



# Denton County Master Gardener Association Membership Handbook

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## I. MISSION STATEMENT

The Denton County Master Gardener Association is a volunteer program under the guidance of Texas AgriLife Extension Service. As Master Gardeners, our mission is to educate Denton County residents about safe, effective and sustainable horticultural practices that promote development of healthy gardens, landscapes and communities.

## II. MEMBERSHIP

- A. Certified members are members who have completed the Texas Certified Master Gardener program and pay annual dues. Certified members are required to fulfill 12 hours of training and 12 hours of volunteer service annually. Certified members are voting members.
- B. Trainee members are enrolled in the Master Gardener Training Program and have not completed service and/or training hours in the current year. All dues for Trainee/Interns are included in the Master Gardener Program enrollment fee. Trainee members are non-voting members.
- C. Intern members have completed the Master Gardener Training Program, but have not completed service and/or training hours in the current year. Intern members are non-voting members. Intern members must fulfill the required 70 hours of training and 70 hours of volunteer service. The Intern/trainee year does not count as a year of service for service awards.
- D. Life members are certified members in good standing, and designated life members at the discretion of the County Horticulture Agent. Life members' dues are paid by DCMGA. The County Horticulture Agent approves training and service hour requirements. Life members are voting members.
- E. Inactive members are certified members who have not completed their required 12 hours of training and 12 hours of volunteer service in a calendar year. For an inactive member to become a certified member, they must complete training and service requirements as directed by the County Horticulture Agent. An Inactive member is a non-voting member.
- F. Membership may be terminated for failure to pay dues, failure to re-certify, for engaging in conduct detrimental to the Master Gardener program such as illegal activity, being unwilling or unable to work amicably with the agent or other members.
- G. Each trainee is subject to a background check. A background check is required of all members every three years.
- H. Each member should ascertain whether his/her homeowner's general liability insurance covers volunteer activities.

### III. CERTIFICATION OF MASTER GARDENERS FROM OTHER TEXAS COUNTIES OR OUT OF STATE

Due to the uniqueness of each county's soil, climate and plant material, there is not full reciprocity of Master Gardener certifications. The Horticulture Agent will determine the required training hours for transfers. Volunteer Service hours will be the same as for Certified members.

### IV. BOARD OF DIRECTORS

- A. The DCMGA Board of Directors will consist of President, Vice President, Secretary, Treasurer, Communications Director, Education Director, Member-at-Large Director, Volunteer Coordinator and the Immediate Past President. The Immediate Past President and Volunteer Coordinator are non-voting members. The President votes in case of a tie.
- B. Boards of Director meetings are held the first Wednesday of every month. Any DCMGA member may attend.
- C. The Board is elected for a one year term beginning in January. An officer may serve only two consecutive terms in a given position.
- D. The **President** presides over the board meetings. With the Treasurer, the President develops the budget and signs the checks. The President participates in selecting the committee chairpersons and creates committees as needed. The audit committee reports to the President.
- E. The **Vice President** is responsible for fund raising events and project administration. Fund raising events such as the Spring Garden Tour, Plant Sale and the Garden Shoppe will be under the direction of the Vice President. The Vice President administers new projects, the continuation of projects and the completion of projects. The S.E.A.T. committee will report to the Vice President. Generally, the Vice President becomes the President in the following year.
- F. The **Secretary** records minutes of the Board meetings and maintains the corporate records of minutes and bylaws. The Secretary will be responsible for the review of the corporate bylaws as needed.
- G. The **Treasurer** deposits and disburses funds for the organization. The Treasurer provides financial statements for the membership and files appropriate government filings. A member requiring funds should make a written request to the Treasurer with an explanation for the money requested and where this expenditure would have been included in the budget. See Attachment 1 for further explanation of duties.
- H. The **Communication Director** is responsible for internal and external forms of communication regarding DCMGA events, activities and programs. The following committees perform these functions: Newsletter, Website, Publicity, Photography, Signage, Publications and Documentation.

