for approval of new outreach project proposals.
- 5. Review helpline reports to determine which items could go on the website or should be included in helpline training

ii. Education Committee

- 1. Organize and orchestrate Intern training
- 2. Coordinate classes given to the public including obtaining speakers and publishing a schedule with the webmaster
- 3. Offer additional training options for current Master Gardeners

iii. Communication Committee

1. Maintenance and development of the SEMG website and social media including current information about scheduled events and other topics of interest
2. Provide approved communication to the members and general public
3. Ensure website meets all security and confidentiality guidelines
4. Receive and disseminate approved notices from Extension Agent, Chair, or member coordinator of events, programs, training classes, helpline, and opportunities for volunteer hours, field trips, service opportunities, educational programs, etc.
5. Deliver notices via SEMG newsletter, website, local publications, social media, email
6. May have subcommittees for all of these functions

iv. Finance Committee

1. NMSU holds fiduciary responsibility
2. Responsible for income, expenses and bank account
3. Prepare an annual budget including project budgets in accordance with nonprofit accounting rules
4. Perform reconciliation of bank account on a monthly basis
5. Report financial information to the Advisory Council at each Advisory Council meeting in accordance with nonprofit accounting rules

v. Membership Committee

1. Maintain spreadsheet and distribution lists with members' names, addresses, phone numbers, email addresses and paid status.
2. Ensure annual dues are received from members
3. Determine status of members
4. Collect volunteer hours on an annual basis
5. Send and collect ballots for yearly election
6. Survey membership to determine interests and talents

5. **SEMG Representative to NMSU EMG Advisory Council:** as per State EMG Bylaws Article II. B. A representative from each EMG chapter, along with the Agent, will attend NMSU EMG Advisory Council meetings to relay state information to SEMG and to help advise the State Advisory Council.

Updated: April 2023