

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook



MASTER GARDENER FOUNDATION OF THURSTON COUNTY
Policy and Procedure Handbook

Table of Contents

DOCUMENT PURPOSE	5
FOUNDATION PURPOSE.....	5
MGFTC VISION	5
MGFTC MISSION	5
I. FINANCIAL POLICY.....	6
A. Purpose.....	6
B. Scope.....	6
C. Procedure	6
1. General.....	6
2. Administrative.....	6
3. Banking.....	6
a) General.....	6
b) Deposits.....	6
c) Bank Reconciliation.....	7
4. Investment Policy.....	7
a) Preservation of Capital.....	7
b) Risk Aversion.....	7
c) Adherence to Investment Discipline.....	7
d) Need for Liquidity.....	7
e) Prohibited Investment and Investment Strategies.....	8
5. Payments and Reimbursements	8
a) Payments to Vendors	8
b) Reimbursements to Master Gardeners	8
6. Speaker Reimbursement	9
7. Mileage Reimbursement	9
8. Budget.....	9
9. Taxes, Insurance and other Fees	9
10. Financial Reviews	10
a) Meeting Reports.....	10
b) Investments	10
c) Financial Records.....	10
II. CONFLICT OF INTEREST POLICY.....	11
A. Purpose.....	11
B. Definitions.....	11
C. Disclosure/Annual Statement.....	11
D. Determining Whether a Conflict of Interest Exists.....	12
E. Procedures for Addressing the Conflict of Interest.....	12
F. Violations of the Conflict of Interest Policy.....	12
G. Records of the Proceedings.....	12
III. AWARDS POLICY.....	13
A. Purpose.....	13

MASTER GARDENER FOUNDATION OF THURSTON COUNTY
Policy and Procedure Handbook

B.	Procedures.....	13
C.	Types of Awards.....	13
1.	Fund-raising Award.....	13
2.	Advocacy Award.....	13
3.	Service Awards.....	13
4.	The Dorsay Fischer Award.....	13
5.	Honorary Master Gardener Certification Award.....	13
D.	Nomination Procedure.....	13
E.	Awards Description.....	14
1.	Award Certificate Design.....	14
2.	Gift Certificate Criteria.....	14
3.	Honorary Master Gardener Hats.....	14
IV.	BOARD NOMINATIONS AND ELECTION POLICY.....	15
A.	Purpose.....	15
B.	General.....	15
C.	Procedure.....	15
D.	Voting.....	15
V.	JOB DESCRIPTIONS & COMMITTEE GUIDELINES POLICY.....	17
A.	Purpose.....	17
B.	Foundation Board Job Descriptions.....	17
1.	President.....	17
2.	President Elect.....	18
3.	Past President.....	19
4.	Vice President.....	20
5.	Secretary.....	21
6.	Treasurer.....	22
7.	Treasurer Elect.....	23
8.	State Foundation Representative.....	24
9.	Member-at-Large.....	25
C.	Committee/Representative Guidelines.....	26
1.	Fundraising Committees.....	26
a)	Activities and Events.....	26
b)	Compost Bin Sales.....	26
c)	Crafts.....	26
d)	Garden Festival.....	27
e)	Plant Sale.....	27
f)	Retail Sales.....	27
2.	Administrative Committees.....	27
a)	Membership.....	27
b)	Policy and Procedures.....	27
c)	Scholarship.....	27
d)	Tribute.....	28
e)	Website.....	28
VI.	MEMBERSHIP AND MEETING POLICY.....	29

MASTER GARDENER FOUNDATION OF THURSTON COUNTY
Policy and Procedure Handbook

A.	Purpose.....	29
B.	Membership Application Form.....	29
1.	New Membership.....	29
2.	Membership Renewals.....	29
3.	Receipt and Acknowledgement of Membership Application.....	29
C.	Meeting Fees.....	29
D.	Meeting Procedure.....	29
VII.	TRIBUTE POLICY.....	30
A.	Purpose.....	30
B.	Procedures.....	30
VIII.	COMPOST BIN SALES POLICY.....	31
A.	Purpose.....	31
B.	Procedures.....	31
1.	Website.....	31
2.	Orders.....	31
a)	Website.....	31
b)	Phone.....	31
c)	Mail Order.....	32
3.	Credit Card Payments.....	32
4.	Delivery.....	32
a)	Delivery Company.....	32
b)	Delivery Procedure.....	32
5.	Tracking.....	32
C.	Inventory.....	32
D.	Vendors.....	33
APPENDIX A.....		34
APPENDIX B.....		36
APPENDIX C.....		37
APPENDIX D.....		37
APPENDIX D.....		38
.....		38

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

DOCUMENT PURPOSE

This handbook provides specific Policies and Procedures for members of the Master Gardener Foundation of Thurston County (MGFTC).

The handbook is a supplement to guidelines provided in the most current approved versions of:

- the MGFTC Articles of Incorporation
- the MGFTC Bylaws
- Memorandum of Agreement between Washington State University Thurston County Extension (WSUTCE) and MGFTC
- Memorandum of Understanding between Thurston County Department of Public Works and MGFTC

FOUNDATION PURPOSE

The Master Gardener Foundation of Thurston County (MGFTC) is a nonprofit corporation formally organized and existing under the provisions of the Washington Nonprofit Corporation Act (Chapter 24.03 of the RCW). The purposes are exclusively charitable, scientific and/or educational.

- To support and enhance the Washington State University Thurston County Extension (WSUTCE) Master Gardener/Master Composter (MG/MC) Programs.
- Facilitate the exchange of ideas and information between members of the organization.
- Inform and educate the citizens and decision makers of Thurston County about the value of the MG/MC programs.

