

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

CORRESPONDING SECRETARY

As an appointed officer of the Executive Committee and Board of Directors reporting to the AFGC President, this officer will conduct all correspondence of the Arizona Federation of Garden Clubs, Inc. as directed by the AFGC President and Board of Directors. For creation of AFGC stationary contact the AFGC President and AFGC President-Elect for AFGC logo.

DUTIES

- BOARD OF DIRECTORS LIST.
 - Send the names, addresses, phone numbers and email address, if applicable, of state chairmen electronically to their NGC counterparts.
 - Keep a current list of Board of Directors members.
 - ❖ Changes in names and addresses shall be distributed electronically by Database Chairman or President to AFGC Board of Directors.
 - ❖ The President, Assistant Treasurer and Local Garden Club/AFGC Plant Presidents notify the Database Chairman of name, address, telephone number and e-mail address changes
- Notify electronically NGC Headquarters (headquarters@gardenclub.org) in event of a change of an AFGC Officer, Local Garden Club President or the Editor of *Greenleaf*.
- CARDS
 - At the AFGC President's request, send sympathy cards, get-well cards and notes of appreciation.
 - At the request of the AFGC President, write and mail invitations to various officers, former officers, chairmen and guests to attend the convention and sit at a reserved table.
 - In the event of the death of a current AFGC Board Member or Former AFGC President as directed by the President:
 - ❖ express the Federation's sympathy and inform the bereaved family that a memorial tribute has been given to the AFGC Scholarship Fund.
 - ❖ Send a copy of the letter electronically to the AFGC Treasurer to authorize remittance of the board's approved amount.
- REPORTS
 - Submit a report electronically to the AFGC President, Archivist, Recording Secretary by two (2) weeks before each Executive Committee Meeting, Board of Directors Meeting and Annual Meeting. The AFGC President will forward all reports to the Board of Directors members. You may request to report directly at the meetings.
- 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