- I. The **Education Director** oversees all out-of- house and in-house education and committees that direct these functions: Advanced training along with the Library Series Lectures, Program/Special Events, Intern Curriculum, Speaker’s Bureau, Ask a Master Gardener, Help Desk, Fall Garden Festival, JMG (Junior Master Gardeners), SWAt (Science With Attitude), Technology, Landscape Design, Propagation, Herb Team and the Children’s Garden.
- J. The **Member-at-Large Director** is a representative of the general membership. Any DCMGA member may contact the Member-at-Large Director with any concerns about DCMGA. The Member-at-Large Director, in partnership with the Volunteer Coordinator, will also keep a listing of the current member names, addresses and certification status. They will maintain the member skills/interest survey data. The Director will assist the President as required.

## V. GENERAL MEMBERSHIP MEETINGS

- A. A general membership meeting will be held on the second Wednesday of every month from February to November. Normally meetings will be held at the Denton County AgriLife Extension office in the morning. Three meetings will be conducted in the evening, usually in the months of April, July and October. All members and the general public are invited to attend. Members receive 1 hour of training for attendance.
- B. The January general membership meeting is the DCMGA Graduation and Awards Dinner. The members of the previous years’ Intern Class who have completed all requirements will be certified at this meeting. Awards will be given to interns and certified members at this meeting. Members receive 1 hour of training for attendance.
- C. The December general membership meeting is the annual Christmas Party. There are no training hours for this meeting.

## VI. TRAINING

- A. Certified members are required to attend 12 hours of continuing education or training each calendar year.
- B. The following guidelines for Advanced training are:
  - Training from programs offered during DCMGA monthly association meetings-1 hour (unless publicized differently) & events sponsored for public education (i.e. Spring & Fall lecture series; Fall Garden Festival speakers)
  - Horticulture Educational workshops, classes, lectures, field trips sponsored or conducted by DCMGA for AT - Time for Training as announced.
  - Earth-Kind online training (can be taken only once) <http://aggie-horticulture.tamu.edu/earthkind/training/>. Time for Training depends on module(s) taken.

- Horticulture Educational workshops, classes, lectures, specialist training listed on Texas Master Gardener Association website: <http://txmg.org/> including workshops, classes and lectures offered by other County Master Gardener Associations- time for training as specified.
- Horticulture Educational workshops, classes or lectures offered by Texas AgriLife Extension found on website: <http://urbansolutionscenter.tamu.edu/courses> – time for training as specified.
- Horticulture Educational workshops, classes, lectures and tours offered during annual State Master Gardener Conference- time for training as specified.
- AT opportunities approved by Agent and announced by Denton County Extension Office via email, dcmga website or newsletter-time as specified.
- Research for Rototeller articles, lectures or presentations on while working on the help desk would be advanced training.
- Discretionary Horticulture educational workshops, classes or lectures up to three hours can be used for lectures at garden centers, clubs and other organizations. No prior approval needed for these three hours.
- Credit for AT from educational classes, lectures, etc. not included in this list, must be submitted to the Denton County Extension office by email [donna.wolfe@dentoncounty.com](mailto:donna.wolfe@dentoncounty.com) at least one week prior to the training event. Request should include:

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Topic and Type of Training (*lecture, workshop, etc.*): \_\_\_\_\_

Open to the Public: (*We want to notify other Master Gardeners of the AT if it is open to everyone.*)

Fee: \_\_\_\_\_

Duration of training: \_\_\_\_\_

Speaker: \_\_\_\_\_

Speaker's Credentials: \_\_\_\_\_

- C. Intern/Trainee members are required to attend 70 hours of training. The Master Gardener Intern Program consists of 70 hours of training.
- D. Certified members cannot audit Master Gardener Training Program classes to receive training hours unless they missed a class during their intern year. The member must have the CEA-Horticulture's approval to attend.
- E. For training hours, travel time is not included.

## **VII. VOLUNTEER SERVICE**

- A. Certified members must complete 12 hours annually of volunteer service.
- B. Intern/Trainee members must complete 70 hours of volunteer service in their Intern year.
- C. Volunteer Service hours are for time worked on approved Master Gardener Projects, attending meetings related to approved projects, setting up for meetings, working on the help desk, making residence calls, preparing and giving talks through the Speakers Bureau. Travel time is included in the calculation of service hours.
- D. It is the responsibility of all members to record their volunteer service hours monthly in the Volunteer Coordinator's book or record them online when available.
- E. Certified members may record 3 service hours per year for volunteering for a church, school, city, or subdivision that is not an approved DCMGA project.