MGFTC VISION

“Helping Gardeners Grow” by supporting programs that cultivate knowledgeable gardening and promote quality of life for Thurston County.

MGFTC MISSION

Enhance and promote the county’s Master Gardener and Master Composter Programs in an atmosphere of camaraderie and teamwork.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

I. FINANCIAL POLICY

A. Purpose

This chapter contains general guidelines and operating procedures that outline the accounting system, finance functions and payment authorizations for the Master Gardener Foundation of Thurston County (MGFTC).

B. Scope

These policies apply to all persons who may have a financial interest in the Master Gardener Foundation of Thurston County either by seeking reimbursement of funds, donating funds or providing proper accounting of Foundation monies.

C. Procedure

1. General

In keeping with the Mission, Vision, and Goals of the Foundation, we are committed to providing sound accounting practices by providing timely and accurate income and disbursement processes.

Financial statements are prepared using the cash accounting method. The accounting period runs January 1 through December 31 of each year and becomes the budget year.

2. Administrative

Monthly financial statements shall be completed and presented to the Board by the Treasurer.

3. Banking

a) General

The Master Gardener Foundation of Thurston County shall direct the Foundation Treasurer to choose a financial institution which provides the most appropriate services for the lowest cost. The financial institution should have at least one branch in Thurston County.

The financial institution must have the capability of receiving and processing credit card payments.

b) Deposits

In general, the deposits are to be made as soon as possible after receipt by the treasurer.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

All checks and cash received outside of special events shall be accompanied by a written receipt which includes the amount received, name of purchaser or donor if known, reason for money exchange, person receiving the money and the date.

Special events receipts may have a cash register tape in lieu of a receipt, along with a cash receipts log. The log must show the cash denominations, number and amount of checks and be signed by the person receiving the moneys. This log is given to the treasurer who counts the money again and signs the log. The log is retained in the permanent files for documentation.

c) Bank Reconciliation

Bank reconciliations will be prepared and balanced on a monthly basis. The supporting documentation for expenses and income should be matched to the bank statement and maintained in the permanent files.

4. Investment Policy

a) Preservation of Capital

The foundation board should make reasonable efforts to preserve capital within the limits of each annual budget, understanding unforeseen needs may arise.

b) Risk Aversion

Understanding there is risk involved in all types of investments; the Foundation board and specifically, the treasurer will make all reasonable efforts to control risk.

c) Adherence to Investment Discipline

The Foundation board is expected to adhere to the investment policies stated.

In order to meet its needs, the investment strategy will emphasize total return with consideration for generating current and future incomes.

- Primary Investment Objective: Income – to maximize the return on capital to aid in the needs of the Foundation.
- Secondary Investment Objective: Long Term Growth of Capital - to emphasize long-term growth of principal, while avoiding excessive risk.

d) Need for Liquidity

Funds are to be held in a combination of short and long term instruments in order to assure ample liquidity.

A cash reserve (rainy day fund) of at least, \$5,000 will be maintained and invested.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

e) Prohibited Investment and Investment Strategies

No investment of foundation monies will be made into high risk or speculative endeavors. This is to protect Foundation monies from unauthorized use in investments and strategies that are inconsistent with the Foundation's view of what is appropriate.

5. Payments and Reimbursements

a) Payments to Vendors

Accounts payable should be paid early enough to take advantage of any discounts or before charges apply.

Before a payment is made the invoice should be reviewed to ensure:

- The goods were received or services rendered
- The invoice was approved by the appropriate person
- The proper Foundation account is identified.

Payments will always be made by check.

In the situation where the requester wishes the Foundation Treasurer to pay the vendor directly before the goods or services are received, the requester will provide a written estimate by the vendor to the approval authority using the Master Gardener Foundation Reimbursement Request form. The estimate should contain an itemized list of goods or services, prices, taxes and a date showing the length of time the estimate is valid. The approval and appropriate check must be acquired within the time frame specified so that the requester can complete the transaction with the vendor.

At the completion of the transaction, the requester will provide a finalized itemized invoice showing amount paid and date of transaction. The final invoice will be provided to the Foundation Treasurer no later than two weeks after the transaction to associate with the original RR and estimate.

b) Reimbursements to Master Gardeners

The MGFTC recognizes that cash expenditures by members are necessary to support program and project goals and that these expenses, if budgeted in advance, are reimbursable.

All requests for reimbursement will be documented by using the Master Gardener Foundation Reimbursement Request form (Appendix A), with appropriate receipts attached. The RR is not to be used for blanket, undocumented approvals. Reimbursements will not be made for more than the amount of the receipt(s) nor without an approval signature.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

If any person wants to spend money that is in direct support of the demonstration gardens or program activities, that person needs to get the approval of the garden lead or Program Manager prior to purchase to assure appropriateness and budget availability and must have the RR approved by the Program Manager.

If any person wants to spend money that is in direct support of the Foundation's activities, that person needs to get the approval of the project lead or chair prior to purchase to assure appropriateness and budget availability.

A completed and signed RR form with receipts are then submitted to the Foundation Treasurer in person, by mail or placed in the treasurer mailbox at the WSU Extension office clinic.

Any discrepancies found by the treasurer will be discussed with the approving authority and/or the requester, prior to payment.

6. Speaker Reimbursement

Speakers will be offered a reasonable fee, in addition to mileage where appropriate. A typical stipend of \$50 is suggested. The reimbursement process is the same as described above.

