

GUIDELINE FOR WRITING MMGA PROCEDURES

Date procedure is written

General Overview: This procedure has been developed as an aid to maintaining a common format for written MMGA (Michiana Master Gardener Association) procedures, developed by its Officers, Committees and Administrative Personnel, to be use in conducting its daily business.

Requirements: As illustrated herein the procedure shall include, a title and information/instruction, for each of the five paragraph headings, in sufficient detail to enable a person(s) with minimal knowledge of the function to successfully carry out duties for which he or she volunteered.

It is requested:

- The procedure Title is to be in 16 point bold type, all caps and underlined.
- The paragraphs be in 14 point type with the paragraph titles in bold and underlined

Duties & Responsibilities: The sitting Officers, Committee Chairs, Administrators or delegated persons shall submit draft procedures, or recommendation for changes to existing procedures, to the President as requested or deemed appropriate. The President will normally have a third party review and the procedure and recommend any changes before it is presented to the Board for approval. The procedures may be written in paragraph form, time line format, or other suitable formats as dictated by the content.

Reporting:

Upon approval by the Board, the President or author will send an electronic copy to the Vice President who will make sure the correct board approval date is included. The Vice President shall send the final document to the Extension Educator Secretary who shall maintain the central file for all procedures.

- The Extension Educator Secretary will have the only official file, all requests for copies should be through that office.
- Any one may obtain a copy of an MMGA procedure.
- Any one may request a change to a procedure: However, such change request must first be submitted to the current sitting Officer, Committee Chair or Administrative person whose function or duties are effected by the proposed change.

- All MMGA procedures or changes are to be approved by the Board before implementation.

Time Commitment: A best total estimate of hours per month, comprised of estimated hours per meeting and additional hours outside of meetings, shall be provided.

- Time spent writing or otherwise working on a procedure should be counted as volunteer hours.