

# Lincoln County Master Gardener Awards Committee Chair Responsibilities

## **Position Description**

As Awards Committee Chair, your primary responsibility is to coordinate a committee to choose the county level Master Gardener of the Year and Behind the Scenes awards and nominate for state level awards when appropriate

The total time Master Gardener Awards Committee Chair spends volunteering in this role will count towards volunteer hours for recertification. For example, if you spend one hour a month completing Awards Committee Chair responsibilities, you will receive 1 hour of volunteer credit every month.

## **Requirements for Becoming the Awards Committee Chair:**

Lincoln County Master Gardeners are eligible to be the Awards Committee Chair if they meet the following requirements:

- Be an active or associate member of the Lincoln County Master Gardener Association and in good standing with the Master Gardeners
- The Committee typically consists of 3 recent County/State award winners.

## **The Role of the Awards Committee Chair**

- Together with Awards Committee members, receive nominations for two county MG awards (Master Gardener of the Year and Behind the Scenes) and choose the award winners.
- The Committee can put forward the county's nominees for state level Master Gardener of the Year and Behind the Scenes, if the nominee has volunteered in a significant way at the state level also.
- Revise position description annually

## **General Timeline**

- The President appoints the members in February, given OMGA's timeline (deadline for submitting paperwork is May 15).
- Send out an awards packet via listserv in April. This email contains background describing the county/state level awards and a request for members to submit nomination forms by April 20. Nomination forms for each award (Master Gardener of the Year and Behind the Scenes) are also included.

- After the deadline for nominations, the Committee then uses a LCMGA Nomination Criteria form to rank the nominees and choose the winners.
- The President announces the winners of the Master Gardener of the Year and Behind the Scenes winners on the Friday of Plant Sale week just prior to the pre-sale for MG volunteers. The President reads the nomination letter for each winner. The President has the metal name plaques engraved on the Master Gardener of the Year and Behind the Scenes displays in the stairwell of the OSU Extension Office, usually done after the plant sale. Engraving is done by True-Cut Engraving; see the business card in the locked file cabinet in the Master Gardener Office. Key to the file cabinet is obtained from Celia August at the front desk.)

### **Useful Links and Documents**

- Copies of the email letter, Master Gardener of the Year and Behind the Scenes nomination forms, and the Nomination Criteria form are in the [Awards Committee folder](#) in the Google Drive.