7. Mileage Reimbursement

Requests for mileage reimbursement will be limited to the state representative and invited speakers to MFGTC functions. The mileage rate will be the current rate allowed by the Internal Revenue Service for business reimbursement. Any request for reimbursement for lodging and/or meals must have receipts to be accepted.

8. Budget

Each year in August, the treasurer will prepare a draft budget for the following year. The budget will be prepared in conjunction with the project leads or chairs, garden leads, or any other key persons.

The draft budget will be presented to the board at the August board meeting, in anticipation of a September adoption. The Program Manager will present the proposed budget for the demonstration gardens. After approval by the board, the budget will be presented to the foundation membership for adoption at the October annual meeting.

9. Taxes, Insurance and other Fees

The treasurer will assure prompt filing and payment of any taxes or other filings necessary to the functioning of the Foundation.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

10. Financial Reviews

a) Meeting Reports

The Foundation treasurer will compile and present monthly reports to the Foundation board or upon request.

b) Investments

To assure continued relevance of the guidelines and objectives established in this statement of investment policy, the Foundation board will review the investment policy annually. Any change in investment strategy must be voted and agreed to by the Foundation board.

c) Financial Records

An independent review of the financial records will be conducted annually to assure appropriate money handling procedures have been met. The independent review should be initiated in January and the results presented to the Foundation board no later than April 1 of the same year.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

II. CONFLICT OF INTEREST POLICY

A. Purpose

The purpose of the conflict of interest policy is to protect the Master Gardener Foundation of Thurston County's (MGFTC) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of any member of the MGFTC. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable corporations. A conflict of interest policy is intended to help ensure that when actual or potential conflicts of interest arise, the organization has a process in place under which the affected individual will advise the board about all the relevant facts concerning the situation.

B. Definitions

- Conflict of Interest: A conflict of interest may occur when an individual derives any personal profit or gain, directly or indirectly, by reason of his or her participation in the MGFTC. A financial interest is not necessarily a conflict of interest. Transactions are acceptable if they benefit the organization and the board's decisions are made in an open and objective manner.
- Covered Person(s)
 - Any member of the board of directors as defined in Article VI and VII of the Bylaws of the Master Gardener Foundation of Thurston County.
 - Any individual who has board delegated purchasing power.

C. Disclosure/Annual Statement

The basic safeguard against entering into any actual or apparent conflict of interest is disclosure. Board members shall complete and sign a disclosure form in January of each year and be reminded that they are under an obligation to disclose potential conflicts of interest whenever they arise. Other covered persons will sign a disclosure form upon appointment to a position with purchasing power and annually thereafter as long as they hold that position.

Each covered person shall annually sign a statement (Appendix B) which affirms that such person:

- Has received a copy of the conflict of interest policy.
- Has read and understands the policy.
- Has agreed to comply with the policy.
- Understands that the MGFTC is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

In connection with any actual or possible conflicts of interest, a covered person must disclose the existence of his or her financial interest and all material facts to the MGFTC board.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

D. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the covered person, he or she shall leave the board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members decide if a conflict of interest exists.

E. Procedures for Addressing the Conflict of Interest

- A covered person may make a presentation at the board meeting, but after such presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- The president of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the board shall determine whether the MGFTC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board shall determine by a majority vote of the disinterested board members whether the transaction or arrangement is in the MGFTC's best interest and for its own benefit, and whether the transaction is fair and reasonable to the MGFTC. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

F. Violations of the Conflict of Interest Policy

If the board has reasonable cause to believe that a covered person has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the covered person and making further investigation as may be warranted by the circumstances, the board determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

G. Records of the Proceedings

The minutes of the board shall contain:

- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's decision as to whether a conflict of interest in fact existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a records of any votes taken in connection with the proceedings.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

III. AWARDS POLICY

A. Purpose

It is the policy of the Master Gardener Foundation of Thurston County to recognize the outstanding efforts of our Members that promote the purposes of the Foundation and the Master Gardener Program.

B. Procedures

Awards may be presented at the Annual Membership Meeting to those individuals who have considerably advanced the mission of the Foundation and the Program by their individual efforts that were above and beyond their normal duties and obligations.

C. Types of Awards

1. Fund-raising Award

This award may be presented to a member or members of the Foundation who made outstanding efforts in the area of fund-raising. The efforts of the individual(s) must have brought positive recognition to the Master Gardener Foundation of Thurston County and resulted in significant monetary gain to the organization.

2. Advocacy Award

This award may be presented to a member or members of the Foundation who have demonstrated outstanding effort in bringing positive public attention to the Master Gardener Program and/or Master Composter Program of Thurston County.

3. Service Awards

This award may be presented to those people who have been determined to have given outstanding service to the organizations.

4. The Dorsay Fischer Award

This award is given in recognition of those people who have been Master Gardeners in good standing for a minimum of seven years and have given a minimum of one thousand volunteer hours.

5. Honorary Master Gardener Certification Award

This award is given in recognition of those people who are not Master Gardeners, but who have given recognizable service to the Master Gardener/Master Composter Program or Master Gardener Foundation of Thurston County.

D. Nomination Procedure

Notification by newsletter will be sent to the membership in October requesting nominations for the awards above except for 4). The Member-at Large will provide the article to the newsletter editor by the publication due date. Nominations should be received by the Member-at-Large

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

before the October board meeting. The MGFTC Board will review the nominations, make other recommendations as appropriate, and then determine the recipients. The Member-at-Large will then arrange for the appropriate awards.

E. Awards Description

Although etched plaques have been distributed in the past, discussion has been held regarding the utility to the person and cost to the Foundation. In evaluating alternatives, giving the recipient something tangible was desired. It has thus been decided that starting in 2010, framed certificates would be awarded, along with gift certificates.

