

**The Northeastern Wisconsin (N.E.W.) Master Gardeners Association,  
By-Laws**



**ADDENDUM IV  
Standing Committees Duties and Responsibilities  
Approved Date 11/6/2024**

Standing Committees meet the working needs of the organization.

Below a list of Standing Committees with their duties and responsibilities:

Communications

*Make-Up:* Officer advisor and members at large

\*Responsibilities:

- Maintain association's eblast, website, facebook, instagram
- Assist members with internal and external communications. These may include surveys, presentations, registration forms, and press releases.
- Create marketing materials for publication
- Maintain association's calendar and cloud based file storage system.

Project

*Make-Up:* Officer advisor and members at large

\*Responsibilities:

- Annual administrative process for members to sign up for project(s).
- Communicate project team members to respective Project Leads.
- Annual process to facilitate end of season recap with Project Leads.
- Manage the process to intake requests for new projects.
- Determine the eligibility of projects.
- Facilitate Project Lead training (for potential new Project Leads).

Membership

*Make-Up:* Officer advisor and members at large

\*Responsibilities:

- Organize Spring Kickoff meeting
- Organize Fall Annual Banquet
- Oversee nominations for new board members
- Review and update By-Laws
- Conduct annual registration for process
- Record service term history of Executive/Board members

Community Outreach

*Make-Up:* Officer advisor and members at large

\*Responsibilities:

- Organize Plant Sale
- Coordinate business relationships in community
- Plan Horticulture Education
- Coordinate Speakers Bureau process