

Guidelines for Chairs of Master Gardener Projects

A member of the Volunteer Projects Committee will be identified as your contact. That person will:

1. contact you to get information about your project – they will enter it on the volunteer sign-up sheets that are available at the MGA meetings
2. notify you, via e-mail, of people who signed up to work on your project at the previous MGA meeting
3. contact you periodically for status (status will be tracked on the Projects Status Log that is distributed at monthly MGA meetings)
4. contact the Public Relations Committee regarding events (for picture taking, articles, etc.)
5. work with you to develop display boards for MGA meetings, if appropriate for your project
6. assist in getting volunteers if you need them

Project Chair responsibilities:

1. Be the main contact for the project
2. Identify how many volunteers you will need, what tasks they will perform, the duration of the tasks, etc.
3. Notify your Volunteer Projects Committee contact if you need volunteers. Volunteers will be solicited at MGA meetings, via Yavapai Gardens Newsletter, and via e-mail messages.
4. When you receive names of volunteers (if they contact you directly via e-mail, if they sign up at MGA meetings, if they are referrals from other Master Gardeners, etc.) **you must contact them within 2 weeks** to let them know you are aware they volunteered. Even if your project does not take place for several months, tell them when they will hear from you again.
5. If your project is an event that serves the public, e.g. Farmers Mkt, festival, fair, etc., track the number of people served and report it to your Volunteer Projects Committee contact.