1. Award Certificate Design

The certificate design will be similar to that used for Program awards. See Appendix C for a sample of the certificate. The Secretary shall maintain a copy of the Publisher templates for use each year.

2. Gift Certificate Criteria

A tiered system to determine value of the gift certificate is to be used. The certificates will be useable for any merchandise that the MGFTC has to offer, i.e. plants, clothing, compost bins, etc. In accordance with state law, there will be no expiration, but the certificate must be presented at the time of purchase to be honored.

Years of service dedicated to the specified activity for which the award is granted	Certificate Value
1-2	\$25
3-4	\$50
4+	\$75

3. Honorary Master Gardener Hats

In lieu of gift certificates, winners of the honorary award will receive hats with the words
HONORARY
Master Gardener
embroidered in the design.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

IV. BOARD NOMINATIONS AND ELECTION POLICY

A. Purpose

This policy contains the general process to be used for the selection, nomination and election of candidates to the Master Gardener Foundation of Thurston County Board of Directors. Additional information can be found in Article VII, section 7.4 in the Bylaws as Amended 10/21/2010.

B. General

The nominations committee will consist of no less than 2 Foundation members.

The nominations committee will be appointed by the Foundation President Elect or Past President with the concurrence of the Board. They will be appointed according to the Bylaws.

C. Procedure

It will be determined:

- The positions that need to be filled.
- Present board members who are willing to run again and for which office.

The nominations committee will receive current job descriptions from the Policy and Procedures Manual.

The nominations committee will seek Foundation members who meet the criteria of the job descriptions and are willing to run for office. The committee needs to make every effort to solicit and inform the membership that nominations are being sought. If at all possible, there should be two or more candidates per position. It is allowed for people to run against officers seeking another term.

As provided in the Bylaws, once having developed a slate of candidates and delivering it to the President, the nominations committee will be dissolved. The board will then announce the candidates in writing or electronically no later than 30 days prior to the meeting and prepare for the election which will be held at the annual meeting in December.

D. Voting

It is strongly recommended that voting occur by written ballot whether or not there are contested offices.

The Secretary or designee will be at the door with a roster of members. Entrants will be asked to sign in and will be given a ballot if they are a Foundation Member. Ballots will be completed and tallied by the end of the meeting.

Procedures for the elections will follow the provisions in Article VII, section 7.4.4 in the Bylaws as Amended 10/21/2010.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY
Policy and Procedure Handbook

People present at the meeting will be requested to tally the ballots. Announcement of the winning candidates will be made by the President before the end of the meeting.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

V. JOB DESCRIPTIONS & COMMITTEE GUIDELINES POLICY

A. Purpose

To capture in detail, and describe a procedure for adding or updating officer job descriptions or committee/representative guidelines.

B. Foundation Board Job Descriptions

As deemed appropriate, the current job descriptions will be reviewed. If changes are made, the new descriptions will be approved and the handbook updated.

1. President

Term of Office: 4 years including 1 year as President Elect, 2 as acting President and 1 year as Past President, with 1 consecutive term maximum.

Responsibilities:

- Guide and facilitate the business of the Foundation Board.
- Preside at all Board Meetings, General Membership Meetings, and the Annual Meeting.
- With Board assistance, set the meeting dates and times and, establish the agenda for all meetings.
- Appoint all standing and special committees as required.
- Work closely with the Master Gardener Program Manager to insure good communication between the Program and the Foundation.
- Be available to advocate for the Foundation to city and county officials, Thurston County Master Gardener interns and all other appropriate parties.
- Write an article for the newsletter on a regular basis.
- Oversee the Policy and Procedures Committee
- Perform other duties as needed.

Qualifications:

- Has demonstrated good organizational skills.
- Preferably demonstrates good communication skills.
- Preferably has an understanding of the Foundation Mission and Vision statements and the workings of the organization.
- Must be computer literate in Word, and e-mail programs, with Excel also preferred.
- Must be a Foundation member in good standing.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

2. President Elect

Term of Office: 1 year with 1 term

Responsibilities:

- Shadow the current President to learn the duties required, meet contacts, and in general become familiar with the ways of business of the Corporation.
- In the absence or inability of the President, perform the duties of the Vice President.
- Attend all Board Meetings, General Membership Meetings, and the Annual Meeting.
- Chair the Nominations Committee when in office.
- Perform other duties as needed.

Qualifications:

- Has demonstrated good organizational skills.
- Preferably demonstrates good communication skills.
- Preferably has an understanding of the Foundation Mission and Vision statements and the workings of the organization.
- Must be computer literate in Word, and e-mail programs, with Excel also preferred.
- Must be a Foundation member in good standing.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

3. Past President

Term of Office: 1 year, with 1 term.

Responsibilities:

- Guide the current President in any way needed with particular emphasis on historical context and timeline of activities
- Attend Board Meetings, General Membership Meetings, and the Annual Meeting.
- Chair the Nominations Committee when in office.
- Perform other duties as needed.

Qualifications:

- Has served as President of the Corporation.
- Must be a Foundation member in good standing.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

4. Vice President

Term of Office: 2 years, with up to 2 consecutive terms.

Responsibilities:

- In the absence or inability of the President, perform the duties of the President.
- Attend all Board Meetings, General Membership Meetings, and the Annual Meeting.
- Work closely with the President to facilitate the business of the Foundation.
- Co-Chair the Budget process with the Treasurer
- Oversee all Fundraising Committees.
- Oversee the Publicity Committee in cooperation with the Master Gardener Program Manager.
- Perform other duties as needed.

