



PROJECT MANAGER RESPONSIBILITIES

1. The goal of Master Gardener projects is to increase knowledge of gardening in the Master Gardener community and in the general public. Before taking on a project, think about the educational benefit to the community and to Master Gardeners.
2. Complete Project Initiation Form – Submit form for approval to the Denton County office of Texas Cooperative Extension. All Projects must be approved by the County Extension Horticulturist and may be referred to the DCMGA Board for their consideration.
3. If project is continuing from year to year, submit a Project Continuation Form each fall.
4. If funds are needed, submit budget request for the project to the DCMGA Board of Directors in the fall of each year for their consideration and possible inclusion in the DCMGA budget for the coming year.
5. Serve as a DCMGA liaison to the community partners.
6. Recruit and train volunteers. Provide as much advance notice as possible to give members an opportunity to plan schedules. Schedule a season, if not a year, in advance when possible.
7. Keep DCMGA members and project team members informed of project workdays, activities, progress and successes through e-mail, newsletter, Website, DCMGA meetings, and all other available means as they occur.
8. Provide project updates to the DCMGA Board of Directors as needed.
9. Must be willing to work with publicity chairman or Newsletter editor to publicize project and DCMGA.

10. For on going projects, recruit and train an assistant project manager to step in and act in place of the Manager when he/she is not available.
11. Project managers are responsible for arranging a substitute such as the assist project manager or other qualified team member to be available on project workdays they are unable to attend in person.
12. Provide Master Gardener Participation Record on workdays so that volunteers may record their service hours.
13. Turn in Project Participation forms to the Extension Office following each workday. Be sure to thank volunteers who work.
14. Notify the Extension Office should there be problems or delays in the project. Call 940-349-2882 or e-mail volunteer@dcmga.com
15. Document the project throughout with photos and narrative. Don't forget pictures before the project starts.
16. If possible, develop an educational display of your project, which can be used at public fairs and exhibitions to interpret and promote DCMGA projects.
17. When possible, work with local media to publicize major events, activities and accomplishments.
18. Write project summary, which may include results of formal and informal evaluations conducted at the completion of project, and attach the summary to the original Project Initiation Form on file in the Extension Office.
19. If requested, work with Awards Committee Chair to prepare nominations for local and state awards.