

Tillamook County Master Gardener's Association Procedures

2.19

Subject: **Learning Garden**

Purpose: To provide guidance on responsibilities and tasks of the Learning Garden chairperson

- Task 1** Schedules and presides over Learning Garden Committee meetings. Provides agenda for meetings.
- Task 2** Maintains file of former meeting agendas in lieu of minutes of former meetings; passes file to next chairperson.
- Task 3** Presents Learning Garden Report at scheduled Executive Board meetings in written and oral forms.
- Task 4** With committee, develops annual budget for Learning Garden, presents to Executive Board for approval at Executive Board Meeting prior to submission to OSU Extension Agent for inclusion in 4-H and Extension Service District budget.
- Task 5** Leads committee in developing work activity plans and schedule for Learning Garden.
- Task 6** Assures that plan and schedule are followed or modified.
- Task 7** Actively recruits Learning Garden workers from Master Gardener training classes. (may delegate task of recruiting volunteers).
- Task 8** Learning Garden Chairperson also schedules Master Gardener hosts during the Tillamook County Fair when the garden is open for visitors.
- Task 9** Supports and promotes TCMGA and OMGA activities
- Task 10** Ideally trains a successor.
- Task 11** Ideally acts as advisor for the first year after serving as Chairperson.

Knowledge, Skills and Abilities

- Know history of the Garden.
- Know the design and resources in the Garden.
- Assure that Learning Garden activities are research-based.
- Be able to work well with people.
- Be open to and able to incorporate the ideas of Apprentice and Hardy Perennials.
- Be aware of and understand resources available through OSU Extension.
- Be aware of community resources to support Garden activities