

UC Master Gardeners of Napa County

Task Assignment "Quick" Guide

**Submit to Monday.com
or Ask Allison**
allison.karaan
@countyofnapa.org



**MG Executive
Leadership**



Ask Jessica

Office Use and Purchasing

First Stop for any general questions

- Assistance with supply purchases once approved by Exec Team
- Room Reservations
- Key and Equipment Reservations
- Visiting the Office & Jessica
- Office Equipment Assistance
- Facility and Property Management Questions (i.e., Reserving the Parking Lot for Events)
- Routine Monthly Fiscal Reports
- Book Sales and Cash Handling
- Mail, stamps, correspondence

MG Exec Team is the authorizing body for:

- Requesting purchase approval for committee supplies
- Committee budget adjustments
- Authorizing new onsite meetings or committees
- Assistance with Online Large Conference Room Reservations

MG Exec Team will escalate questions to me:

- Requesting to review UC, MG Program, or Departmental Policies and Procedures
- Conflict Resolution and resolving concerns with staff or volunteers
- Confidential discussions
- Overall Program Revenue and Expense Forecasts for the MG Treasurer
- Consultation on new or proposed initiatives, grants, community connections, project proposals

Event Coordination

After Approval from Exec Team:

- Supply Purchases
- Calendar and Website updates
- Certificates of Insurance
- Facility Agreement Renewals
- MOU Filing
- Equipment Reservations
- Sends Event Expenditure updates to MG Treasurer

MG Exec Team is the authorizing body for:

- Event Approvals
- Authorizing Committee Event Budgets and Purchases
- Assisting in finding appropriate team members to assist in day to day event logistics
- Requesting Honorarium or Speaker invitations and gifts from Jessica
- Consulting with Jessica on any new Event Collaborations with Community

Oversight and Event Analysis

- Ensuring that events are aligned with the mission of the UC Master Gardener Program and UCCE Napa Department
- Community Partner and Leadership relationship building, collaboration and outreach development.
- Development of MOUs with program partners and negotiating terms and specifics
- Measurement and evaluation of event efficacy and community impact
- Developing surveys, and event analytics tools
- Generating reports and statistics to submit to MG Exec Team and Statewide MG

Budget and Fiscal

After Approval from Exec Team:

- Supply Purchases
- Monthly Transaction Reports to MG Treasurer
- Routine purchases under \$500

MG Exec Team is to:

- Authorizing Committee Budget Proposals
- Monitoring Expenditures and reporting remaining balances to Project Chairs
- Ensuring all authorized purchases align with MG Program Expenditure Guidelines from Jessica
- Consulting with Jessica on any new purchase requests that are not normally done.
- Consulting with Jessica on any purchases that require a contract, agreement, insurance verification, or other administrative documentation
- Consulting with Jessica on any proposed service or rental expenses

Budget Analysis

- Ensuring that all expenses are aligned with the mission of the UC Master Gardener Program and UCCE Napa Department
- Seeks, identifies, and administers opportunities for Napa County to obtain funding for development of horticulture and climate initiative programming
- Development of MOUs with program partners and negotiating terms and specifics
- Oversees and participates in the development and administration of the Program's annual budget and the Department's Strategic Staffing Plan.
- Forecasts funds needed for staffing, events, insurance equipment, materials, and supplies;
- monitors and approves expenditures; implement budget adjustments as needed.
- Generating financial reports and statistics to submit to MG Exec Team and Statewide MG, UC ANR BOC, and other key stakeholders