Qualifications:

- Has demonstrated good organizational skills.
- Preferably demonstrates good communication skills.
- Preferably has an understanding of the Foundation Mission and Vision statements and the workings of the organization.
- Must be computer literate in Word, and e-mail programs, with Excel also preferred.
- Must be a Foundation member in good standing.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

5. Secretary

Term of Office: 2 years, with up to 2 consecutive terms.

Responsibilities:

- Serve as the recording officer of the Foundation and the custodian of all records, except such as are specifically assigned to others, i.e., the treasurer's books. Working copies of minutes and other records will be kept in the Secretary's possession; approved minutes and other records will be maintained, and retained indefinitely, in the Foundation's file cabinet.
- Attend all Board Meetings, General Membership Meetings, and the Annual Meeting.
- Prepare minutes of all meetings and distribute to Board Members prior to the next meeting.
- Give notice of Annual Membership Meetings to all members in writing or electronically not less 30 days from the date of the meeting.
- Arrange for sign in and ballot distribution at meetings where voting shall occur.
- Send other communications and notices to non-MG Foundation Members in a timely fashion.
- Draft and send acknowledgements, Thank You notes, and other correspondence as appropriate.
- Monitor the website to insure accuracy and timeliness of entries.
- Perform other duties as needed.

Qualifications:

- Must be computer literate in Word, and e-mail programs, with Excel also preferred.
- Has demonstrated good organizational skills.
- Preferably demonstrates good communication skills.
- Has ability to take meeting notes and perform all duties listed above.
- Must be a Foundation member in good standing.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

6. Treasurer

Term of Office: Minimum of 2 years, with up to 2 consecutive terms.

Responsibilities:

- Attend all Board Meetings, General Membership Meetings, and the Annual Meeting.
- Pay all bills presented for legitimate expenses.
- Deposit all revenues received into Foundation bank accounts.
- Assure balances in accounts are correct.
- Alert the board to any possible future trouble areas.
- Co-Chair the Budget process with the Vice President. Physically prepare the annual budget using information presented by the Master Gardener Program Manager and members of the Foundation Board.
- Present budget status reports at meetings as requested.
- Prepare and submit tax returns.
- Prepare and submit the annual non-profit report to the Secretary of State.
- Renew the insurance policy with concurrence of the Foundation Board.
- Oversee the local scholarships (i.e., South Puget Sound Community College) and awards.
- Prepare and distribute donation acknowledgments as needed. In addition, prepare a notification for the newsletter at the end of the year including names of people who have made notable cash donations to the foundation.
- Collect the mail from the Westside WSUTCE office at least weekly.
- Maintain a vendor list as noted in Policy VIII Compost Bin Sales.
- Perform other duties as needed.

Qualifications:

- Must have a practical finance background, e.g., bookkeeping/accounting skills.
- Must be computer literate in Word, and e-mail programs, with Excel and QuickBooks also preferred.
- Must have good organizational skills.
- Preferably demonstrates good communication skills.
- Must be a Foundation member in good standing.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

7. Treasurer Elect

Term of Office: 1 year with 1 term

Responsibilities:

- Shadow the current Treasurer to learn the duties required, meet contacts, and in general become familiar with the financial ways of business of the Corporation.
- Perform other duties as needed.

Qualifications:

- Must have a practical finance background, e.g., bookkeeping/accounting skills.
- Must be computer literate in Word, and e-mail programs, with Excel and QuickBooks also preferred.
- Must have good organizational skills.
- Preferably demonstrates good communication skills.
- Must be a Foundation member in good standing.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

8. State Foundation Representative

Term of Office: 2years, with up to 2 consecutive terms.

Responsibilities:

- Attend all Board Meetings, General Membership Meetings, and the Annual Meeting.
- Represent Thurston County on the State Board as a voting member and serve as liaison.
 - Attend State Board meetings (throughout the state)and report on County activities.
 - Report to the Foundation Board and membership what is happening at the State level. This may include writing newsletter articles.
 - Locally publicize, attend, and support (as requested, but to include at least procurement and delivery of raffle items) yearly Advanced Training Conferences.
 - Be willing to collect information for the State Board.
 - Be willing and available to participate and possibly become a member of the State's Executive Committee.
- Oversee the State Foundation Scholarships and Awards.
- Perform other duties as needed.

Qualifications:

- Preferably demonstrates good communication skills.
- Must be computer literate in Word, and e-mail programs, with Excel also preferred.
- Must be willing to travel to the state meetings, often on weekdays with an average of 6 meetings per year, and complete the required tasks.
- Must be a Foundation member in good standing.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

9. Member-at-Large

Term of Office: 2 years, with up to 2 consecutive terms

Responsibilities:

- Attend all Board Meetings, General Membership Meetings, and the Annual Meeting.
- Represent the interests of the general membership to the Board.
- Oversee the Membership Committee, which includes managing the yearly membership drive.
- Arrange details for each membership meeting including: speaker and fee payment, location reservation and fee payment, coordinating meeting supplies; set-up and break-down of the meeting facility.
- Send notification of membership meetings with adequate lead time to the Secretary, newsletter editor and webmaster for distribution to the membership.
- Arrange details for the Appreciation Day Picnic including: location reservation and fee payment, coordinating meeting supplies; set-up and break-down of the meeting facility.
- Write article requesting nomination of Award Recipients and presentation of their names to the Board for review.
- Ensure award certificates are completed for the Awards Meeting.
- Perform other duties as needed.

