

AFGC District Director Guidelines

As a member of both the Executive Committee and the Board of Directors reporting to the AFGC President, the District Director will be a liaison between AFGC and the Local Garden Clubs and AFGC Plant Societies within the district serving.

DUTIES

- Upon taking office, assure clubs in your district have your full name, address with zip code, telephone number with area code and e-mail address advising them of a convenient time to call or to e-mail.
- Arrange for visits with your clubs, at their invitation or at their convenience.
- Represent your clubs' interests and viewpoints at the State level. -
- Explain and promote NGC, PRGC and AFGC objectives and programs to your clubs.
- Promote AFGC Membership Benefits and the resource of AFGC officers and chairmen, including your own expertise.
- Appoint a treasurer and chairmen, as appropriate, to your district
 - See that the chairmen understand their responsibilities and relationship, if any, to an AFGC counterpart.
 - Provide direction and follow-up.
- Provide training and assistance for Local Garden Club/AFGC Plant Society Presidents by providing program subjects and giving personal advice as appropriate.
- Expedite the Local Garden Club President's subscription to *The National Gardener* and to provide accurate contact information for communication:
 - Establish a clear understanding with club presidents that immediately upon the election of the Local Garden Club President-Elect the name, complete address with 5-digit zip code, telephone number with area code and e-mail address of the president-elect are sent to you as District Director and to the AFGC President.
 - Update the District Club file and e-mail to AFGC Data Base Chairman.
 - Change in Local Garden Club/AFGC Plant Society officers contact information be sent to AFGC President, AFGC District Director and AFGC Data Base Chairman
- Encourage members to attend District Meetings/Gatherings, the AFGC Annual Meeting/Biennial Convention, NGC Schools, Symposiums, Refreshers, Study Units Courses, Horticulture Seminars and Wildflower Symposiums.
- Encourage Local Garden Clubs/Plant Societies in your district to submit articles electronically on club activities to the *Greenleaf* Editor and to utilize the AFGC Website space allotted to each of the Local Garden Clubs/AFGC Plant Societies.
- Promote the organization of new clubs and encourage existing non-NGC local garden clubs to join AFGC.
 - Assist the AFGC Membership Chairman according to the guidelines in the AFGC Standing Rules, "Federating a New Member Garden Club."
 - Sign the new club's charter.
 - Send a note of welcome to the new club thanking them for the list of members and wishing them satisfaction in their association as members of AFGC, Inc., PRGC, Inc. and NGC, Inc.
 - Inform the new club of their sponsoring club, if one, and what can be expected.
 - Provide follow-up support.
- Upon notification of the AFGC Treasurer, follow-up with any club delinquent in payment of dues as of June 1, determine reason and assist to resolve, allowing payment to be completed.
- Determine District Meeting/Gathering annual rotation among the clubs in your district.
- Notify Host Club of their District Meeting/Gathering Rotation order one year in advance.

FORMAT FOR DISTRICT MEETINGS/GATHERINGS:

- On an annual rotational basis identify the host club and with its representatives determine the date, location, program, theme, and a registration fee adequate to cover all anticipated expenses.
- Arrange for and preside over the District Meeting/Gathering.
- Advise Hostess Club of set-up and seating arrangements, if needed.