## **VIII. MASTER GARDENER PROJECTS**

- A. Members complete a Project Initiation form to obtain approval for a new project. The form will explain the project, how it will impact the community, who it will educate, the project's length of time and DCMGA resources required. A member can volunteer or be named as Project Team Leader. This form is submitted to the Vice-President for review prior to presenting to the Board. The member initiating the project will present the project to the Board for approval.
- B. When a project is completed, a Completion Form is filed with the Vice-President.
- C. In December, project team leaders should complete a Continuation Form for all projected continuing into the next year. This form is submitted to the Vice-President.
- D. There may or may not be a sign in sheet at a project workday. The project team lead will report who worked on the project and approximately how long to the Volunteer Coordinator. It is the responsibility of all members to record their volunteer service hours monthly in the Volunteer Coordinator's book or record them online when available
- E. All project forms are located on the website, dcmga.com.
- F. The Volunteer Coordinator will notify the membership of project workdays and activities through email. Work days/activities are also listed on the member's calendar on DCMGA.com.
- G. Ongoing DCMGA projects are shown on the website, dcmga.com.

## **IX. WEBSITE – dcmga.com**

- A. The DCMGA website informs the public of events and how to ask gardening questions.
- B. There is also member's information, which can be found at dcmga. Com, click on the Member's Info tab.
- C. The pages under Member's Info provide members of DCMGA information regarding the association. The following can be found under Member's Info:

- Member's Calendar – This provides members with all DCMGA Service and Advanced training Opportunities to complete the requirements of a Certified Master Gardener for both Interns and Veterans. Each entry is marked with a star to indicate which category is applicable to the event. If the address is listed, access Google maps to get directions.
  - Blue Star indicates training hours
  - Red star indicates Service Hours
  - Purple Star indicates Social
- For Advanced training and Specialist Training Opportunities offered by TXMG or another county MG program go to: txmg.org. For Specialist Training click on Training, for other MG program training click on Contacts/Member Associations (by county)
- Advanced training Opportunities – Approved Advanced training offered by other organizations.
- Member's Projects Information – A description of each DCMGA project is provided along with the Project Manager's name. If you need to contact the manager for more information, click on the link provided to send an email.
- Meetings – A list of Board Meetings and General Membership meetings are listed by month. Included each month are the minutes from all Board Meetings. If you need minutes prior to 2010 please contact Website chair for Members.
  - DCMGA Board Meetings are the first Wednesday of each month. All members, Interns and Veterans, are invited to attend. If you have an item for the agenda please contact the DCMGA President, to reserve time.
  - General Meetings are the second Wednesday of each month. All members, including Interns, are invited to attend. Presentations featuring a garden related theme are provided each month along with a business meeting. Each DCMGA member receives 1 hour training unless otherwise noted on the calendar.
- Members' Forms – Forms needed by all members are available in PDF format for easy printing. The TX MG Logo and AgriLife Logo are also available for Publications compiled by DCMGA members.
  - The website also provides DCMGA forms in pdf format which can be printed for your use. There is also the DCMGA new member application and Scholarship application available on the public side under All About DCMGA.
- Newsletters – The DCMGA RotoTeller is issued quarterly for all members via email in PDF format. In addition, a copy of past issues can be found on the web site. If you have an article or suggestion please contact the Newsletter Chair.
- Board of Directors – the Board position and Director are listed. In addition each Chair position and Chairperson is listed. A link is provided if you need to contact one or more via email.
- DCMGA Bylaws – The Bylaws for the association are provided. If you have any questions, please contact the Member-at-Large.

- DCMGA Handbook – The handbook gives details on how the association works and hopefully answers all your questions. If not, please contact the Member-at-Large.

## **X. RECOGNITION OF SERVICE**

- A. During class, trainees receive intern badges. Once certification hours for training and service are completed, the interns will receive the Texas-shaped MG badge at the annual dinner/graduation in January.
- B. After 5 years as a Certified Member (does not include Intern/Trainee year), each Master Gardener will be awarded a bronze Texas-shaped Master Gardener badge at the January Awards Dinner. After 10 years, each Master Gardener will be awarded a silver badge and after 15 years, each Master Gardener will receive a gold badge.
- C. Other awards given to members at the January Awards Dinner are Educator Award, Project Manager Award and Special Merit. These awards will be given to both Certified and Intern members. A Community Partner Award will also be given.