Qualifications:

- Must be computer literate in Word, and e-mail programs, with Excel also preferred.
- Ability to communicate with members from varying backgrounds.
- Must be a Foundation member in good standing.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

C. Committee/Representative Guidelines

Each year, the Board will determine committees that they choose to assign in order to conduct the business of the corporation. Chairs or co-chairs will be appointed to each committee by the President of the Board, and they will be given the power to solicit and accept other volunteers as members of said committee, call meetings, approve expenditures within their budget, and in general do what is necessary to meet their objectives. For each new committee, the chair will create a guideline including the duties and expectations, and will present it to the Board at the next meeting for concurrence.

For ongoing committees, guidelines may need to be updated annually based on experiences from the last year. It will be the responsibility of the Committee chair or representative to review the guideline and present recommendations to the Board at the first meeting after their appointment.

Each committee chair, co-chair or representative will report monthly to the appropriate Board representative prior to the scheduled meeting.

1. Fundraising Committees

All fundraising committees shall report to the Vice President.

a) Activities and Events

In November develop a tentative list of fun and/or educational opportunities for MG/MCs to participate in throughout the year. Continuing Education opportunities covered are specifically those which are fee based. Included in the requirements are determination of meeting places, transportation to and from the activity, and costs associated with the trips. This committee will work in coordination with the Program Manager or designee who may also be scheduling non-fee based opportunities.

The list minimally will be published on the website in the annual calendar by the end of December.

b) Compost Bin Sales

Following the guidelines in the current Memorandum of Understanding between MGFTC and Thurston County Public Works, the committee shall control all the activities necessary to maintain a successful bin sales venture. This includes but is not limited to maintaining a website with sales capacity, maintaining an inventory of bins and items for sale, working closely with the Treasurer of the MGFTC to appropriately capture deposits, tax payments, reimbursements, and all other transactions necessary to the operation of the business.

c) Crafts

Organize and develop craft ideas to be offered for sale at events such as the Membership Meetings, Plant Sale and outside venues as deemed appropriate.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

d) Garden Festival

Plan an event encompassing the showcasing of the demonstration gardens and the MG/MC Programs. The event shall be conducted yearly and will include invitations to partners from the previous Garden Rhapsodies Tour to display their educational information.

e) Plant Sale

Plan an event including the sale of potted plants and other items as determined by the committee (i.e. vendors, community organizations, etc.). This event shall be conducted yearly on the third weekend of May and possibly at other selected times depending on the financial needs of the Foundation.

- Inclusion of educational components with the sale are required.
- Any publicity that is generated must meet the branding requirements of WSU.
- Reasonable volunteer requirements for set-up prior to, during the sale, and clean-up afterward must be kept in mind.

f) Retail Sales

Follow guidelines to make clothing and other retail items as appropriate available to Master Gardeners, Master Composters and the public at regular intervals.

2. Administrative Committees

a) Membership

At least once yearly in January, a Membership Drive shall be conducted to remind members to renew. Up to date records shall be kept regarding Foundation Membership following the guidelines described in Section VI. Membership and Meeting Policy. This activity is managed by the Member-at-Large.

b) Policy and Procedures

By conducting a yearly review, ensure that the Policy and Procedures Handbook is appropriately updated. Make updates as determined necessary throughout the year. This activity is managed by the President

c) Scholarship

- State Foundation Scholarships

The State Representative is responsible for administering the Washington State Master Gardener Foundation Scholarship Program. The MGFTC is offering a \$250 scholarship in conjunction with application to the state scholarship.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

- South Puget Sound Community College Scholarship (SPSCC)

The Treasurer shall maintain contact with SPSCC to ensure on-time payment of the budgeted scholarship monies to the college for distribution to scholarship winners. A minimum of \$1000 will be set aside each year, as required by SPSCC. As needed, tracking of funds donated to the Foundation for additional scholarships shall be completed. Appropriate distribution of these funds shall be determined by the Board at the meeting in November.

d) Tribute

As necessary, the Treasurer will track any funds donated in memory of deceased parties. Any monies received will be disbursed as described in Section VII, Tribute Policy.

e) Website

A website shall be maintained using the domain name “mgftc.org.” It will minimally contain information on membership, meetings and events sponsored by the MGFTC. This activity is monitored by the Secretary.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

VI. MEMBERSHIP AND MEETING POLICY

A. Purpose

The purpose of this policy is to define the procedures for membership and meeting fees of the MGFTC.

B. Membership Application Form

1. New Membership

As seen in Appendix D, an application form will be filled out by each individual or business desiring to become a member of the MGFTC. Payment of the dues must accompany the submission of the form.

2. Membership Renewals

Renewal of membership does not require another application form, unless desired, to report information changes.

3. Receipt and Acknowledgement of Membership Application

Upon receipt of applications and renewals, the Membership Representative shall update the records. Record keeping shall include at a minimum, name and acceptance or rejection of electronic notification as noted on the application form. The applications shall be retained on file indefinitely according to Article IX of the Bylaws.

Sending of an acknowledgement letter shall occur for each new and renewing member.

C. Meeting Fees

Members will be assessed no additional charges for meetings in most circumstances. Exceptions would be made when the Board deems it necessary to charge more, and the meeting announcements will include the fee.

Non-members will be assessed a minimum of \$5 for attendance, with the option to join the MGFTC at the current rate. Exceptions would be made when the Board deems it necessary to charge more, and the meeting announcements will include the fee.