- **Local Host Garden Club Chairman to:**
 - Clear the proposed date with the AFGC Event Calendar Chairman.
 - If date is open and the presence of the AFGC President and/or AFGC President-Elect to attend is desired, contact the AFGC President and/or AFGC President-Elect to ascertain if the person is available to attend.
 - If the AFGC President can attend, then immediately contact the AFGC Event Calendar Chairman via e-mail or telephone to secure the date. Do this step as the date may have been requested with the chairman before the event has been posted on the AFGC Website.
 - It is the AFGC Event Calendar Chairman responsibility to post the event on the website's event calendar or the chairman will notify the AFGC Website Chairman to post the date of the event on the website event calendar.
 - Provide the following information to the AFGC Event Calendar Chairman: Event name, date of event, where located, time, featured speakers, registrar's name, address with zip code plus e-mail address, registration fee and who to make check payable.
 - Review publicity flyer call letter and registration form with District Director.
 - Determine deadlines and send electronically the publicity flyer call letter and registration form to the **Greenleaf** Editor and AFGC Website to include when, where, time, featured speakers, registrar's name and address, registration fee and who to make check payable.
 - Obtain signed contracts, if needed, for meeting accommodations and speaker's presentations.
 - E-mail publicity flyer call letter and registration form, including a map, 60 days in advance to AFGC Board of Directors including Local Garden Club Presidents.
 - Send invitations to the AFGC President, First Vice-President, President-Elect, and District Director to attend as your guests.
 - Approve the completed program and publicity release prior to printing.
 - Obtain set-up requirements for the meeting, including head table seating, if requested.
 - After the meeting, provide attendance and financial reports to District Director.
 - Write notes of appreciation to speakers, and others significantly involved.
 - File all reports and other material relating to the event as future reference material.

- Write a thank you note to Host Club for arranging the District Meeting/Gathering
- Encourage Local Garden Clubs/Plant Societies to e-mail progress reports for each Board of Directors meeting, briefly covering significant activities.
- At the District Meeting, in the odd numbered year, elect the next District Director, an Alternate and a member for the AFGC Nominating Committee.
- Request **Local Garden Clubs/AFGC Plant Societies Annual Reports** of club activities be completed and returned to you at least one month prior to AFGC Board of Directors meeting in the spring
- Prepare a District Directors-Annual Report and submit electronically to the AFGC President, AFGC Recording Secretary, AFGC Archivist Chairman by two (2) weeks prior to AFGC Board of Directors meeting in the spring. The AFGC President will forward all reports to the Board of Directors members. You may request to report directly at the meeting.
- Accept awards on behalf of an absent club representative at the Annual Meeting/Biennial

Convention's Awards Ceremony.

- Pick up and return any district club's Flower Show Book of Evidence or Yearbooks remaining at the close of the Annual Meeting/Biennial Convention. If mailing is required, it is at the expense of the Local Garden Club/Plant Society.
- Turn over all files and relevant materials when you leave office to the incoming District Director.
- 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.

Fiscal Year: Usually, June 1 through May 31

RESPONSIBILITIES OF OFFICERS AND AFGC AS A 501 (c) 3 ENTITY (excerpt from the AFGC Bylaws)

No part of the net earnings of the garden club shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the garden club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

No substantial part of the activities of the garden club shall be the carrying on of propaganda or otherwise attempting to influence legislation and the garden club shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of or opposition to any candidate for public office.

Notwithstanding any other provisions of these articles, the garden club shall not carry on any other activities not permitted to be carried by a garden club from federal income tax under section 501 (c) 3 of the Internal Revenue Code or the corresponding section of any future federal tax code.

Tax Deductible Donations (not part of AFGC By-laws)

As a 501(c)3 entity, AFGC garden clubs can receive donations that the donors can write off as charitable contributions on their taxes. To do so, the club must provide a written receipt that states:

- The name of the organization (i.e., the name of your garden club);
- The amount of any cash contribution;
- A description (but not the value) of any non-cash contribution;
- A statement that no goods or services were provided by the organization in return for the contribution, if that was the case;
- A description and good faith estimate of the value of goods or services, if any, that an organization provided in return for the contribution;

The AFGC Treasurer can provide a sample receipt form that you can use to acknowledge charitable contributions to your club.

AFGC Awards

- You can find a publication on the AFGC website called Awards Rules as well as the Awards Application
 - Review this for deadlines and procedures.
 - There are awards for Civic Achievement, Conservation, Garden Therapy, Bird Protection, Pollinator, Executive Committee, Public Relations, Presidential Citations, along with various Youth, Membership, Glower Show, Publication and Yearbook awards.

What is Penny Pines?