## **XI. ADVANCED TRAINING SPECIALIST SCHOLARSHIP**

The Texas Master Gardener Association offers several Advanced Training Specialist programs. A certified member can sign up to take these training classes and agree to the terms of the TMGA. The CEA-Horticulture must approve a member for the specialist programs.

DCMGA offers a \$200 scholarship for certified DCMGA members, who are in good standing. The President and CEA-Horticulture will jointly review applicants making recommendations to the Board for a final decision. The approved member would receive the scholarship in advance to defray training costs with the agreement that the scholarship would have to be repaid to DCMGA if the member fails to complete all state Advanced Training Specialist requirement.

## **XII. COMMITTEES AND SUB-COMMITTEES RESPONSIBILITIES**

There are several standing committees and sub-committees to organize projects or administrative functions for DCMGA. All committee chairpersons will assist the President in the development of the annual budget. All committee chairpersons will solicit volunteers from the general membership as needed. Committees can be created by the President as needed.

### **A. PROJECT ADMINISTRATION**

The Vice-President serves as Project Administrator and be responsible for assisting project managers and project volunteers. The duties of the Project Administrator include annual approval of ongoing projects and project managers. All project managers must submit a request to the project administrator to continue as project manager from year to year by completing the Project Continuation form.

### **B. WAYS AND MEANS COMMITTEE**

The Ways and Means Committee is responsible for any fund generating activity for DCMGA. The committee chairperson will report to the Vice President. The following fund generating activities are included in the Ways and Means Committee:

1. GARDEN SHOPPE - The Garden Shoppe is responsible for acquiring and selling merchandise to the DCMGA members and the public. The committee will also keep a listing of all merchandise owned by the organization. The committee will sell merchandise at events as required.
2. SPRING GARDEN TOUR - A Spring Garden Tour of DCMGA members' gardens will typically be held on the Saturday before Mother's Day. A chairperson and committee for the tour will participate in the selection of the gardens, the advertising for the event, ticket sales and coordination of docents at the gardens.
3. PLANT SALE - Typically, a plant sale is held on the same day as the Spring Garden Tour. A chairperson and committee will determine the site for the sale, purchase and/or acquire plants for sale, advertise the event and coordinate volunteers for the sale day. The Plant Sale chairperson partners with the Garden Tour chairperson/committee on advertising, financial and volunteer coordination.

#### C. COMMUNICATIONS

The Communications Director will serve as the chairperson of the Communication Committee. The committee will decide how best to provide information to the association and the public at large. The newsletter, website, publicity, photography, signage, publications and documentation subcommittees will be members of this committee.

1. NEWSLETTER - The newsletter editor is responsible for publishing the newsletter, The RotoTeller.
2. WEBSITE - The duty of the Webmaster and committee is to maintain the association's website, dcmga.com, in a timely manner. The website should reflect project information, workdays, and DCMGA member forms.
3. PUBLICITY - The committee chair will apprise the community of the association's function, capabilities and achievements. The committee is to publicize and promote the association's activities and objectives to the membership and community at large. The committee will assist project managers with advertising of activities.
4. PHOTOGRAPHY - The committee will document DCMGA activities through photography. The committee will provide photographs for the website, newsletter and publicity. The committee will maintain historical records of projects through photographs and provide a video at year's end for the annual celebration.
5. SIGNAGE - The committee is responsible for assisting in preparing/acquiring signage – direction signs, site signs and banners; to promote and direct the general public to DCMGA events.
6. PUBLICATIONS - The committee is responsible for reviewing and approving proper use of logos and legal statements required on documents prepared to apprise the community of the association's function, capabilities and achievements.

7. DOCUMENTATION - The committee is responsible for aiding in the design and production of documents necessary to publicize and promote the association's activities and objectives to the membership and community at large. The committee will assist project managers with advertising of activities (e.g. brochures, flyers, note cards, labels, training materials).

#### D. EDUCATION COMMITTEE

The Education Director will coordinate committees providing out-of-house and in-house educational opportunities for DCMGA and the public. The committees included are the Monthly Program/Special Events, Advanced Training, Speakers Bureau, the Help Desk, the Ask A Master Gardener Booth, JMG, SWAt, the Children's Community Garden, Technology and Landscape Design.