D. Meeting Procedure

The Secretary or designee will be at the door with a roster of members. Members will be asked to sign in. Fees will be collected as appropriate. Membership application forms will be available for anyone wishing to join the Foundation at this time.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

VII. TRIBUTE POLICY

A. Purpose

This policy will describe the criteria and acceptable manners in which to pay tribute to deceased individuals who have participated in and/or supported the Master Gardener/Master Composter program in Thurston County.

B. Procedures

An ad-hoc committee of MG/MC volunteers will be convened by the MGFTC Board on the receipt of notification of the desire to memorialize someone. The committee will determine whether or not a memorial is appropriate, with input as required, on a case by case basis.

The following options are available for the committee to use:

- Memory book or plaque maintained at the WSU extension clinic office.
- Object such as a brick or bench, to be placed in a demonstration garden. (Garden lead(s) and Program Manager will be consulted as to the feasibility and appropriateness of the request.)
- Condolence card(s) to the family of the deceased.
- Representative (person or flowers) at any memorial service.
- Donations to be used as designated by the donor.

An "In Memoriam" column will be placed in the MG/MC newsletter, naming the deceased without a detailed obituary. Should donations be given in memory of the deceased, a note of the amount with or without donor name (as requested by the donor), and the designation of the donation, will be included in the column.

A necrology will be read at the MGFTC annual membership meeting in October of each year to remember the deceased.

There will be no inurnment at any MG/MC site.

If Foundation money is used, a maximum of \$100 is allotted to each person.

Volunteers have the freedom to implement anything additional, providing there is coordination and concurrence with the committee and the Program Manager.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

VIII. COMPOST BIN SALES POLICY

A. Purpose

This policy will describe the current procedure used by the Compost Bin Sales Committee for the sale of said bins.

B. Procedures

Following the guidelines in the current Memorandum of Understanding between MGFTC and Thurston County Department of Public Works, the committee shall control all the activities necessary to maintain a successful bin sales venture. This includes but is not limited to maintaining a website with sales capacity, maintaining an inventory of bins and items for sale, working closely with the Treasurer of the MGFTC to appropriately capture deposits, tax payments, reimbursements, and all other transactions necessary to the operation of the business.

1. Website

Currently the online sale site is hosted at www.bravenet.com. The host site fee renewal is processed automatically each year. This is the same host site for MGFTC.org. The password for this site is controlled by the committee chairperson, the MGFTC president and the MGFTC webmaster.

The registered domain names are:

Compostbinthurstoncounty.com (Main active website)

Compostbinthurstoncounty.org

Compostbinthurstoncounty.name

Compostbinthursoncounty.net

(The above are renewed automatically on November 21)

Compostbintc.com

(This domain name is renewed automatically on Feb 1)

2. Orders

a) Website

Orders may be placed online by the customer.

b) Phone

Phone orders are taken by the assigned person on a cell phone and are then processed on the website if paid by credit card. If an order is COD, paid by check or cash, the order is then texted to the committee chairpersons' email and cell phone. A copy is then sent to the delivery company. The check or cash is picked up by driver and delivered to the committee chairperson. The money is deposited

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

in a timely matter in MGFC compost bin account, as assigned by the MGFTC treasurer. Deposit slips are then given to the MGFTC Treasurer.

c) Mail Order

Post office box No. 66 in Rainier, WA is currently available for mail orders. This is checked twice weekly, and the orders are then handled the same as phone orders.

3. Credit Card Payments

Credit card payments (Visa, MasterCard, American Express and Discover) are processed by Securepay.com and paid by Pipeline.com.

After online, phone, or mail orders are placed:

Securepay.com sends a copy of the order to binsales@compostbinthurstoncounty.com.

Currently this order is forwarded to the committee chairpersons' email and cell phone. A copy is then sent to the delivery company.

The Treasurer of MGFTC pulls from securepay.com the appropriate sales information for the MGFTC financial books.

4. Delivery

a) Delivery Company

A delivery company deemed acceptable based on rates and services will be used.

b) Delivery Procedure

Once an order is received, it is then scheduled by the delivery company for the earliest delivery possible for that part of the county unless it is stopped by the chairperson because the number of bins has exceeded the allowable three bins per year. The delivery company does its best to make special deliveries for birthdays, and gifts listed under the comment section of the order.

5. Tracking

The sales information is placed on the form provided by TCDPW for monthly tracking and emailed quarterly to the overseer of the program, currently Terri Thomas.

C. Inventory

The chairperson keeps a working inventory of the items sold by the compost bin committee. This inventory includes but is not limited to customer name and address to facilitate tracking of number of bins ordered per address per year as per the MOU.

Damaged inventory is used for donations at the discretion of the chairperson.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY
Policy and Procedure Handbook

D. Vendors

A list of current vendors will be maintained by the Treasurer, including address and contact information.

**MASTER GARDENER FOUNDATION OF THURSTON COUNTY
Policy and Procedure Handbook**

APPENDIX A

**Master Gardener Foundation of Thurston County
Reimbursement Request**

(1) Program, Event or Program Site: _____ Date of Request: _____

(2) Describe project or Funding Request (attach all paid receipts or vendor supplied estimate)

(3) Amount Requested: _____

(4) Requester's signature: _____

(5) Requester's Printed Name: _____

(6) Payment to be made to: _____

Address: _____

(7) Signature Approval from Foundation Project Chair, Lead or Program Manager:

_____ Date Approved: _____

(8) Expense Category Line: _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TREASURER'S USE ONLY

Amount Paid: _____

Date Paid: _____

Check Number: _____

Notes:

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

APPENDIX A, Continued

INSTRUCTIONS

1. Enter name of program, event or program site for this request, i.e., plant sale, garden rhapsodies, DirtWorks, etc. Enter the date of this request for reimbursement.
2. Enter a description of the funding request. Attach all receipts either by staple or in an envelope to assure receipts do not get lost during handling. Do not combine purchases made for personal use with those for this request. Ask the vendor for a separate receipt. All receipts should indicate paid as any direct payment to a requester is for reimbursement only. No blanket, undocumented requests will be accepted.

