

WSU Extension Pierce County Master Gardener (PCMG) Program *Terminology & Operations*

PCMG Program *a.k.a.* the Program

“The Program” with a capital ‘P’ is the overarching WSU Extension Master Gardener Volunteer Program for Pierce County. This is managed and overseen by the WSU Extension Pierce County Program Coordinator.

Program

A “program” (small ‘p’) is a major component of the WSU PCMG Program under which many WSU MG activities fall. Programs have WSU MGs in leadership roles, i.e., “**Chairs,**” that report to the Program Coordinator and may have independent strategic plans that align with the larger WSU PCMG Program strategic plan. Programs also have a purpose statement as well as measurable goals that relate back to the WSU MG program mission and vision.

Examples: Continuing Education, Clinics, Demonstration Gardens

Programs need to have:

- Purpose statement
- Minimum of three (3) documented objectives
- At least one (1) WSU MG chair
- Chair position description & transition plan
- At least three (3) identified program priorities (listed on page 5 of the MG handbook)
- Statement addressing how the program supports DEI efforts
- Statement indicating to whom the program is accountable (i.e., audience and funder, if applicable*) and how it will obtain feedback (if under a larger program, e.g., Composting under the Puyallup Demo Garden, this can be done in conjunction with the umbrella program)

**E.g., MG Foundation, external grants, donors*

Workgroup

A “workgroup” functions under a program. It has a purpose statement and measurable goals that align with the program it is under. It can be coordinated by a MG “**lead**” or have a collaborative leadership structure, but the workgroup is overseen and responsible to the program **Chair** it functions under.

Examples: Ornamentals at Puyallup Demo Garden, Heritage Garden at Sehmel Demo Garden

Workgroups need to have:

- WSU MG Lead or collective MG leadership
- Purpose Statement
- At least two (2) documented objectives
- At least one (1) identified program priority (listed on page 5 of the MG handbook)

Project

A “project” is a limited term activity funded through a grant or other finite resources that supports one or more existing programs. Projects have end dates that may be extended with Coordinator approval but must be completed, transitioned into a “program” or “workgroup,” or risk being terminated. Projects are directed and managed by “leads,” which can be an MG or the Coordinator.

Example: Puyallup Demo Garden Shelter Project

Committee

A “committee” is a group that supports the work of a program, workgroup, the WSU PCMG Program Coordinator, or the WSU PCMG Program as a whole. It can be led by an MG, the PCMG Coordinator, or a collective leadership; but they report and are responsible to the program they serve under or the PCMG Program Coordinator. Committees are eligible to receive grants or minor financial contributions. They can also use money from the program’s budget that they work under or for which they are consulting. Committees can transition into programs or workgroups with PCMG Program Coordinator approval.

Example: Communications Committee, DEI, Publicity (Sehmel Demo Garden)

Committees need to have a:

- Purpose Statement

Supportive Role

A “Supportive Role” is a WSU MG or two MGs that manage(s) a specific ongoing task for the WSU MGPC Program.

At the time this document was authored, those serving in a supportive role were not yet identified; but this category is included in anticipation of future needs.