1. PROGRAM/SPECIAL EVENTS - The duty of the Program chairperson is to schedule programs for the monthly membership meetings from March-February of the following year. These programs could include tours, workshops and speakers. The chairperson must submit a request to the Treasurer for the speaker's honorarium in advance of the meeting or event. They will determine and arrange for A/V equipment as needed.
2. ADVANCED TRAINING - The duties include scheduling tours, workshops and special events other than the monthly meetings to provide opportunities for members to earn advanced training hours. Also, they will present a series of educational lectures at a local library for the public and members.
3. SPEAKERS BUREAU - The chairperson is responsible for receiving speaking requests and arranging for DCMGA speakers to fill those requests.
4. HELP DESK - The chairperson and the committee provide member training to research answers to questions submitted by the public via the DCMGA Help Desk. The chairperson schedules members to work the Help Desk.
5. ASK A MASTER GARDENER - The committee coordinates volunteers and materials to man "Ask A Master Gardener" booths as requested by the public or DCMGA events.
6. INTERN CLASS CURRICULUM - The CEA-Horticulture is responsible for the training of the intern class. The class planning chairperson and committee will assist the CEA-Horticulture and be responsible for evaluating and planning the curriculum for the annual intern class. The committee will arrange for speakers and tours for the intern class. Class planning activities include conducting the annual Round-up, presenting program to potential members and meeting applicants to explain program details and confirm applicants interested in joining.
7. JMG/SWAt - The chairperson is responsible for being a liaison between DCMGA and school administrators. All school outdoor learning centers will be under the auspices of JMG project. The committee will provide training programs for school teachers to implement the JMG program.

8. CHILDREN'S COMMUNITY GARDEN - The Children's Community Garden is part of the Bowling Green Community Garden in northwest Denton. The committee will provide a program in the spring for young children.
9. TECHNOLOGY - The committee will provide technology related needs for the membership as required.
10. Landscape Design – The committee will provide landscape and design education to the DCMGA membership and the community.
11. Propagation Team – The Propagation team will provide education to the DCMGA membership and the community. The Propagation Team will also provide plant propagation in service to DCMGA and the community.
12. Herb Team – The Herb Team will provide education and assistance to DCMGA membership and the community.

#### E. HOSPITALITY

The chairperson is responsible for refreshments at general meetings and special events including the DCMGA Round-Up and annual retreat. The chairperson will select a committee to aid in the execution of these responsibilities. They will arrange for set up of the room for the monthly association meetings.

They will also be responsible for sending flowers and/or cards to members when appropriate.

- Flowers or a plant may be sent in the event of a death of the member or immediate family member (husband, wife, child).
- A card may be sent in the event of an illness of a member or immediate family member

#### F. RESOURCE ROOM

The committee maintains the resource room for the use of the DCMGA membership.

#### G. STATE AWARDS

The Board of Directors accepts and reviews nominations for the State awards from the general membership. The Immediate Past President is responsible for reviewing the data pertinent to completing the application forms for the awards with the assistance of the nominees. The Immediate Past President will complete and submit the application to CEA-Horticulture by the established deadline after Board approval. The CEA-Horticulture will submit the nominations to TMGA. The Immediate Past President may elect to work with a chairperson and committee to accomplish tasks associated with state awards.

#### H. MENTOR

The Mentor chairperson is responsible for planning and coordinating the mentor program for the new trainee class. Duties include, but are not limited to assigning a mentor from the general membership for each trainee, plan mentor/trainee events such as lunches and other activities throughout the year. The chairperson will attend monthly Board meetings from January-May and other Board meetings as needed.

#### I. NOMINATING

The President will create a nominating committee. Generally, the Vice-President serves as chairperson and selects at least four (4) members from the general membership to serve on the committee. The committee shall notify the general membership of the slate of candidates through the website, newsletter or emails prior to the November DCMGA meeting.

#### J. AUDIT

The audit committee consists of a chairperson and three (3) members. The committee reports to the President. Two (2) members of the committee must be selected from the general membership. The remaining committee members may be selected from any position on the Executive Board, except Treasurer. The committee conducts an audit of the financial records in January and report to the general membership at the next general meeting after the audit. The current Treasurer shall be available to answer any inquiries of the committee. The audit committee reviews the financial records after the first quarter of a new Treasurer's term to assure accounting records are correct.

#### K. RETENTION

The retention committee addresses membership retention as needed and directed by the President.

