

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

ARCHIVIST

As a member of the Board of Directors, appointed by the AFGC President, this chairman is responsible for recording digitally the records of the Arizona Federation of Garden Clubs, Inc.

DUTIES

- Save digitally all the Recording Secretary, President's and Historian information of the Arizona Federation of Garden Clubs, Inc. All records, including any flyers, booklets or minutes, shall be scanned and saved as PDF's.
- All information is to be saved on two flash drives (16 GB) and two portable hard drives (500 GB.)
- Give first portable hard drive to the Recording Secretary after it has been filled.
- Give second portable hard drive to the President after it has been filled.
- Give one Historian's flash drive to the Historian after it has been filled.
- Give second Historian's flash drive to the President after it has been filled.
- Submit electronically a report to the President, Archivist, Recording Secretary by two (2) weeks before an Executive Committee Meeting, Board of Directors Meeting and the Annual Meeting. The AFGC President will forward all reports to the Board of Director members. You may request to report directly at these meetings.
- Receive electronically all Executive Committee and Board of Directors reports to archive.
 - ❖ Requested report format:
 - Typed
 - Top of page: Title of the report and the date – Month/Day/Year
 - Bottom of page: Name of the Officer, District Director, Chairman or Local Garden Club President with position title.
- Submit electronically a one-page report summary of the records saved for the year to the President for inclusion in her report at the annual meeting.
- Receive Recording Secretary Minute Books for each administration after they are completed. Save everything in the Recording Secretary Minute Books digitally and add to current (2 portable hard drives) until full. Pass on the Recording Secretary Minute Books to the next Recording Secretary.
- Receive Historian information for each administration and save it on the (2) Historian's flash drives until full.
- 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.