

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## Board of Directors JOB DESCRIPTION

### AWARDS CHAIRMAN

As a member of the Board of Directors reporting to the AFGC President, this chairman is responsible for administering National Garden Clubs, Inc. (NGC), Pacific Region Garden Clubs, Inc. (PRGC) and AFGC Awards that have been created to offer a challenge and to give insight into the scope of the work done by member clubs.

#### DUTIES

- Follow guidelines set forth in AFGC Standing Rules, Awards.
- Check with AFGC Chairmen whose programs offer an award and determine whether any changes in awards or rules should be considered by the Executive Committee.
- Prepare information by **July 1** for updating of the NGC, PRGC and AFGC Awards on the AFGC Website. Alert members that AFGC, PRGC and NGC Award Rules and applications are available on the AFGC Website.
- Submit a report to the AFGC President **by two weeks before each AFGC Board of Directors meeting** covering activities since the previous report. The AFGC President will forward all reports to the Board of Directors members. You may request to report directly to the board.
- **Submit articles electronically to the *Greenleaf* Editor** to arouse interest and give advice with respect to particular awards.
- Encourage clubs to apply for awards. Publicize the various awards available at national, regional and state levels at District Meetings and AFGC Annual Meeting or Biennial Convention.
- Advise as to the applicability of awards to a particular project and respond as promptly as possible to questions on such matters as rule interpretations, use of forms or preparation of a Books of Evidence.
- Advise the AFGC President as to projects at any level within the state that might qualify for a national or regional award. -
- Accept applications for AFGC awards.
- Serve as chairman of the Awards Committee:
  - Appoint a competent committee to appraise applications. Committee should include the AFGC President, The First Vice-President and/or three experienced judges.
  - Determine AFGC award winners.
  - Forward applications to PRGC in one (1) package, all eligible award entries from the state, in ample time for arrival before the deadline. Deadline PRGC is **March 1**.
- AFGC State President may present up to six (6) Presidential Citations each year. A list of winners of Presidential Citations archived according the AFGC Record Retention Plan.
- Coordinate with the AFGC President and AFGC Convention Chairman for the presentation of AFGC Awards at the AFGC Annual Meeting or Convention.
  - Consult with the president to determine who will present each award.

- **Notify each winning club receiving an award**, congratulate them and inquire as to who will be present to accept it. State the date and time of presentation and the date a reply is due.
- When all replies are in, inform the AFGC Convention Chairman so that those representing the winning clubs may be seated near the presentation area.
- Prepare certificates of award for state award winners, including youth, flower show and yearbook winners.
- Arrange to exhibit all award-winning entries, at the Annual Meeting or Convention.
  - **Request all clubs have a representative to pick up their Books of Evidence** at the close of the Annual Meeting or Convention.
  - Have a sign-out sheet available for those removing Books of Evidence
  - Assume responsibility for unclaimed books and mail to respective clubs.
- Submit a copy of the Awards Report to the AFGC Recording Secretary who will file with the minutes of the Annual Meeting or Convention.
- Email to AFGC Archivist dating all entries to include:
  - State, regional and national awards received.
  - Recipients of each.
  - Location of all awards or plaques.
- **Prepare a list of winners and the awards for publication in the summer and/or fall issue of *Greenleaf*.**
- 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.