**Washington County Master Gardeners Association**

Chapter Communication: Proposed Policy

The Washington County Master Gardeners Association (WCMGA), its members and committees have several options for communicating information about meetings, activities, and educational and volunteer opportunities. The purpose of the following guidelines is to clarify the process for each of these options and to encourage chapter-wide communication.

1. Chapter Chat (monthly chapter newsletter)
	1. Contact: Chapter Chat Editor
	2. Submit content by the 11th of each month
	3. You may submit attachments (for example, more detailed information and/or a registration form), but keep to one page. In addition to the Chapter Chat Editor, send a copy of the attachment to the Publicity Director and Webmaster.
2. Metro Master Gardener newsletter
	1. Contact: Metro newsletter Editor with copy to Metro Program Coordinator, Chapter Chat Editor, and Webmaster
	2. Deadline is the 15th of each month
	3. You may submit content directly to the metro newsletter (separate from the chapter page), but the subject matter must apply to all 3 metro counties (i.e., cannot be Washington Co Chapter business only). Metro newsletter editor reserves the right to edit, insert where there is room, etc., since it is part of the general newsletter and not our page specifically.
3. Chapter Email
	1. Contact: Email/database coordinator with copy to Chapter President
	2. Chapter business only
	3. Chapter President must approve
	4. You may submit attachments and/or link to the WCMGA web site
	5. Chapter emails are limited to no more than 4 emails per month; any exceptions to be approved by Chapter President
4. Chapter Website (www.washingtoncountymastergardeners.com)
	1. Contact: Washington County Webmaster
	2. Content may be a link to your announcement (preferably a PDF) or an addition to a web page (a new event for the chapter schedule of events, for example).
5. Metro Master Gardener Website ([www.metromastergardeners.org](http://www.metromastergardeners.org))
	1. Contact: Metro Webmaster
	2. Content is limited to those events that are open to the public.