- For every \$68 collected by members, the club sends a check to the AFGC Penny Pines Chair along with the Penny Pines form. AFGC forwards this to the NGC/USDA Forest Service program to assist in the replacement of burnt or damaged trees in conjunction with federal funds. Seedlings are replacements and/or trees native to that particular area and are not necessarily of the pine variety. You are able to designate which National Forest in Arizona that you would like the funds to be used. You are also able to make the donation in honor or memory of someone.

Forms – some of these are updated every two years or when there is a new AFGC Treasurer, you can find the latest version of forms at: <https://www.azgardenclubs.com/member resources/>

- Reporting Hierarchy
- Leadership Toolkit
- Awards Rules
- Awards Application
- AFGC Life Membership Application
- PRGC Life Membership Application
- NGC Life Membership Application
- AFGC-Expense-Reimbursement-Form-2021

What does AFGC do with your dues?

We are a group of gardeners who have organized on a local, state, national, and international level. Sixteen local clubs and two plant societies make up the Arizona Federation of Garden Clubs, Inc. Fifty State Garden Clubs, the National Capital Area Garden Club, and 447 international affiliates make up the National Garden Clubs, Inc. Our members create a powerful voice and expansive network for advancing common interests, not only from our local communities but all over the world. We provide education, resources, and national networking opportunities for our members to promote the love of gardening, floral design, and civic and environmental responsibility.

Specifically, of the \$12.50 per member that each club sends to AFGC, one dollar goes to NGC for state dues. AFGC also pays \$90 in dues annually to NGC Pacific Region. Other AFGC expenses that can benefit clubs or their members include event insurance, scholarships, our website and newsletter, conventions and annual meetings, symposiums, and hosting NGC schools.

Fundraising Ideas

- Plant/yard sale
- Garden tour
- Garden tea party
- Afternoon at the Movies
- Gardening calendar
- Selling homemade craft items at community events
- What is your club doing?

Alternate methods of payment (CC, PayPal, Venmo, Square, etc.) Several clubs have been successful using PayPal as a means to accept online payment. If you already have a PayPal account for your club, it is easy to request a Zettle credit card processor, which connects to your PayPal account.

There are also other options such as Square and Venmo. If you have questions about setting any of these up, contact the AFGC Treasurer and we can help point you in the right direction.

SCAMS and how to avoid falling into them

Small non-profit organizations are often the target of scammers since the officers do not usually work together on a daily basis and often conduct business via email. One of the most common email scams is someone impersonating the president of an organization in an email asking the treasurer to pay a vendor immediately. Here is how you as the treasurer can prevent falling into this type of scam:

1. Scammers will generally be very insistent that the matter is urgent and they need you to act right now. The email may be just one line: "Peggy, I need you to send a check for \$345 to xyz company today. I will get the details to you later. Kim" If you get an email like this, pick up the phone and call (or text) your president and make sure she (or he) really made the request.
2. Check the "From" header to make sure the sender's email address really is the email address of the president. It is very easy for scammers to change the "From" text (i.e., Kim Rosenlof) but not the "From" address <kim@rosenlof.com>. Using Kim as an example, if you see Kim Rosenlof <reply1324@gmail.com>, you know the email is not actually coming from Kim Rosenlof.
3. If the email requests you to pay in Visa/MC debit, Amazon, Wal-Mart, Apple, Google Play, or any other type of gift card, or requires that you use Western Union or another wire service, suspect fraud immediately. **NEVER PAY ANYONE OVER THE PHONE OR BY EMAIL BY WIRING MONEY OR WITH GIFT CARDS.**

Other scams to be on the lookout for:

- Predators impersonating legitimate businesses (such as PayPal, your club's bank, Zelle, Venmo, etc.) or government agencies (IRS, Better Business Bureau, Social Security Admin, etc.) on the phone or by email. Be very wary, do not provide ANY information, and if the caller is very insistent, hang up and call the entity using a publicly provided phone number (NOT one given to you by the caller).
- Tech support scams by "businesses" who contact you to tell you there is a virus on your computer
- You receive a letter that demands payment on a debt you have never heard of – especially if your club has its own website. Domain name registries are common scammers that send carefully worded "invoices" that may convince a new club treasurer that they have to pay this bill when in fact it is a solicitation.