

Bexar County Master Gardeners

SUBJECT: Policies and Procedures of the Bexar County Master Gardeners

POLICY:

At the state level, the Texas A&M AgriLife Extension Service (Extension Service) administers the Master Gardener Program. At the county level, the Extension serves the local Master Gardener Program with a myriad of responsibilities, with the ultimate accountability for these duties resting with the local County Agent or staff member who serves as the county Master Gardener Coordinator.

Bexar County Master Gardeners (BCMG) is a 501c3, nonprofit organization established in 1992, to educate the public on best practices in horticulture. As an entity registered by the Texas A&M AgriLife Extension Service and established to help people and communities through horticulture education, BCMG and the Extension Service must operate harmoniously in achieving agreed-upon goals.

As a non-profit, BCMG is governed by a Board of Directors (Board), duly elected by the local membership. The Board has the responsibility of establishing and administering policies and procedures that provide guidance and direction to the organization. Policies and procedures are presented to the Board of Directors for approval, before acceptance and implementation. Thereafter, to ensure transparency, these policies and procedures are openly communicated to the membership.

Policies will be reviewed by the Board biennially.

Since the ultimate responsibility for BCMG, as a registered entity of the Extension Service, lies with the local County Extension Agent or staff member who serves as the county Master Gardener Coordinator, BCMG policies and procedures and changes to establish policies and procedures must have the express approval of the County Agent/staff member. This approval may be in direct correspondence between the County Agent/staff member and the President, BCMG, or recorded as an affirmative approval in BCMG Board minutes.

DATE APPROVED: 14 January 2021

DATE REVIEWED: