

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## Board of Directors JOB DESCRIPTION

### FIRST VICE-PRESIDENT

As an elected officer of the Executive Committee and the Board of Directors reporting to the AFGC President, this officer helps administer the activities of the organization in keeping with the Arizona Federation of Garden Clubs, Inc. and National Garden Clubs, Inc. goals and objectives.

#### DUTIES

- In the absence of the President and President-Elect, perform all duties of that office.
- If the President and the President-Elect cannot serve, succeed to the office of the president.
- Assist the President in the work of the Arizona Federation of Garden Clubs, Inc. and upon the request of the President, act for or represent the President on specified occasions.
- Serve as a member of the Finance Committee.
- Confer with each chairman assigned to you as soon as possible after your election.
- Assure each chairman received a job description folder that includes their duties and the page titled IMPORTANT PROCEDURES.
- Assure that each chairman understands their responsibilities.
- Under the general direction of the president, formulate plans of action involving the coordinated efforts of various chairmen and make necessary assignments.
- Advise and assist each chairman in developing appropriate objectives and plans of action within their specialized area and participate personally to the extent required to carry out the plans.
- Discuss with each chairman, assigned to you, whether the function requires a committee to be organized. Advise on size, geographic representation, personnel and method of operation.
- Confer with each chairman, assigned to you, on a regular basis to assure that actions are being taken.
- Provide guidance as to future plans and actions including budget needs.
- When assistance of a chairman reporting to the President or Second Vice-President is required, the request for assistance should be made through the President or Second Vice-President that the chairman reports to.
- **Three weeks before the meeting of the Board of Directors**, obtain a progress report from each chairman assigned to you.
  - Determine which reports are to be read to the Board of Directors by the chairman, limiting to 2 or 3.
  - Prepare and read a written report summarizing the remaining chairmen reports and cover activities at the vice-president level.
  - Notify the President of the reports to be placed on the agenda by **two weeks** before the Board of Directors meeting.
- **Submit a report electronically to the AFGC President, AFGC Archivist, AFGC Recording Secretary by two (2) weeks** before each Executive Committee Meeting, Board of Directors Meeting and the Annual Meeting. The AFGC President will forward all reports to the Board of Directors members. You may request to report directly at the meetings.
- Prepare a resume of your annual report to be given to the Historian and Archivist at the conclusion of the Annual Meeting.
- 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