If a prepayment is to be made to a vendor, the vendor prepared estimate must be attached showing an itemized list, prices, taxes and the length of time the estimate is valid.

If payment is to a vendor, completed vendor invoice must be attached showing an itemized list of goods or services, prices.

3. Enter the amount requested in this request. This should exactly match the attached receipts or vendor prepared estimate or invoice.
4. Enter the signature of the individual requesting reimbursement.
5. Enter the printed name of the requester.
6. Enter the name and address of the person the reimbursement is to be made.
7. Give the completed form with the receipts to the approving project lead or event chair. The approving person will review the receipts for correctness and appropriateness. If approved, this individual will sign and date as approved. If the requester and the approver are the same person, a Foundation Board Officer is the approver. Any reimbursements for the demonstration gardens, program activities and the Extension office clinic will be approved by the Program Manager.
8. The approving person will enter the specific expense category line this expenditure is to be applied. If more than one, enter all that apply with appropriate amounts. The total must match the amount requested in item (3) above.

The approving person will give this form and receipts to the Foundation Treasurer either in person, mailed, or placed in the treasurer's mailbox in the Extension office. The Treasurer will reimburse according to the instructions shown on this form. Any discrepancies found will be discussed with the approver.

**MASTER GARDENER FOUNDATION OF THURSTON COUNTY
Policy and Procedure Handbook**

APPENDIX B

**DISCLOSURE FORM
MASTER GARDENER FOUNDATION OF THURSTON COUNTY
CONFLICT OF INTEREST POLICY**

I hereby acknowledge that I:

- Received a copy of the conflict of interest policy.
- Read and understand the policy.
- Agree that I am a covered person as defined in the Conflict of Interest Policy.
- Accept and agree to comply with the conditions outlined in the policy.
- Understand that I am under an obligation to disclose to the board potential conflicts of interest whenever they arise.
- Understand that the Master Gardener Foundation of Thurston County is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

_____ I have no conflict of interest to report.

_____ I have the following potential conflict of interest to report (please list any current, past or planned personal, professional, business or other interests or associations that may be actually or perceived as in conflict with the best interests of the Master Gardener Foundation of Thurston County).

Signature: _____

Date: _____

Printed Name: _____

MASTER GARDENER FOUNDATION OF THURSTON COUNTY
Policy and Procedure Handbook

APPENDIX C



WASHINGTON STATE UNIVERSITY
THURSTON COUNTY EXHIBITION
Master Gardener Program

Certificate of Appreciation

This certificate is awarded to

INSERT NAME HERE

In appreciation of your outstanding fundraising efforts;
the Activities and Events trips are always fun and enlightening!

Insert Name

Insert Date

*President,
Master Gardener Foundation of Thurston County*

Insert Name
W.S.U. Thurston County Program Manager



MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

APPENDIX D



Master Gardener Foundation of Thurston County "Helping Gardeners Grow"

5033 Harrison Ave. NW
Olympia, WA 98502

Membership and Sponsor Application

___ I wish to be an **Individual (MG/MC)** or **Associate Member** of the Master Gardener Foundation of Thurston County. Dues of \$10 PS calendar year (Jan-Dec) are enclosed. *Individual and Associate members may vote and hold elective office. They may attend Member Meetings, classes and events at no or reduced charge.*

___ I /we wish to be a **Business Member** of the Master Gardener Foundation of Thurston County. Dues of \$25 per calendar year (Jan-Dec) are enclosed. *Business members may vote and hold elective office. They may attend Member Meetings, classes and events at no or reduced charge.*

___ I /we wish to be a **Sponsor** of the Master Gardener Foundation of Thurston County at the level designated below. A check is enclosed. Sponsor names will be mentioned in the next issue of the newsletter unless otherwise specified. Sponsors will receive a letter acknowledging their tax-deductible contribution.

- ___ Friend: \$50 - \$99
- ___ Donor: \$100 - \$249
- ___ Patron: \$250 - \$499
- ___ Benefactor: \$500 - \$1000*

The Master Gardener Foundation of Thurston County is a non-profit 501(c)(3) corporation organized and existing under the provisions of the Washington Nonprofit Corporation Act (Chapter 24:03 of the Revised code of Washington) with Tax ID# 91-1898726. Your contributions are fully tax-deductible as allowed by law.

Today's Date: _____

Name/Business Name: _____ Year MG _____ Year MC _____

I prefer to have my/our name listed as: _____

Address: _____ City, State and ZipCode _____

Telephone: _____ E-mail Address: _____

I prefer to be contacted with Foundation business information (newsletter, notification of special meetings, etc.) by:

- ___ E-mail ___ Letter

Make checks payable to: "MGFTC"

**Mail to: MGFTC Attn. Membership
5033 Harrison Ave. NW
Olympia, WA 98502**

Interests: Please tell us the areas which interest you:

- ___ Plant Sale ___ Foundation Board ___ Newsletter ___ Composting
___ Publicity ___ Website ___ Fundraising

Skills: Please let us know of any special skills or interests you have and may like to share: _____

___ Computer ___ Accounting ___ Grant Writing ___ Legal ___ Crafts ___ Artist ___ Leadership ___ Teaching ___ Design

Heavv Machines Plumbina/Irriaation Electrical