#### L. SCHOLARSHIP – The Tom Harpool Horticultural Scholarship

1. The chairperson is responsible for coordinating the scholarship applications. The committee is responsible for recommending recipient for the scholarship. The committee may request additional scholarship monies from the Board.
2. The Tom Harpool Horticultural Scholarship is offered annually to one recipient by DCMGA for a minimum of \$1,000. Additional money may be given at the discretion of the Board based on the recommendation of the Scholarship Committee.
3. An applicant must submit an application to DCMGA before March 31. The application is on the website. Applicants must be enrolled in horticulture or a related field. The applicant or applicant's family must be residents of Denton County.
4. The Scholarship Committee reviews the applicants and makes recommendations to the Board. The applicant selected by the Board will receive the scholarship for the fall and spring semester. The scholarship funds will be paid directly to the school.

#### M. GRANTS

The grant committee aids DCMGA projects in identifying potential funding sources intended to enhance a project's educational or community service activities. Requests for support from the grant committee are initiated by the project manager. Grant committee members will assist in writing and editing grants. The grant committee will also support DCMGA projects or individuals, who have identified a project and a grantor, and seek help writing and polishing a grant request. All grant writing projects require the pre-approval of the board and the extension agent.

#### N. S.E.A.T. – Special Event Advisory Committee

The mission statement for the S.E.A.T. is to provide the framework and continuity of special events as determined by the Board of Directors. The committee will consist of the Vice President, the Ways and Means chair, an Intern Class Representative and chairs of past major events. The membership will rotate off after two years.

The committee will provide the following services:

- Make recommendations and lead in strategic decisions concerning the Garden Tour, Plant Sale and Fall Garden Festival
- Outline the structure and set guidelines for the events
- Assist in finding chairs for these events and provide assistance and additional resources for these events
- Assist in the documentation of these events, which would be updated annually.

#### O. Sunshine Gardeners

The Volunteer Coordinator recruits members interested in providing a service to members in need. Members may require assistance due to loss or illness. The Sunshine Gardeners may provide a variety of services for their fellow members on their own time. No service hours are earned.

## ATTACHMENT 1

### A. The Treasurer's duties are further explained below:

1. Quicken Home & Business software is the vehicle of choice to maintain the corporation's financial records.
2. The newly elected Treasurer and President must secure current signature cards with both the banking and financial institutions no later than the day of the first Board meeting of the new fiscal year. A copy of the approved 'Minutes of the Board' which lists the elected officers must be presented.
3. Checks must be signed by both the President and the Treasurer to be negotiable documents.
4. Request for funds and/or reimbursement of expenses must be made in writing (i.e., email, letter, expense reimbursement form) clearly stating the reason for the request as well as providing the budget category from which the expenses are to be charged. As appropriate, further documentation may be required, i.e., paid receipts, vendor invoices, etc. All documentation must be maintained in an organized, audit ready fashion.
5. The monthly financial (cash) reports must have the beginning and ending monthly balances with details of all receipts and disbursements during that period.
6. Collect membership dues. If dues are not received in a timely manner, then issue an invoice to member as a reminder.
7. The yearend annual report to the membership must also have the beginning and ending year's balances with details of all receipts and disbursements that occurred during the year.
8. File, any annual reports as required by Federal, State or Local Governments, i.e., Sales Tax no later than 01/20; 990 tax return no later than 05/15.
9. Prepare the necessary reports/paperwork for the Board designated C.P.A. to be provided to them no later than 02/15 for the 990EZ tax return to be prepared/submitted no later than 05/15. Work with the C.P.A. as required meeting this deadline.
10. There is currently online viewing capability to both the banking and financial institutions. When this is passed to the newly elected Treasurer, new passwords must be created.
11. The floral certificate needs to be renewed annually to license the corporation's fund raising plant sales. Renewal notification is received approximately the end of September.
12. The MG Shoppe retains a \$25 cash change bag. These monies should be returned to the corporation at year end to close current year's records and reissued in the following year's records.
13. Meet the required deadlines of the Texas Master Gardener Association:
14. Pay yearly dues, based upon our # of members, in time to be received no later than 03/01.
15. File our County Association Information which includes a list of the current officers as well as the DCMGA Director and Alternate to TMGA.
16. As required, update the Expense Reimbursement form and provide to the Web Master for uploading to the website.