

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors **JOB DESCRIPTION**

CONVENTION FINANCE CHAIRMAN

As a member of the Convention Committee, this chairman reports to the Convention Chairman.

DUTIES

- Attend convention committee meetings and work with the AFGC Convention Chairman on all phases of convention planning.
- Prepare a contract form to be used when obtaining program and workshop speakers.
 - Contract should include speaker's fee, meals and lodging to be provided, mileage allotment (note number of miles and rate) and any other expenses (flowers, properties, etc.) to be reimbursed.
- Obtain from the AFGC Convention Chairman and Convention Staging Chairman an estimate of expenses, including facility rental, audio-visual equipment, properties to be purchased or built, etc.
- Obtain from the AFGC Convention Registration Chairman and Program Booklet Chairman an estimate of expenses including stationery, postage, duplicating, computer supplies, etc.
- Obtain from the AFGC Convention Chairman an estimate of the cost of all meals, including gratuity and tax.
- Determine a budget for the convention based on these estimates and submit it to the AFGC Finance Committee for approval.
- Open a checking account, if needed and deposit AFGC advance of \$4,000.00.
- Receive and deposit all monies in a timely manner.
- Prepare a voucher form to be used by all chairmen to receive reimbursement for expenses with receipts attached. Submit to convention chairman for their signature.
- Pay bills presented by voucher signed by convention chairman.
- Return any overage to AFGC minus 10% for the host District as prescribed by Convention Guidelines and AFGC Standing Rules.
- Prepare a final report listing all budgeted and actual expenses. One copy to the AFGC Treasurer, one copy to the AFGC Convention Chairman, one copy to the District Director and one copy retained in the Archivist file for your successor.
- Read GUIDELINES FOR PLANNING A STATE ANNUAL MEETING and AFGC CONVENTION FINANCIAL GUIDELINES included in this job description folder.
- Review and follow the procedures applicable to all members of the Board of Directors outlined on the page titled IMPORTANT PROCEDURES, which is a part of this job description folder.